

**North Hampton Public Library
Board of Trustees
Working Session**

Date: 2019 November 25, 9:08 am

Location of Session: North Hampton Public Library

Meeting Not Recorded by Video

Attendees:

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

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.

Board of Trustees Working Session

Public Attendance

Rick Stanton

1. The meeting was called to order at 9:08 am by Susan Leonardi
2. Old Business

Strategic Plan

Reviewed most recent draft of the Strategic Plan put together by Susan Grant
Suggested edits to this version

Add the word Goal after the Mission section, to title the Goal setting section

Add the metrics of evaluating goals

Add under the Library Board of Trustees, the position of Alternate which is a 1 year term.

Add the following formal supporting library organizations:

The Friends of North Hampton Public Library

North Hampton Public Library & Cultural Center Foundation

Add section about the part of our community that is currently not being Served or is Under Served.

Re-connect with the local paper and having regular submittals for publication

Will have Susan Grant work on these suggested edits to have a new revision for review

And approval at the next Trustees meeting, Wednesday, December 11, 2019.

Review Expansion & Additional Materials (PikoChart – Graphic Program Used)

Postcard – suggested draft

- Change the font of Warmest Wishes
- Request change to the shadowing of the Trees by Ron
- Change the font on the back to be easier read
- Add “Visit the Library” before the web address
- Susan has initially quoted printing through Staples, Inc, she will research local Printers ie: New England Printers; The UPS Store

Info Graphic – suggested draft

- Susan suggested this will be a great email document
- Jacqui suggested this could be the mailer
- Kathy suggested adding a picture of Shovel and the words “Shovel Ready”
- Susan suggested this be the web page on the website with links embedded on the page to link them to more detail on items.

Information Binder

- Emily went through the binder and made edits – Susan will take the suggested edits
- Binders will be available for review

3. New Business

Legal Counsel Update

Susan spoke with Derek Durbin confirming the Select Board read the letter at the Select Board meeting on Wednesday, November 20, 2019.

Susan has provided us a copy of the Weeks Library warrant article, note the Select Board did place the Warrant Article on the ballot, our situation is different. We discussed the need for guidance from Derek as we prepare the warrant article.

4. The meeting was adjourned by Susan Leonardi at 10:27 am

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

- Agenda
- Strategic Plan – Latest Version
- Holiday Postcard - Draft
- Info Graphics – Draft
- Weeks Library Warrant Article
- Binder Edits
- Letter from Atty Derek Durbin to Select Board dated November 20, 2019

**North Hampton Public Library
Board of Trustees
Working Session Agenda
North Hampton Public Library
Monday, 25 November 2019
9:00 am**

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

The North Hampton Public Library Board of Trustees will be present at the North Hampton Public Library, Atlantic Avenue, North Hampton NH on Monday, November 25, 2019 beginning at 9:00 am for a work session.

1. Call to order
2. Old Business
 - a. Review Strategic Plan
 - b. Review Expansion & Addition materials –
 - i. NHPL website, infographic, holiday postcard, etc.
3. New Business
 - a. Legal counsel update
4. Adjournment

North Hampton Public Library

Come in | Connect | Grow

History

The first public library in North Hampton was established with state funds in 1892, in the southwest corner of the historic Town Hall building located at 233 Atlantic Avenue. In 1907 a fieldstone structure was approved and built, and in 1955 an addition was made to this structure. In 1973, a new 5600 square foot library was built, which serves the community to the present day. The library is in the midst of an expansion and renovation project that will double the size of the library, providing the spaces required to meet the needs of children, teens, working adults, families, senior adults, and the aging population.

Mission

The mission of the North Hampton Public Library is to provide library resources and services to meet the evolving educational, cultural, informational, and recreational needs of the community of North Hampton.

Accessible Spaces and Services

- Create a library brand to be the heart of the North Hampton community. Construct a new space that addresses community needs and brings the library into the 21st Century.
- Become the community “living room” where people gather for enrichment, entertainment, education, and for access to materials and information in all formats. The library is a safe, neutral environment where all may explore information, materials, ideas, and concepts.
- Create a culture of education and life-long learning through technology resources, digital resources, and through connections with community businesses, schools, town boards, committees, and other stakeholders, and through collaborations with other libraries.

Strategies for community connections

1. Connect with local businesses to offer and provide employment information, ie job fairs, career workshops etc.
2. Provide a business center with notary, copier, fax, printing services.
3. Evaluate the current demographics and identify ways library outreach could improve.
4. Connect with community members with skills to offer enrichment programs on diverse subjects for adults and children. (i.e. bee-keeping, printing, gardening etc.)

5. Work and collaborate with the school, Historical Society, Heritage Commission, Recreation Department, Schools and other town departments through staff liaisons.
6. Plan at least 4 programs in the calendar year collaborating with town groups, organizations, committees, businesses etc.

Strategies for information & resources

1. Consistently evaluate the accessibility of online and physical resources in an effort to improve the library experience for all users.
2. Provide open houses i.e. Tech Fair to invite the public to get acquainted with technology and other resources the library provides.
3. Provide a current collection with sufficient copies of titles in high demand. Materials will be offered in a variety of formats.
4. Plan programs of interest that enrich, inform, and entertain. Determine what is of interest, popular, historical, educational (develop survey use program evaluation forms). Keep statistics and evaluate yearly to plan future programs. Provide up-to-date technical & audiovisual equipment for program presentations.
5. Provide information in a variety of forms, such as print, non-print, electronic reference resources, pamphlets, emails, flyers. Evaluate our service “model” for ways to improve.
6. Brainstorm outside the normal library environment—ie. sewing machines, tools, musical instruments, camping equipment, etc.

Library Board of Trustees

The Trustees consist of three community volunteers elected by voters for 3-year terms. As the governing board of their public library, the Trustees have powers and duties to manage and maintain the public library.

Staff

Staff consists of a Library Director, Assistant Director, Youth Librarian, five part-time library assistants and one part-time IT Administrator.

Library Operations

- Open Monday - Saturday
- 9:30 a.m. to 5 p.m. Monday, Wednesday, Friday
- Open 9:30 a.m. to 8 p.m. Tuesday and Thursday
- Open 9:30 to 2 p.m. Saturday

Repeat programs

- Preschool Story time

- Youth book groups
- Adult book groups
- Friday Flicks

Community

The population of North Hampton in 2017 was 4,465. There are 1,747 households in North Hampton. 30% of the households have one or more people under age 18. 65% have children age 6-17 year. 48% of households have one or more people age 60 or over. Only 8.3% of households have people age 65 and over.

There are an estimated 1,419 families in North Hampton. The median family income in 2017 was \$117,708. Median household income is \$103,520. 581 families earn less than \$100,000, 695 families earn over \$100,000 and 377 families earn over \$200,000.

Almost half of adults over age 25 have an associate's degree or higher. The estimated civilian employed population is 2,469.

- 48% work in management, business, science, and arts occupations
- 25% work in sales and office jobs
- 13% work in service occupations
- 10% work in production, transportation and material moving occupations.
- 5% work in natural resources, construction and maintenance occupations

- **North Hampton Demographics 2017**

Under 5 years	397
5 to 9 years	203
10 to 14 years	260
15 to 19 years	248
20 to 24 years	151
25 to 34 years	365
35 to 44 years	514
45 to 54 years	641
55 to 59 years	569
60 to 64 years	378
65 to 74 years	562
75 to 84 years	295

85 years and over	61
Median age (years)	50.3

Library Statistics & Trends

NHPL	Total Collection items	Number of Patrons registered	Total Circulation	Meetings held at the library	DVD's/movies	E-books checked out	Adult Books	Youth Books	Audio Books	Public Computer Use	Museum Passes
2009	35915	2979	45884	333	7921	6	15979	16858	1914	2599	206
2010	36110	3123	46309	327	9027	102	14806	16618	2715	2739	250
2011	37355	3318	49157	277	10024	433	15100	18560	2101	3030	238
2012	36667	3456	43442	203	9229	458	13230	15531	2271	2695	237
2013	37052	3633	45887	243	9084	985	13410	17236	2366	2438	158
2014	36254	3749	46270	297	8510	1765	13380	16853	2459	2269	244
2015	36562	3443	45515	299	7587	1920	12564	17281	1937	2343	246
2016	34903	3602	42853	329	6578	2014	11900	15874	2851	2435	325
2017	33629	3039	41062	416	5641	2021	11766	13175	3150	2418	307
2018	34286	3137	39552	335	4255	1795	10690	11618	2632	2462	338
2019	33777	3289	40024	365	5669	2481	10792	11082	3873	2508	353

