

**North Hampton Public Library
Board of Trustees
Monthly Meeting**

Date: November 13, 2019, 6:30 pm
Location of Session: Town Hall
Meeting Recorded by Channel 22

Attendees:

Chair: Susan Leonardi
Treasurer: Jacqueline Brandt
Secretary: Kathleen Kilgore
Alternate: Emily Creighton

Library Director: Susan Grant
Assistant Director: Liz Herold

Disclaimer – These minutes are prepared by the Recording Secretary within five (5) business days as required by NH RSA 91-A:2, II. They will not be finalized until approved by majority vote of the Board of Trustee.

The intent of these minutes is to provide a summary of the essential meeting content and not a transcription.

A recording of the meeting can be found at: http://www.townhallstreams.com/towns/north_hampton_nh, and a DVD recording is available at the North Hampton Town Administrative Offices, 233 Atlantic Avenue, North Hampton, New Hampshire 03862.

Public in Attendance

Board of Trustees Monthly Board Meeting

1. Administrative

a. Call to Order in Public Session

The meeting was called to order by Susan Leonardi at 6:34 pm

b. Approval of Meeting Minutes:

Motion to table approval of prior meeting minutes until the next meeting.

Made by Jacqui Brand

Seconded by Kathleen M Kilgore

Vote: 3 - 0.

c. Library Director's Report

Please see attached report for details provided

Susan Grant submitted an article for the Granite State Libraries Newsletter about the Expansion and Renovation Plan and it has been published in the November 2019 newsletter.

Update to holiday schedule:

The Library was open on Monday, November 11, 2019, Veterans Day. This was new this year. The Library will be closed on Thanksgiving Day and will be open on the day after, Friday. This is new this year.

The Library will be closed Christmas Eve and Christmas Day

The Library will close at 2pm on New Year's Eve and will be closed on New Year's Day

In the new year, the Library will be open on Martin Luther King Day in January and Presidents Day in February.

- d. Youth Librarian Report
Please see attached report for details provided
- e. Treasurer Report

Motion to accept the Library Director's Report, Youth Librarian Report, and Treasurer's Report as presented tonight

Made by Jacqui Brand

Seconded by Kathleen M Kilgore

Vote: 3 - 0.

2. Old Business

- a. Presentation materials and updates on library project

Literature – Executive Summary

Reviewed binder of information put together by Susan Leonardi.

Discussed using Graphics – Timelines - Pictures

Scheduled a workshop for Monday, November 25, 2019 at 9:00 am to finalize material.

- b. Strategic Plan – Tabled this item due to needing to prioritize work on the presentation materials for the library project.
- c. Other Items that may come up before the Board

Further discussed Winter Hours for the Library and the possibility of changing evening hours on Tuesday's and Thursday after the first of the year and adding an additional night during the week in March, suggesting being open Tuesday, Wednesday, and Thursday each week.

3. Public Comment

Vicky Jones, Chair of The Friend of North Hampton Public Library

Annual Appeal is in process and response has been strong.

Provided a reminder about the Holiday Raffle, raffling off a homemade crocheted throw by Andrea Vibbert. The raffle runs thru December 5, 2019. Raffle tickets are available in the Library.

Reported Lisa Peck has recently move out of Town has resigned from The Friends Group. She wanted to thank Lisa for her contribution to the group over the last several years and wanted her to know she will be missed.

4. Correspondence

- a. Correspondence from Jim Maggiore regarding septic
- b. Correspondence from Judy Day inquiring on the site survey recently done.
- c. Town Counsel Memorandum dated October 7, 2019 in response to Select Board questions sent to Town Counsel dated September 23, 2019

5. Next Meeting Date / Adjournment

Work Session – Monday, November 25, 2019 at 9:00 am at the NHP

The meeting was adjourned by Susan Leonardi at 7:48 pm.

Appendix of Additional Documents to Meeting Minutes (for reference):

Agenda

Librarian Report

Youth Librarian Report

Suggested Added Items for Website regarding the Library Expansion & Renovation

Granite State Libraries Newsletter – November 2019

Memorandum dated October 7, 2019 from Stephen Bennett to Bryan Kaenrath

Question for Attorney Bennett dated September 23, 2019

**North Hampton Public Library
Board of Trustees
Regular Meeting
13 November 2019, 6:30 pm
Town Hall**

Chair: Susan Leonardi
Secretary: Kathleen Kilgore
Treasurer: Jacqueline Brandt
Director: Susan Grant
Alternate: Emily Creighton

Agenda

1. Administrative
 - a. Call to order
 - b. Approval of Meeting Minutes
 - c. Library Director's Report
 - d. Youth Librarian Report
 - e. Treasurer Report
2. Old Business:
 - a. Presentation materials and update on library project
 - i. Project Binder
 - ii. Flyer/Postcard
 - iii. Website
 - b. Strategic Plan
 - c. Other items that may come up before the Board
3. Public Comment
4. Correspondence
 - a. Town counsel memorandum
5. Next meeting date/Adjournment

Librarian's Report
November 13th, 2019
Susan Grant, Director

Building

We have our permit for the meeting room from the Fire Department – it is posted on the Craig Room wall near the back door.