Appendix:

<https://www.nhes.nh.gov/elmi/products/cp/profiles-htm/northhampton.htm>

<https://newhampshire.hometownlocator.com/counties/subdivisions/data,n,town%20of%20north%20hampton,id,3301554580,cfips,015.cfm#demographic>

<http://www.ala.org/tools/future/trends>

Article 06: Expansion and Renovation of Weeks Public Library

To see if the town will vote to raise and appropriate the sum of \$3,579,125 (gross budget) for the renovation and expansion of the Weeks Public Library and all related activities necessary for said construction; to authorize the issuance of not more than \$2,900,000 of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the Board of Selectmen to issue and negotiate such bonds or notes and to determine the rate of interest thereon; to authorize the Board of Selectmen to accept and expend on behalf of the Town any federal, state or private funds that may become available for any part of the project described above; to take other such actions as may be necessary to effect the issuance, negotiations, sale and delivery of such bonds or notes as shall be in the best interest of the Town of Greenland; and further to raise and appropriate the sum of \$55,000 for the first years interest payment on the bond. The gross budget for the renovation and expansion appropriation will be offset by withdrawal of \$650,000 from the Library Future Growth Capital Reserve Fund and from donations. 3/5 ballot vote required.

Many residents spoke very strongly in favor of this article about the need for the library expansion explaining the cramped conditions, lack of storage, community needs, etc. and urged the Select Board to reconsider recommending this Article.

Mr. Gerrato requested that the Library present a storm water management plan to the Planning Board. and made a motion to amend Article 06 to add a requirement that the library have a storm water management plan approved by the Planning Board.

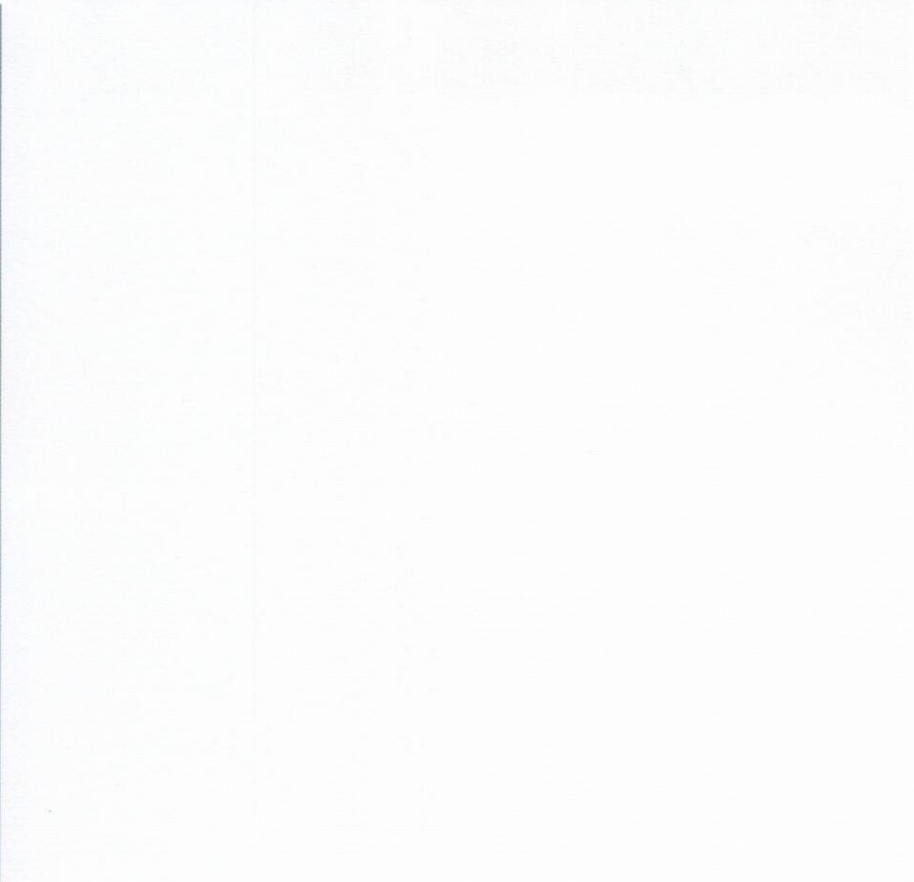
Motion was seconded by Gail Gerrato.

Discussion followed questioning definition and implications of storm water management. Mr. Paul Sanderson, Selectman, and Selectmen's representative to the Planning Board, explained the problems of the site and went on to explain some of the problems the Trustees have had with the Library and the site. He commended the Trustees for taking what they had to work with on the Library site, taking into consideration the needs assessment that had been prepared professionally and that they tried to develop what they could at this site. He explained on examination of the plans, that the site is used intensively. This means there are parts of this proposed addition that are within five (5) feet of the property line, there are parking questions, and lot coverage. He explained that impervious water on that site has to be contained on that site. He further explained that the amendment that Mr. Gerrato proposes to have the Planning Board vote to approve this plan is taking the veto power away from the voters in our town. Therefore, he cannot support this amendment. It is very important that all voters look at these plans critically. The Select Board wants the voters to make the decision in the best interest of the Library as well as the best use of that site. He cautioned the voters to look at this critically and make their own decision and the Board feels you as voters will make the right decision.

Mr. Bouffard reread the proposed amendment and asked those in favor of the amendment to raise their voting cards and then asked those who were opposed to the amendment.

The amendment was not adopted.

Mr. Morgan, Selectman, spoke about the questions that have been asked of him as to why the Board did not recommend this article. He explained that he was not speaking for or against the Library. He only wanted to answer that question. The Selectmen set numerous goals during the year. Two of them remain constant, one is to maintain the lowest tax rate or near the lowest tax rate in the seacoast area and the other is to keep our town a safe place to live by adequately equipping our Police and Fire Departments. When the Board processes



North Hampton Public Library
237A Atlantic Avenue
North Hampton, NH 03862
603.498.6326

Post Card

Learn more about the library expansion and addition plan. Visit <https://nhplb.org>

Happy Holidays!



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North Hampton Public Library



Time to Renew, it's Overdue! ❤️

Expansion and Renovation plan
MARCH 2020

PLANNING



Established in 1892, the library was housed in the southwest corner of Town Hall. In 1895, a Board of Trustees was appointed to consider a "free public library". By 1908, the "Stone Building" was completed and used as the town library for the next 65 years. In 1973, the Library moved to the building that houses it today. The Trustees have been working on improving the current building since 1997. In March 2017, the Trustees began implementing a plan to expand and renovate the library on its current footprint.

2018

2019

2020



January
Lavallee Brensigner Architects presents library expansion/addition plan



January
Trustees vote to move forward with expansion/addition plan



January
Share project information with the community



April - June
Community Listening Sessions



March
Voters approve library warrant article & citizen's petition



February
Deliberative Session to determine if the library article appears on the ballot



May
Bonnett, Page & Stone selected as construction manager



June
NHPL Friends & Foundation members review the schematic floor plan



March
North Hampton Votes



December
Trustees receive initial cost study and pricing



July
Bonnett, Page & Stone provide GMP, not to exceed pricing



Construction begins

SERVING



Since 1892, residents of North Hampton have valued the contributions the Library has made to the quality of life in our community. They still do! NHPL has evolved to offer additional materials, programming, and services to keep up with the changing technologies and the diverse needs and interests of our population, but the size of the Library has not!

Library Trustees

Governed by a Board of Directors, 3 volunteers elected by voters serve 3-year terms.

Library Staff

A Library Director, and 2 other FT staff members, 6 PT employees and a dedicated group of volunteers serve the entire community of 4,600 residents.

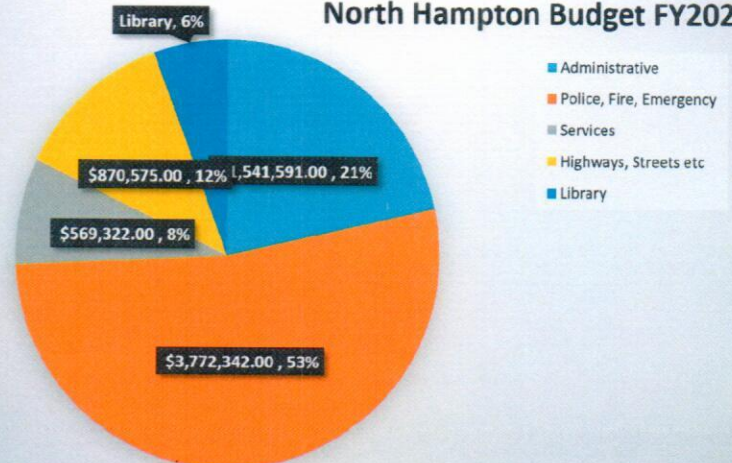
Library 2018 Statistics & Services

Open 6 days a week, 1,600 people visit monthly



Residents checked out 5,000 movies, 11,618 children's books, 1,805 Ebooks, 976 magazines, 2,693 audiobooks, and 337 museum passes; another 3,358 used the library's databases

North Hampton Budget FY2020



The Library's operating budget is provided by the Town. Other financial support derives from grants, contributions from private donors, copier use, book sales and donations to our Friends and Foundation of the Library.

Community Groups used the meeting room...



Public Computers were used 2,504 times



Averaging 200 visits per month, it is the only internet access for many in our community



127 Children's programs with 1,600 attending



Over 200 new people sign up for a Library card every year

At the current 5,625 sq.ft., the most pressing problem is lack of space for:

- Quiet reading areas, individual or small group meeting spaces
- A dedicated Children's Room and Activity Center for patrons of all ages
- A meeting room that can seat more than 40 adults that does not double as storage
- Entrances, aisles, and restrooms do not meet standards of the Americans with Disabilities Act and do not accommodate patrons using wheelchairs and walkers, and parents with strollers
- A staff break room and separate offices for Youth Librarian and Adult Services
- Spaces for displays of local history collections, art, information brochures, events and activities, new books, DVDs, activity kits and new items
- Lack of storage space is critical, overflow is squeezed into staff rooms and hallways.
- The teen space quadruples as quiet study space, a small conference room, and town records storage
- Insufficient number of electrical outlets and charging stations and Wi-Fi is spotty in all areas of the library

INVESTING



After several combined attempts to include the construction of a new library with a new town campus were advanced, but failed to achieve the required 60% voter approval the Trustees have developed a separate, detailed plan for the expansion and renovation of the current building, a practical, cost-effective alternative plan that will serve the community for decades to come.

Library Capital Reserve Fund



- 2006 - Warrant article approved for \$50,000 with matching funds from donations
- 2007 - \$50,000 warrant article approved in newly established Library Capital Reserve fund with \$50,000 matching funds from library donations
- 2008 - \$50,000 warrant article approved with \$50,000 matching funds from library donations
- 2010 - \$50,000 warrant article approved with \$50,000 matching funds from library donations.
- 2013 - Warrant article approved for \$50,000.
- 2017 - Citizen's Petition warrant article approved for \$75,000
- 2019 - Voters approved \$100,000 warrant article with \$100,000 matching funds from library donations

Citizen's petition for \$375,000 to be placed in the Library Capital Reserve Fund from unassigned funds approved by voters

Capital Funding Allocations



- 2017 - New LED fixtures, insulation, ceiling tiles
- 2016- Resurfaced library parking lot
- 2015 -New roof installed

Learning from the Past



- 1997 - Architects hired to expand
- 1999- North Hampton Master Plan
- 2001- Dennis Mires Plan
- 2011- Warren Street Architects
- 2012-Victor Azzi Final Report
- 2013- Town Charrette
- 2013 to 2019- Lavallee Brensinger Architect plans

Neighboring Projects



- Barrington Public Library - \$4.42M new building
- Weeks Public Library, Greenland- \$2.9M renovation & expansion
- Harvey-Mitchell Memorial Library, Epping - \$600,000 expansion
- Exeter Public Library - \$4.5M expansion
- Madbury Public Library - \$1.4M new building
- Wolfeboro Public Library - \$5M renovation
- Rice Library, Kittery ME - renovation

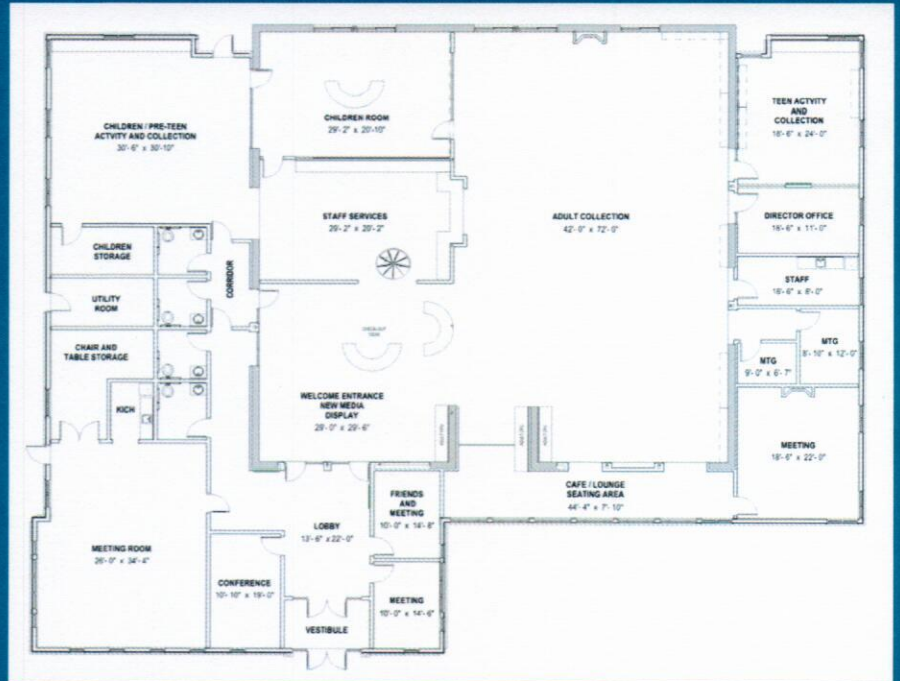
THE EXPANSION/RENOVATION LIBRARY PROJECT



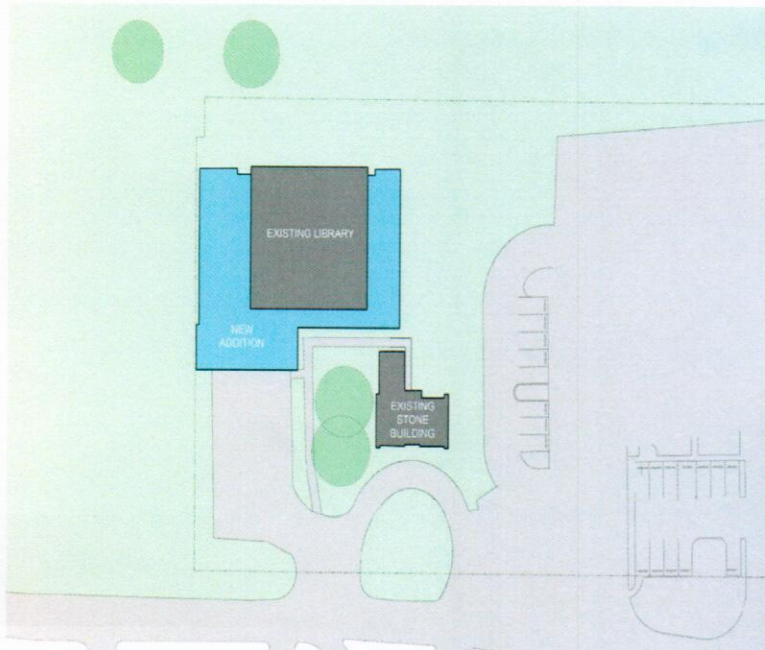
This plan involves wrapping a 5,000 square-foot, single-story addition around 3 sides of the existing building. The approach saves the still structurally sound facility and doubles the size of the library to 10,625 square feet. Phasing will allow the Library to remain operational and open during the construction process.