Financial

We received a donation from the Dan Brown Charitable Foundation in the amount of \$5,000. A thank you note via email was sent to Lisa Detweiler the NH Charitable Foundation representative who replied that Mr. Brown was “thrilled with the work we are doing.” I send them an email outlining how we have benefited from his generous donation each year.

- Operating Account TDBank reconciled ending balance 10/31/2019 is \$50,810.72
- Non-appropriated Funds Account TDBank reconciled ending balance 10/31/2019 is \$91,571.60
- Peoples Bank CD#1 143,660.44 as of 6/30/2019
- Peoples Bank CD#2 \$96,056.62 as of 6/30/19
- Peoples Bank Checking Account \$ as of 10/31/2019 is \$10,101.36.
- Capital Reserve Fund as of 9/30/2019 709,003.05. Previous balance was \$708,091.66.

Operations

The library was open Veterans' Day. The next holiday opening will be Monday, January 20th. The library will be open Friday Nov 29th 9:30 – 5 the day after Thanksgiving, and Saturday the 30th 9:30 – 2. The library will be closed December 24th and 25th and will open the 26th at 9:30 a.m. The library will be open 9:30 - 2 on December 31st, New Year's Eve.

We did a patron purge as recommended by the State Library of patrons who have been inactive more than 5 years and deleted 883 inactive patrons. Their registrations cards remain in the library for renewal if they still live in town and just haven't used their card in over 5 years. Many were confirmed to have moved away.

Leyda Frias, property coordinator of asset management for WSDEVELOPMENT which is the management company of Lafayette Crossing Shopping Center emailed me with a proposal for the library to curate and maintain a Little Free Library in front of Luv2Play. The will build and install it and we will provide the books.

We have a new copier, new lease with Kyocera. It is slightly less expensive than our previous lease and an upgraded model of the copier we had before the most recent model, which we liked and found easier to use.

Some staff had a workshop October 16th with Healthtrust representative Lisa Maloney about managing stress. We'd like to have her back to do a workshop for the entire staff, which would require closing early one day so that all could attend without interruption. Liz, Barbara, Connie and myself attended the workshop and felt all staff could benefit. The workshops are free as part of our Healthtrust membership.

Statistics

	FY2020			
	July	Aug	Sep	Oct
NHPL circulation	3142	2720	2326	2194
ebooks downloaded	183	181	168	150

audiobooks downloaded	167	154	148	175
Overdrive Magazine (started June 2018)	6	4	6	6
EBSCO searches	74	29	2	8
Kanopy	21	55	51	57
Mango Languages	115	115	105	101
Ancestrylibrary sessions	4	3	0	1
Valueline log ins	126	145	156	143
Hoopla	173	174	163	170
Lynda.com views	72	41	39	6
Morningstar - page views -expired Aug 1	29	0	0	0
Beach Book Buggy	30			
Total	3867	3562	3107	2948
FY2020	Jul	Aug	Sep	Oct
difference from previous year	-340	-22	135	-186
percentage up/down/previous year	-8.8%	-0.6%	4.3%	-6.3%
difference from previous month	390	-305	-455	-159
percentage up/down previous month	10.1%	-8.6%	-14.6%	-5.4%
Monthly number of people visiting the library	1450	1632	1413	1738
Meetings held in the library	55	43	31	30
Public Computer Users	161	197	192	176
Museum passes used	32	63	28	12
Number of unique NHPL patrons who checked items out per month	426	398	356	324
New NHPL Patrons	19	12	16	21
Deleted Patrons	3	4	0	883
Total Patrons	3306	3317	3332	2467
New Overdrive users	4	4	3	4
Unique Users Overdrive	85	91	89	83

Programs

- Nov 14th **Mt. Kearsarge Museum Travel Program** on Native Americans.
- Nov 19th 6:30 pm **Mike Rogers concert**
- Nov 21st 10 a.m. **Basket weaving with Carol Sanborn**. Participants limited to 5, so contact us early for a spot.
- Dec 5, 6:30 pm **Roots of Rock** with Baza at the Town Hall.
- January 7th 6 pm Storyteller Simon Brooks – **A World of Tales—stories for all ages**.
- January 23rd 6-8 pm. **Medicare 101** – ServiceLink presentation on Medicare benefits
- January 30th 6 pm **The Great Sea Serpent of New England** – Michael Faiella
- Feb 15th 11-1 **Paint Party** with Jody Mueller.
- Feb 4, 6-8 pm **Ask a Muslim Anything** – Robert Azzi
- March 3rd 6 pm **The Holocaust: A Duty to Remember**
- March 12th 6:30 pm Ramblin' Richard: **We're All Irish** – Music program.