KEY FEATURES OF THE FLOOR PLAN:

- A well-equipped Program room for up to 80 people
- Conference Room for up to 16 people with video conferencing capabilities
- 3 Meeting/Study Rooms for smaller group meetings available to the community members, organizations, businesses and other groups with access after hours
- ADA compliant entrances, restrooms, and aisles
- Larger Children's Room with adjoining activity room for patrons of all ages
- Pre-teen collection and activity area
- New designated Teen/Young Adult Room
- Expanded Adult Room with tables and seating for reading and study
- 2 Quiet Study Rooms for tutoring sessions, individual study, business phone calls or client appointments
- Comfortable lounge seating with a self-serve cafe
- Outdoor patio
- Increased display space for exhibits, new books, and media
- Computer stations, Wi-Fi, laptops for use at the library
- Expanded, functional staff workspaces
- Dedicated Storage areas
- Wireless, high-speed internet, and flexible computer access



The Architects Lavallee Brensinger and Construction Managers Bonnette, Page and Stone, who oversaw the North Hampton School renovation in 2013, have provided a maximum price (GMP) for the expansion and renovation project of \$3.5 Million including site development, landscaping, renovation, construction, furnishings, equipment, and fees.



The Library has approximately \$1.1 Million for the project.



A bond warrant for the remaining \$2.4 Million will be presented to voters for approval in March 2020.



Learn more!
Visit: <https://nhplib.org>

NHPL
237A Atlantic Ave
North Hampton, NH 03862
603.964.6326

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North Hampton Public Library

For well over a century, since 1892, the residents of North Hampton have valued the important contribution the Library has made to the quality of life in our community. They still do!



Initially housed in the southwest corner of the Town Hall, by 1895 it was determined that a separate building was needed and a Board of Trustees was appointed to consider a "free public library."

By January of 1908, the "Stone Building" was completed and used as the town's library for the next 65 years. In 1973, the Library moved to the newly constructed building that still houses it today; intended at the time to fill a 20-year need.

For the past 46 years, the North Hampton Public Library has steadily evolved to offer additional materials, programs, and services to keep pace

with changing technologies (many not even imagined in the 1970s), and the diverse needs and interests of a growing population. But the size of the Library has not!

When the Library opened in 1973, the North Hampton population was about 3,260. Since then the town has increased to approximately 4,456 residents, and the NH Office of State Planning predicts it will grow to 4,911 by 2025.

Learn more at
<https://www.nh.gov/os/data-enter/documents>.

A Sampling of Library 2018 Statistics & Services

- The Library serves the entire community of 4,600 residents encompassing all ages.
- The Library is open 6 days a week, 45 hours/week -- about 66 people visit daily; 1,600 monthly.
- Over 200 new people sign up for a Library card every year.
- Last year, the Library held 127 children's program with 1,600 attending.



- Residents also checked out 5,000 movies, 11,618 children's books, 1,805 EBooks, 976 periodicals, 2,693 audio books and 337 museum passes; another 3,358 used the Library's databases.
- Patrons used public computers 2,504 times. With an average 200 visits per month, the Library is the only internet access for many in the community.
- The Library is a primary point for online access to free downloadable services for e-books, music, audio books, etc. as well as Mango, Languages,

Ancestry.com, Lynda.com and more!

- The meeting room was used 355 times by groups including the Energy Committee, RC Aces, PAL, the Dog Park Committee, North Hampton Recreation Committee, and groups such as Sticks in the Stacks Knitters.
- The Summer Reading Program involves 80-100 children. Children ages 2-14 read 575 hours last summer.

Read more about the Town of North Hampton in our Annual Report :
https://www.northhampton-nh.gov/sites/northhamptonnh/files/uploads/north_hampton_2018_tr_web_cc.pdf

The Value of the Library

The Value of the Library



Library Service	Value of Service	Number per year	Value of your Use
Adult Books Borrowed	\$17.00	5	\$85.00
Audiobooks Borrowed	\$9.95	5	\$49.75
eBooks Downloaded	\$15.00	5	\$75.00
Magazines Read	\$5.00	5	\$25.00
Movies Borrowed	\$4.00	5	\$20.00
CDs Borrowed	\$9.95	5	\$49.75
Meeting Room Use (per hour)	\$25.00	1	\$25.00
Adult Programs Attended	\$15.00	2	\$30.00
Children's Programs Attended	\$7.00	2	\$14.00
Museum Passes Borrowed	\$20.00	2	\$40.00
Computer Use (per hour)	\$12.00	2	\$24.00
Database Searches	\$19.95	2	\$39.90
Reference Assistance	\$7.00	2	\$14.00
		Total	\$491.40

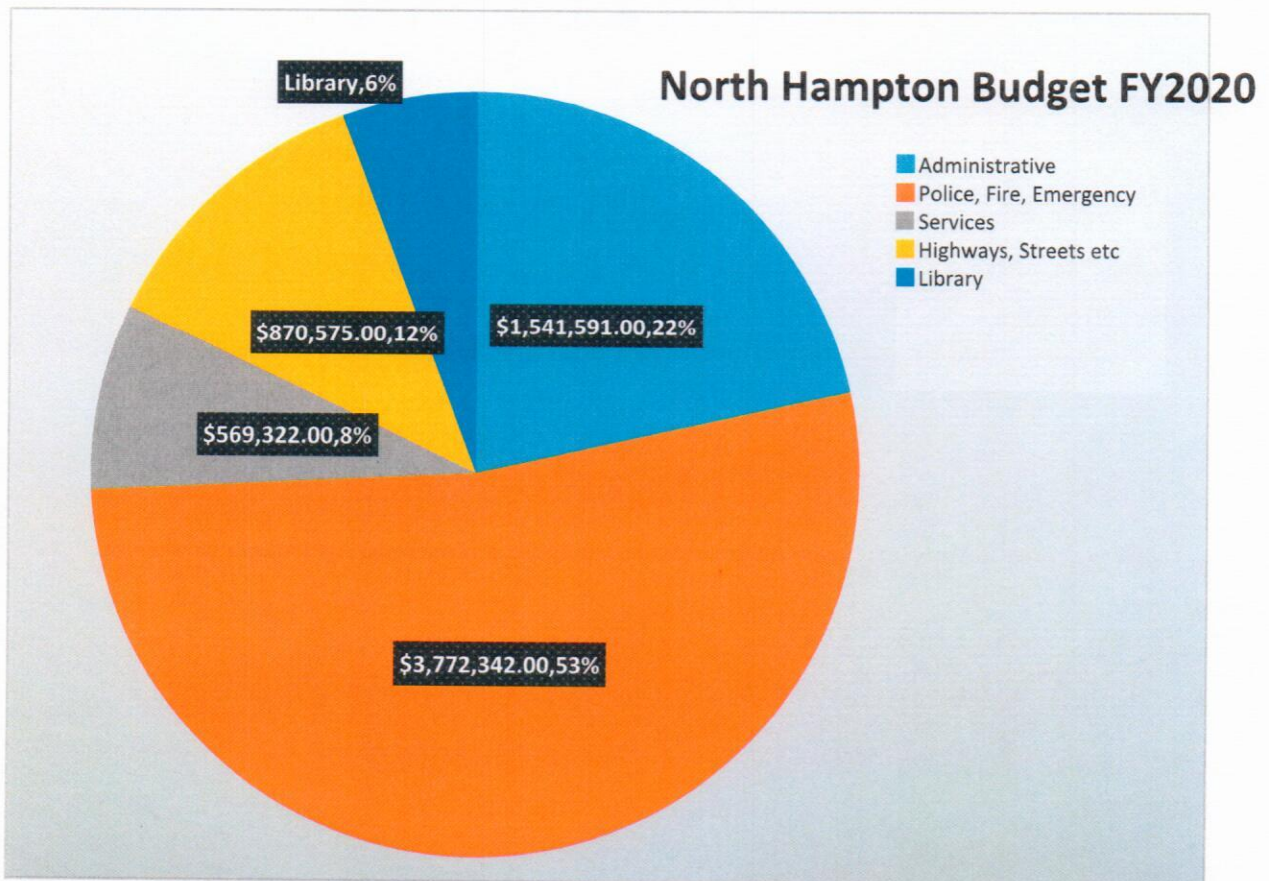
About

The North Hampton Library is governed by a Board of Directors of three community volunteers elected by voters for 3-year terms. There is a Library Director, and two other full-time staff members, six part-time employees, and a dedicated group of volunteers.

Funding

It is a municipal department and as such, like most New Hampshire towns, the lion's share of the operating budget (\$394,870 in 2019) is provided by the Town. Other financial support is derived from various sources: grants and contributions from private donors, copier use, book sales, and donations to the Friends of the Library.

New Hampshire libraries are supported by the taxpayers in their cities and towns. Unlike other states, there is no state library funding for our libraries. We receive some funding from the Institute of Museum and Library Services that supports New Hampshire's InterlibraryLoan (ILL) service.



How we got here...NHPL Timeline

-
- Established in 1892, the library was first housed in the southwest corner of the Town Hall on Atlantic Avenue
- By 1895, it was determined that a separate building was needed, and a Board of Trustees was appointed to consider a “free public library”.
- January 1908 the new fieldstone structure was completed. This building remains today and has been repurposed to provide other town services.
- 1960s plans were developed to build a new and larger library.
- 1972, the town meeting voted for a new building to be erected on town land adjacent to the existing library. Since September 1973 the library has been in the building it now occupies.
- 1997 – Architects hired to submit plans for library expansion.
- 1999 a new library was included in the North Hampton Master Plan.
- 2001 the library hires Patience Jackson to conduct a needs assessment. Dennis Mires is hired to create a municipal complex plan.
- 2004 the town purchases land next to library (aka the Homestead Property).
- 2006 Warrant article approved for \$50,000 with matching funds from donations to the library. Municipal Facilities Advisory Committee is appointed to survey town facility needs. “Long-Range Plan 2007-2010” developed several goals, with a new library facility to meet community needs at the top of the list.
- 2007- \$50,000 warrant article in newly established Capital reserve fund with matching funds from donations to the library.
- 2008- \$50,000 Warrant article in newly established Capital reserve fund with matching funds from donations to the library. Detailed planning study undertaken and reported by Patience Jackson. Updates the Needs Assessment and

recommends the Trustees negotiate with the Select Board to plan and build a new library on the land next to the library (aka Homestead Property).

- 2010 - \$50,000 Warrant Article in Capital Reserve Fund with matching funds from donations to the library.
- 2011 – Master Town Campus by Warrenstreet Architects.
- Nov. 2011 – Library Expansion Study Committee Presentation.
- 2012, Victor Azzi hired by Select Board to evaluate all town buildings. Recommends the library be built on the land next to the library (aka Homestead) before other buildings are built for a Town Complex. In May-June 2012, the library hires Thomas Ladd, Library Building Consultant to create a Library Building Program.
- July- November 2012, Library Building Program created. Summer 2012 Trustees produce RFQ/RFP for professional fundraising consultant. Three firms are interviewed and Opus Advisors is selected. Summer Several Community Listening sessions are held. November 30, the Trustees share CIP Presentation of the Building Program.
- January 2013 – Library Building Committee launched. March Library warrant article approved for \$50,000.
- March – June 2013 – RFQ to Architects. RFP to Final Architects. Building committee narrows down 5 to 2 final firms. Trustees and Library Building Committee select Lavallee Brensinger Architects. In May, the New Library Capital Campaign interviews and presents a community session.
- May 2013 Select Board meeting/ Progress to re-request the land next to the library (aka Homestead Property) for a new library building.
- June 2013 Town Charrette Process. In August, Ricci Construction prepares Preliminary Pricing and Associated Costs Study.
- March 2014 – Town votes on bond for a Town Campus. Receives 51% of the vote – needed 61%.
- April 4, 2014 NHPLCC Foundation registered with the Town of North Hampton. June 28, 2014 – Library Day –Celebrate the Past, Invest in the Future event is

held. July 23, 2014 – New Hampshire Charitable Trust status pursuant to Chapter 7 Sec 19 is received.

- November 2014 – Sally Gardner Reed, Executive Director for United for Libraries, a division of the American Library Association (ALA) workshop.
- December 8, 2014 – NHPLCC Foundation receives 501(c)(3) status as a Public Charity 170(b)(1)(A)(vi) from Internal Revenue Service
- February – April 2015 Capital Campaign Mailer
- Municipal Campus Advisory Committee report and recommendations from the Select Board meeting on May 11, 2015. Committee offered several recommendations for the library including that it be a standalone building, built on the land next to the library aka Homestead property and no larger than 12,000sf. Feedback presented May 27, 2015.
- March 2016 Voters defeated a \$6.5 million town campus project proposal – a public safety building and new library – by vote of 709 to 845. A \$4.3 million public safety building was also defeated by a vote of 595 to 954.
- March 2017 – Pre-Bond Services Agreement Phase I with Lavallee Brensinger approved by the Board of Trustees. Citizen's petition warrant article for \$75,000 passed. Monies held by the town. No matching funds, but Trustees indicated they would raise matching funds with a capital campaign once a location and plans for a new library have been decided.
- November 2017 – After a review of potential library sites, Ron Lamarre presents an addition/renovation plan for the library
- February 2018 – Board of Trustees review a RFP to be presented to two construction firms. Bonnett, Page and Stone is selected.
- April – June – NHPL and Lavallee Brensinger host community listening sessions to gain feedback on the addition/expansion plan. May 2018 – BPS Bonnette, Page & Stone selected as construction manager.
- June 2018 – NHPL Board of Trustees agree to Pre-Bond Services amendment with Lavallee Brensinger to create a total project budget for the addition/expansion of the library.

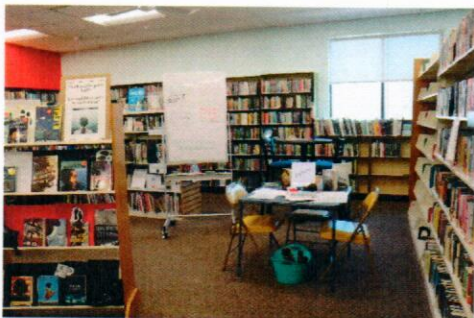
- October 2018 – Ron Lamarre, Lavallee Brensinger & Keith McBey, BPS present the initial price setting for an expansion/renovation.
- November 2018 – NHPL Board of Trustees receive initial Library cost study. Construction estimated to be \$2.5 million with \$500,000 in soft costs.
- December 2018 – Larry Miller, Select Board member proposes a new library building plan on 216 Atlantic Avenue to the Library Trustees. A purchase & sale agreement was signed and supported by the Library Trustees 2-1 contingent upon the March vote.
- December 2018 – Ron Lamarre & BPS provide an estimate of \$4,051,250 + \$375,000 land acquisition cost for a library building on 216 Atlantic Avenue.
- January 2019 – Library Trustees vote 2-1 to continue moving forward with the Library addition/renovation plan.
- March 2019 – Voters approved a \$375,000 citizen's petition and a \$100,000 warrant article with \$100,000 in matching funds to the Library Capital Reserve Fund
- April 2019 – the Library Board of Trustees signed an MOU agreement that designates the NHPLCC Foundation as the fundraising agent for the library capital campaign. Friends, Foundation and Trustees have a joint work session.
- May 2019 – Contract signed with Lavallee Brensinger to move forward with schematic design. Bonnette, Page & Stone present cost study and project schedule.
- June 2019 – The Friend and Foundation members review the schematic floor plan with the Board of Trustees and Ron Lamarre.
- July 2019 – Fundraiser is hired by the NHPLCC Foundation
- August 2019 – The Select Board and the Library Board meet and discuss the library expansion and renovation plan. Select Board suggests the Trustees build new on the "Homestead property" next to the current library. Proposes that the current library building be renovated for town offices. Library Board of Trustees vote to continue with the expansion and renovation plan. Town Attorney issues a memorandum stating "Library trustees have the 'entire custody and management of the public library and all property of the town relating thereto, including appropriations held pursuant to RSA 202-A:11 (III).' RSA 202-A:6."

- September 2019 – Larry Miller presents a comprehensive plan for North Hampton Town buildings including the library. This alternate proposal is presented to the Capital Improvements Planning Committee and the Budget Committee.
- October 2019 – Trustees move forward by sharing the library expansion and renovation plan to the community, Town Boards, and Committees.

Current Library Building

Below is a summary of a Library self-assessment, participant comments during a detailed planning study, several community listening sessions and public surveys citing the most significant challenges. The current Library building presents many issues that restrict the Library's ability to carry out its mission fully and to serve the community into the future. At a current 5,625 square feet, the most pressing problem is lack of space for:

- Quiet reading areas, individual or small group meeting spaces.
- A dedicated Children's Room and activity center - noise travels from their small space throughout the building.