- April 7 6:30 Dan Szczesny: **Stories of Mt. Washington: film by Bill Millios**
- April 28 6 pm John Kane – **The Last Seat in the House: The Story of Hanley Sound**. The story of a sound man in 1960's Rock n' roll.
- Sept 10th Abby Hutchinson's **Sweet Freedom Songs**: NH Humanities program
- Oct 20th Michael Tougas: **Thirteen Days in October** – program about the Cuban Missile Crisis.

DRAFT

One of our teen volunteers and a friend are interested in helping me a family Story Time planned for Saturday, 11/23. The teens said they want to plan a dramatization of one of the stories to perform at the event.

Carol Sanborn, a certified ChildLight® yoga instructor, gave a half hour class for children aged 2 to 5 accompanied by their parent/caregiver. There were 6 participants.

In honor of the Halloween season, Pre-teens and Teens had drop-in crafts to make and take home. The crafts were decorating paper tombstones, and creating window cling-vinyl monster images. Children also could color in pictures of candy corn and place them in a raffie jar. On October 30 I pulled three raffies ships, and the winners each received a black light party hat to wear for trick or treating.

The Opus Scopus Book Club is going along well. The children are enthusiastic about the graphic novels we are reading, and the book-related activities and crafts. I weeded the Teen Room collection, removing titles that have not circulated since 2014 and re-shelving some older titles in the main library's YA section. I then added new books in a variety of genres. This freed up more shelf space, so I could spread out and reorganize the collection. The room is now more visually pleasing and it is easier to locate the various types of materials and genres.

The Collaborative Summer Reading Program materials that we receive annually for our SRP's include a large amount of self-directed activity sheets (games, match-ups, etc.). I have printed off 20 and they are available in the Pre-teen area for drop-in activity.

MEMORANDUM

To: Bryan Kaerath

From: Stephen M. Bennett

Date: October 7, 2019

Re: Selectmen Miller's Question Regarding the Proposed Expansion of the Library

My opinion dated August 15, 2019 dealt solely with the question of which Town Board has the statutory authority to control the design and construction of the Town's public library. The following are my responses to Selectman Miller's question.

1. The Library Trustees have the authority (right) to design and construct a public library consistent with state law. Construction on nearby lots often effects a property's value. However, unless the new construction constitutes a nuisance or presents a health or safety risk or violates state law or local ordinance, a property owner has the right to develop their property.
2. See response to #1. I cannot opine on the adequacy of the shared parking. However, I don't believe you can necessarily assume that there will be a large increase in the number of library users due solely to an increase in the size of the library building.
3. See response to #1.
4. The Town always has a right to protect its real property from incursions by abutting property owners. Generally, when a project is undertaken by one town agency which requires access over abutting town property, an agreement (temporary easement) is reached which requires that areas disturbed by the construction project on the abutting property be returned to the same condition as before the construction began.

Questions for Attorney Bennett

9-23-19

Reference his Memo, 8-15-19

Attorney Bennett:

Does your opinion imply:

1. The Trustees Library expansion plan includes building up to the lot line of the "Homestead lot", adjacent Town property. With 0' setback, this will devalue that lot and limit its future use. Does your opinion include such a right of the Trustees?

2. The present library is very close to the original Town Library which was repurposed for Town use long ago. It is now the location of our Town Clerk/Tax Collector function. It shares the same parking lot as the existing Library. This already busy small parking will not be sufficient for the Town Clerk/Tax collector function as well the expanded Library, 48% larger. Does your opinion include such a right of Trustees?

3. The proposed expansion of the Library will lessen the distance between the Stone building(Tax Collector), a registered historic treasure from 20' to approximately 11 feet. These two buildings share the same lot and have done so since the existing library was constructed in 1978. Does your opinion entitle the Library Trustees to diminish the value and utility of the historic building by such encroachment and the lot it is on? **Potentially POTENTIAL**

4. The Library Trustees intend the Library to remain open during construction. Does the Select Board have the right to protect the Homestead lot from being used for any purpose by the Library Trustees construction project, in the event it happens? The Homestead has never been controlled by the Library Trustees.

*First outside member of group why express
in good*