A meeting room that can seat more than 40 adults that

does not also double as storage space.

- Entrances, aisles and restrooms do not meet standards of the Americans with Disabilities Act and do not accommodate patrons using wheelchairs and walkers, and parents with strollers.
- A staff break room and separate offices for the Youth Librarian and Adult Services Librarian.

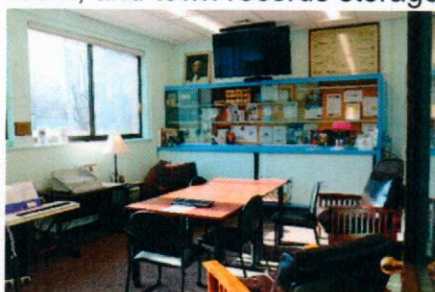


- Book stacks are full and the top and bottom shelves are difficult for patrons and staff to reach or browse.
- Space is severely limited for displays of local history collections, art, information, brochures, events and activities, new books, DVDs, audio books, activity kits and new items.
- Lack of storage space is critical.

The meeting room is cramped with chairs, tables and materials. Other items not needed on a regular basis are stored in an outdoor storage pod next to the Library.



- Overflow storage is squeezed into the already overcrowded staff room and hallways. Department of Labor has banned the use of the attic for storage because of the hazardous spiral staircase.
- The space recently allocated for teens also quadruples as quiet study space, a small conference room, and town records storage.



- The HVAC system is more than 30 years old and the ductwork is not energy efficient.
- There is an insufficient number of electrical outlets and charging stations, and Wi-Fi is spotty in all areas of the Library.

Architect and Construction Manager

Architect:

Ron Lamarre AIA, ALEP, ALA, LEED AP

Lavallee Brensinger Architects <https://lbpa.com/>

Design Principal | Educational Facility Planner

Accredited Learning Environment Planner

Ron is an award-winning Architect, Certified Educational Facility Planner, and Accredited Learning Environment Planner. He has led public library, academic library, and other educational projects; encompassing cradle to grave life-long learning.

Licensed in MA, NH, RI, ME, and CT his work has been primarily located in Massachusetts, Maine, New Hampshire, and Rhode Island.

He is a past President – Northeast Region and New England Chapter founder of the Association for Learning Environments (A4LE). (*International organization dedicated to the advancement of learning environments*)

As Design Principal at Lavallee Brensinger Architects, Ron's work focuses on creating unique community-driven solutions comprised of meaningful, memorable, and innovative learning environments planned to evolve with advances in library services; designed for a sustainable future. He led the design of LEED-certified projects, ASHRAE 189.1 Standard for the Design of High-Performance Green Buildings, and the New Building Institute's Advanced Building Guide; as well as the first Net-Zero-Ready Public Library in New Hampshire. Ron is also an active member of the American Institute of Architects Committee on Architecture for Education (CAE), and Committee on the Environment (COTE), the American Library Association, and the American Association of School Libraries.

Ron graduated, with a Bachelor of Architecture from Roger Williams College, and an Advanced Certificate in Educational Planning from San Diego State University. Ron's work has been featured in Learning by Design, American School and University, and the Green Building Journal.

Published articles and speaking engagements include:

"Photovoltaics – Theory to Reality 2006" and *"Integrated Sustainability 2015"*. He has spoken nationally on educational planning and the sustainable design of learning places and spaces:

"Libraries of the Future", Concord NH

"Restoring Historic Libraries". Concord NH

"Hiring Library Planners and Designers". Manchester NH

"Think. Plan. Build." Providence RI

"Integrating Library Planning with Library Design" Manchester NH

"Classroom of the Future", San Antonio TX

"Making Community Connections", Indianapolis IN

"Student Centered Learning", Baltimore MD

"Envisioning Integrated Education: Where Career Technical Education, Academics, and Community Meet", Saratoga NY

"Integrating Secondary and Post-secondary Learning Environments", Providence RI

"Schools that Work through Cities that Work" Baltimore MD

Construction Manager:

Keith McBey of Bonnette, Page & Stone <https://bpsnh.com/>

Keith is known to New Hampshire and the North Hampton Community as the construction management team that renovated the North Hampton School. BPS has been in construction for over 46 years and Keith has worked for the firm for over 20 years. He works closely with the Owner, Architect and field personnel and is responsible for conceptual and construction estimating, project scheduling, solicitation of subcontracts and supplies, contract issuance and management of the overall project goals. Some of BPS's completed library projects include the historic 1903 Gale Library in Laconia and the renovation and expansion of Cook Memorial Library in Tamworth.

NHPL Expansion & Renovation 2020

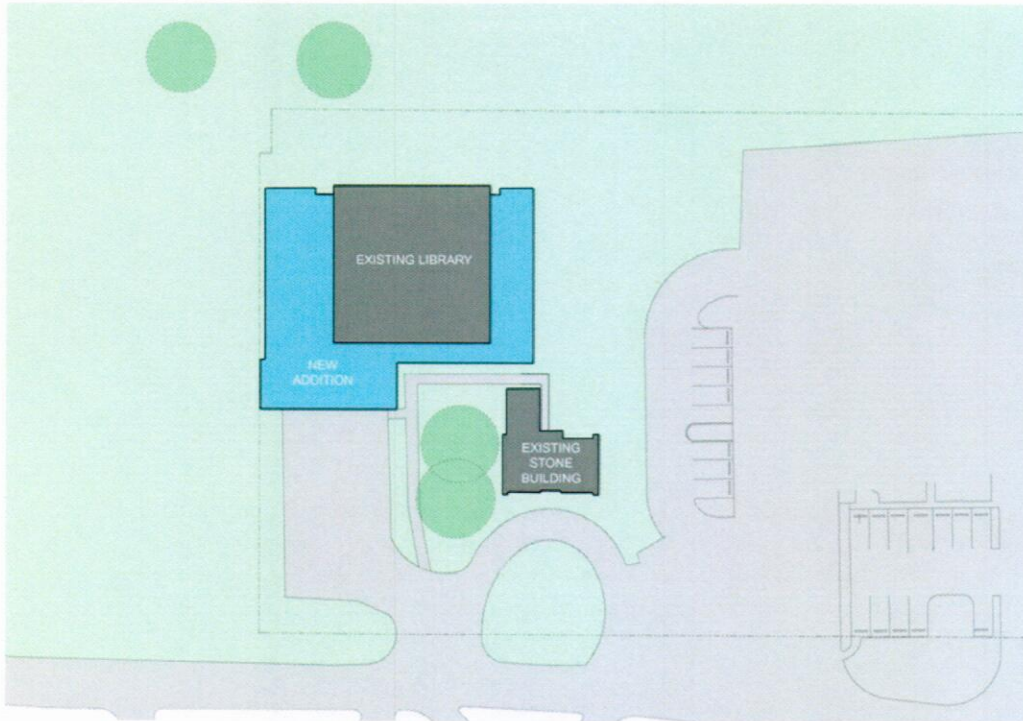
The Library Board of Trustees began planning in 1996 for a solution to the ever-increasing restrictions on the Library's ability to meet the present and future needs. Over those years, several combined attempts to include construction of a new library with a new Town Campus were advanced, but failed to achieve the required 60% voter approval.

This year, instead, the Library Trustees have developed a separate, detailed plan for the expansion and renovation of the current Library building, a practical alternative which will serve the community for decades to come.



This new plan involves wrapping a 5,000 square-foot, single-story addition around 3 sides of the existing building. This approach saves the still-structurally sound facility (exterior load-bearing walls) and more than doubles the size of the Library to 10,625 square feet while keeping operating costs at current levels. The expansion and renovations will be phased allowing the Library to remain operational and open during the construction process.

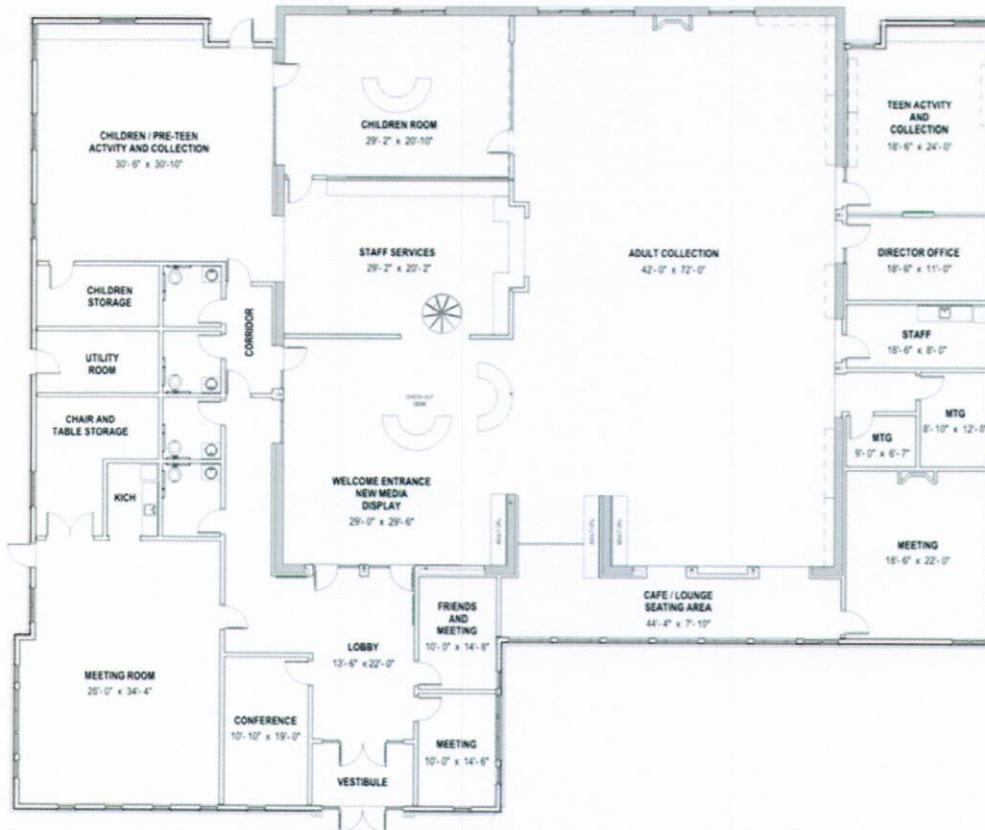
This revised plan also eliminates the need to purchase land and the cost of building from scratch on a new site. This design also takes advantage of key elements that already have been improved or replaced with Capital Funding allocations approved by voters in recent years, including the roof, ceiling lighting, etc. Voters have supported every request for funds raised by taxation for a Library Capital Reserve Fund, and the recent citizens' petition of \$375,000 from undesignated funds (ie, no tax impact) to the Library Capital Reserve Fund.



Key Features: Please refer to the Floor Plan

- A well-equipped Program Room for up to 80 people.
- A Conference Room for up to 16 people with video conferencing capabilities, and a cozy fireplace.
- Three Meeting/Study Rooms for smaller group meetings available to community members, organizations, businesses, and other groups with access afterhours.
- ADA compliant entrances, restrooms, and aisles.
- Larger Children's Room with adjoining Activity Room and Pre-Teen collection and activity area.
- New designated Teen/Young Adult Room.
- Expanded Adult Room with tables and seating for reading and study -- and a cozy fireplace.
- Two Quiet Study Rooms for tutoring sessions, individual study, business phone calls or client appointments.
- Comfortable Lounge seating area with a self-serve Café.
- Outdoor Patio
- Increased display space for art exhibits, new books, media, etc.
- Computer stations, WiFi, laptops for use at the Library, increased charging stations, etc.

- Expanded, more functional staff work spaces.
- Dedicated storage areas.
- Wireless, high speed Internet and flexible computer access.



Other neighboring library projects approved by voters:

- Barrington Public Library - \$4.42M new building
- Weeks Public Library, Greenland - \$2.9M renovation & expansion
- Harvey-Mitchell Memorial Library, Epping - \$600,000 expansion
- Exeter Public Library - \$4.5M expansion
- Madbury Public Library - \$1.4M new building
- Wolfeboro Public Library - \$5M expansion & renovation

Cost & Project Schedule

The need for a modern, larger, comfortable and functional Library has been widely recognized in the community for many years. The proposed renovation and expansion project is a partnership with the Town of North Hampton, a combination of public funding and donations from a variety of private sources. This is a common and successful collaboration in many New Hampshire and New England towns. The advantage is two-fold: it reduces taxpayers' share of the costs, and gives willing benefactors the opportunity to give back to their community and to create a meaningful legacy for future generations.

The Architects Lavalley Brensinger and Construction Managers Bonnette, Page and Stone, who oversaw the North Hampton School renovation project in 2013, have provided a maximum price (GMP) for the expansion and renovation project of \$3.5 million including site development, landscaping, renovation, construction, furnishings, equipment, and fees. Funding is to be shared between private contributions raised by the Library and a bond expected to be presented to voters for approval in March 2020. The library has approximately \$1.1 million for the project that has been raised through warrant articles and private donations over the past 20+ years. The remaining \$2.4 million to be bonded will impact the average tax payer _____ for an average home of \$_____

Library Capital Reserve Fund

- 2006 – Warrant article approved for \$50,000 with matching funds from donations
- 2007 - Warrant article approved for \$50,000 in newly established Library Capital Reserve fund, with \$50,000 matching funds from library donations.
- 2008 - Warrant article approved for \$50,000 in newly established Library Capital Reserve fund, with \$50,000 matching funds from library donations.
- 2010 - Warrant article approved for \$50,000 in newly established Library Capital Reserve fund, with \$50,000 matching funds from library donations.
- 2013 – Warrant article approved for \$50,000
- 2017 – Citizen's petition warrant article approved for \$75,000
- 2019 – Voters approved \$100,000 warrant article with \$100,000 matching funds from library donations
- 2019 – Citizen's petition for \$375,000 to be placed in the Library Capital Reserve Fund from unassigned funds was approved by voters.

FAQs

Q. If the Library expands will there be enough room on the homestead to build a fire station or other town building?

A. While we cannot predict what ultimate plans the Select Board has for Police and Fire, and no comprehensive plan has been developed, it is our understanding that one option is for the Fire Station to be repaired and rebuilt in place and possibly expanded, that new town offices could be built economically on the homestead property with shared parking and green space with the library and town clerk's office (stone building). Having said that, the library trustees are tasked with providing the town with a library and library services, and while we have worked with the town on joint plans in the past, and continue to work with all town boards, voters have rejected comprehensive plans involving the library with other town buildings, which has necessitated in the library trustees putting forth a plan that will work for the library and the entire town. The homestead property will be available for a future construction to alleviate the needs of public safety. What they choose to build on the property remains to be seen. The Library Trustees have always made it a priority to consider all the needs of town residents while recognizing their unique stewardship and oversight of the library within the larger framework of the town. (see Select Board Meeting 9/9/2019)

Q. Will there be enough parking when the expanded library is completed?

A. We anticipate increased usage of the library when the expansion is completed with more study rooms, meeting rooms, space for children's activities and programs, and space to work, read, and socialize. During the day the library parking lot is rarely full with approximately 18 parking spaces at present, so with increased usage, it is likely those spaces will be utilized to capacity more often than they are now, with our limited space for tutoring, private study and work space, etc. No parking will be eliminated with the new construction, and parking is available to the east of the library as well, and after business hours, there is more parking available behind the stone building and fire station for meetings and events. The possibility of increased parking in the grassy area just west of the library, adjacent to the homestead property is also an option to be considered which would allow the existing parking lot to be redesigned to accommodate more vehicles.

Q. During construction, what will happen to the library?

A. The construction will take place in phases allowing the library to function and operate during the construction west of the library. When that construction is complete, the existing library will be moved into the new construction while the existing library is fully renovated and the construction on the east side and front of the library takes place.

When that construction is complete, the library will move back into the newly renovated and constructed spaces for all to enjoy!

Q. How much will it cost to do the expansion/renovation project?

A. Bonnette, Page and Stone, the construction managers who have been contracted to do the project and who also did the North Hampton School renovation, have given us a guaranteed maximum price of \$3.4 million. The library has approximately \$1.1 million for the project that has been raised through warrant articles and private donations over the past 20+ years. That leaves \$2.4 million to be bonded which will impact the average tax payer _____ for an average home of \$ _____. The library will continue to raise funds through the foundation and other donations to offset the cost of the construction.

Q. What is the date that the two bonds for the school are up and how much is left on each one?

A. The last payment on the bond for the school building renovation is scheduled for August 2023. The FY2024 budget will be the last budget that includes funds for that project. The principal and interest payments on that bond total about \$133K per year.

Durbin Law Offices, P.L.L.C.
144 Washington Street
P.O. Box 1222
Portsmouth, NH 03802
www.durbinlawoffices.com



Derek R. Durbin, Esq.
603.287.4764
derek@durbinlawoffices.com
**Also admitted in MA*

BY: HAND-DELIVERY

November 20, 2019

Select Board
Town of North Hampton
233 Atlantic Avenue,
North Hampton, NH 03862

RE: Library Renovation/Expansion Project

Dear Chairman Maggiore and members,

Please be advised that this Office was recently engaged to provide legal counsel to the Trustees of the North Hampton Public Library with respect to its proposed renovation and expansion of the existing library building at 237A Atlantic Avenue. It is my understanding that the Select Board have taken an active position on the Library Trustees' design plans and have offered a competing design alternative that has been openly discussed at public meetings. That alternative would involve the construction of a new library on an adjacent parcel of land owned by the Town and the re-purposing of the existing library building for other municipal-related uses.

It is my opinion that the Board has overstepped its statutory boundaries and that its proactive, continued efforts to lobby for the construction of a new library on adjacent Town-owned land is actionable. Please accept this letter as courtesy request for the Select Board to ***cease and desist*** all efforts aimed at thwarting the Library Trustees' proposed renovation/expansion project for the existing library building.

Pursuant to RSA 202-A:6, "[t]he library trustees shall have the ***entire custody and management of the public library and of all the property of the town relating therein***, including appropriations held pursuant to RSA 202-A:11, III...[.]" (**emphasis added**). RSA 202-A:6 is a broad grant of authority to the Library Trustees over the management of the public library and related property. It grants the Library Trustees exclusive control over decisions concerning the library, including any renovation or expansion thereof. In hiring its own consultants to create alternative design concepts for the library, the Select Board are unlawfully interfering with the Library Trustees' grant of authority pursuant to RSA 202-A:6.

Durbin Law Offices, P.L.L.C.
144 Washington Street
P.O. Box 1222
Portsmouth, NH 03802
www.durbinlawoffices.com



DURBIN LAW

Derek R. Durbin, Esq.
603.287.4764
derek@durbinlawoffices.com
**Also admitted in MA*

Despite being advised of the Library Trustees' broad grant of power over the library¹, the Board has nonetheless persisted in its efforts to lobby for an alternative design plan for the library. This has resulted in a frivolous expenditure of taxpayer money and a fracturing of public support for the Library Trustees' renovation/expansion plan. As the Board is well-aware, significant taxpayer funds have already been dedicated to and invested in the Library Trustees' plan to renovate and expand upon the existing library building, a plan which has been thoroughly vetted and which members the Board was previously supportive of. Judging by recent history, the Library Trustees can only conclude that the Board is purposely attempting to fracture public support for the library renovation/expansion project to address other priorities. The Board is aware that the Library Trustees are proposing a \$2.4 million dollar appropriation (bond) to pay for a portion of the library construction costs. This bond request will be put forward in a warrant article at the March 2020 Annual Town Meeting. It goes without saying that the fracturing of public support will make it difficult if not impossible for this warrant article to pass. It is common knowledge that the Town has several other priorities that it would like to address outside of the library renewal project. However, the approach it is taking with the library renovation/expansion project is misguided and unlawful.

If the Board chooses to ignore the above request to cease and desist, the Library Trustees will be forced to file for relief before the Superior Court. Any such Complaint would inevitably involve a request for attorney fees and costs.

Sincerely,

A handwritten signature in black ink, appearing to read 'Derek R. Durbin'. The signature is fluid and cursive, with a large initial 'D'.

Derek R. Durbin, Esq.

CC: Board of Library Trustees
Bryan Kaenrath, Town Administrator

¹ See Memorandum from Stephen M. Bennett to Bryan Kaenrath, dated October 7, 2019, re: Selectmen Miller's Question Regarding the Proposed Expansion of the Library. Attached for reference.

MEMORNDUM

To: Bryan Kaenrath, Town Administrator
From: Stephen M. Bennett
Date: August 15, 2019
Re: Renovation/Construction of the Public Library

You have requested that we opine as to which public body, the Select Board or the Library Trustees, has the authority to determine the design, renovation and/or construction of the Town's public library.

Library trustees have the **"entire custody and management of the public library and all property of the town relating thereto**, including appropriations held pursuant to RSA 202-A:11 (III)." RSA 202-A:6. The New Hampshire Supreme Court has cited the phrase "entire custody and management of the public library" in support of its conclusion that the public library "is a separate and distinct entity from the town." *Town of Littleton v. Taylor*, 138 N.H. 419, 422 (1994). The Legislature also authorizes and requires the library trustees to make a "separate budget request ... for a new construction, capital improvements of existing properties." RSA 202-A:11 (II). The library trustees, upon approval of the town budget, are also authorized to "[e]xpend all moneys raised and appropriated by the town ... for library purposes." RSA 202-A:11 (III).

The wording of these provisions strongly points to a legislative intent to invest all authority for managing and controlling the public library in the elected library trustees. "Entire" is defined as "having no element or part left out: Whole" and "complete in degree: Total." Miriam-Webster Dictionary (on-line version, 2009). This exclusive control is extended to "all property in the town related to" the public library. The library trustees are responsible for determining the budget for renovating and/or constructing library buildings and, when appropriations are approved, it is the library trustees who are tasked with expending those monies. This language would prohibit the Select Board from directing the expenditure of appropriations designated for designing and/or constructing library buildings.

We conclude, based upon the above, that the planning, design and construction of library buildings lies exclusively with the library trustees, subject to the appropriation process.

MEMORANDUM

To: Jim Maggiore
Chair, Select Board, Town of North Hampton
From: Stephen M. Bennett
Date: November 19, 2019
Re: Library Property

Dear Chairman Maggiore,

Please accept this memorandum as our response to your email of October 21, 2019 regarding the library property.

1. Is "property" in your August 15 memo "... all property of the town relating thereto ...," land?

All property of the Town relating to the library would include land and buildings dedicated to library use.

2. What RSA provides the rights of library trustees to own land?

RSA 202-A et seq. does not address land ownership. This chapter addresses who controls the land which the town has dedicated for library use. The library trustees have the "entire custody and management of the public library and of all property of the town relating thereto." RSA 202-A:6.

3. Does case law exist where library trustees have been given the authority to acquire land?

I have found no New Hampshire case law regarding the acquisition and ownership of land by library trustees. But, as noted above, once land is dedicated for library use, the control of that land lies with the trustees of the library.

4. If in fact the library trustees have the rights to own actual land, how are the trustees granted the rights to acquire additional land?

See answer to question 3.

5. **What are the limits to disturbing the land on abutting property if the trustees have the right to build up to the property line?**

Abutting landowners have no legal right to interfere with the property rights of abutting landowners. As I noted in my prior memorandum, generally abutting landowners will seek temporary easements to permit access during construction on their property. Once the project is complete, the terms of the easement generally require that the land be put back in the condition it was prior to the project.

6. **What is the physical, boundary limit of each building on the town-owned lot?**

The library trustees control that land which has been dedicated by the town for library use. In addition to the library building and its contents, library trustees may also be responsible for improvements such as landscaping, parking and outside reading areas. Perhaps the minutes of the Board of Selectmen's and/or Library Trustees' meetings at the time of the construction of the current library could provide some indication of the extent of the property dedicated for library use. If not, the Library Trustees authority extends only to that land which has been dedicated to, and **used** by the trustees for, library purposes.

7. **Which authority, the Library Trustees or the Town, is responsible for M/L 07,145, including, but not limited to, insurance liability, maintenance, utilities, public assess?**

The Library Trustees' responsibility for insurance, maintenance, utilities and public assess would be limited to the property it controls. Because the lot is shared by both the Town and the library, some of those responsibilities may be shared. I assume that a plan for cost sharing of those responsibilities has been in place since the library was constructed. While the library may be responsible for some or all of those expenses, the Town has the duty to "annual raise and appropriate a sum of money sufficient to provide and maintain adequate public library service therein or to supplement funds otherwise provided." RSA 202-A:4. Therefore, those expenses may ultimately be the responsibility of the Town.