

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

Date: December 11, 2019, 6:30 pm

Location of Session: North Hampton Public Library

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 6:36pm

b. Approval of Meeting Minutes:

i. Working Session November 25, 2019

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

Made by Jacqui Brand

Seconded by Susan Leonardi

Vote: 3 - 0.

ii. Board of Trustees Meeting Minutes November 13, 2019

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

Made by Jacqui Brand

Seconded by Susan Leonardi

Vote: 3 - 0.

iii Working Session October 30, 2019

Made by Jacqui Brand
Seconded by Susan Leonardi
Vote: 3 - 0.

iv. Working Session October 23, 2019

Made by Jacqui Brand
Seconded by Susan Leonardi

v. Board of Trustees Meeting Minutes October 09, 2019

Vote: 3 - 0. Board of Trustees Meeting Minutes November 13, 2019
Motion to table approval of prior meeting minutes until the next meeting.
Made by Jacqui Brand
Seconded by Susan Leonardi
Vote: 3 - 0.

- c. Library Director's Report
Please see attached report for details provided

Update to holiday schedule:

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
Connie will be retiring in April. She is preparing the summer program and has requested funding from The Friends group that have been approved in order to assist with the transition when she leaves.
- e. Treasurer Report
On target for the budget so far.

Motion to accept the Library Director's Report, Youth Librarian Report, and Treasurer's Report as presented tonight
Made by Kathleen Kilgore
Seconded by Jacqui Brandt
Vote: 3 - 0.

2. Old Business

- a. Presentation materials and updates on library project
Suggested changes:
- *Executive Summary*
 - *Add the GMP (July 10th Documents – 4 pages) and the Project Timeline*
 - *Addition of Area Community Libraries and their Statistics*
- Use this for the Budget Committee and other Boards and Committees
- b. Approval of library opening hours change
Susan Grant is suggesting we make 1 change beginning in January 2, 2020. The new hours will be Tuesday, Wednesday, and Thursday, until 7 pm
Motion to accept the Library Director's suggestion to change the Library's Operating hours beginning January 2, 2020 to be open Tuesday, Wednesday, and Thursday, until 7pm in the evening.
Made by Kathleen Kilgore
Seconded by Jacqui Brandt
Vote: 3 - 0.

3. New Business:

a. Town Report Deadline

b. Scheduled meeting

Susan Leonardi has reached out to The Chair of the Budget Committee to request presenting to the Budget Committee and has not heard back as to what date may work.

Susan Leonardi and Susan Grant suggested trying to schedule a presentation with PAL in January.

Susan Leonardi has asked the Town Administrator to be included in the meeting of the Select Board when they discuss Warrant Articles to be put on the Ballot in March. We would like to ask the Select Board if they are willing to put our Warrant Article on the Ballot in March.

Susan Leonardi has spoken to Ron about his availability to meet with the Planning Board.

c. Other items that may come up before the Board

- Susan brought in a Thank You card for the Board to sign to send to Lisa Peck
- The Board of Trustees Library letter dated December 8, 2019 to the Select Board addressing misleading statements made by the Select Board in their meeting on December 4, 2019 as authorized in our work session meeting on December 6, 2019.

Note, Susan Leonardi reads the letter during the meeting

4. Public Comment

- Liz Herrold – the NHS Carolers will be here at the Library on Monday, December 16, 2019 at 1:30pm
- Kelly Parrott – Thank you to the board for all your hard work and keeping true your mission as Stewards of the Library

5. Correspondence

6. Next Meeting Date / Adjournment

Next Meeting – Work Session or Committee meetings

The meeting was adjourned by Susan Leonardi at 7:45 pm.

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

Agenda

Librarian Report

Youth Librarian Report

Working Draft of Presentation Materials Library Expansion & Renovation

1-Page (2-sided) Handout

Board of Trustees of Library letter to the Select Board dated December 8, 2019

**North Hampton Public Library
Board of Trustees
Regular Meeting
North Hampton Public Library
Wednesday, December 11, 2019
6:30 pm**

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

Agenda:

1. Administrative
 - a. Call to order
 - b. Approval of Meeting Minutes:
 - i. Working Session November 25, 2019
 - ii. Board of Trustees Meeting Minutes November 13, 2019
 - iii. Working Session October 30, 2019
 - iv. Working Session October 23, 2019
 - v. Board of Trustees Meeting Minutes October 09, 2019
 - c. Library Director's Report
 - d. Youth Librarian Report
 - e. Treasurer Report
2. Old Business:
 - a. Presentation materials and update on library project.
 - b. Approval of library opening hours change
3. New Business:
 - a. Town Report Deadline
 - b. Scheduled meetings
 - c. Other items that may come up before the Board
4. Public Comment
5. Correspondence
6. Next meeting date/Adjournment

Librarian's Report
 North Hampton Public Library
 December 11, 2019

Building

We had trouble with our phone lines 11/22 and 12/2. MD Comm resolved both issues. FirstLight also had made some changes to our phones the night of 11/22 which may have affected our phone lines and caused the trouble alarm on the fire alarm to trigger.

Financial

We received a \$500 donation from Elizabeth Field, deposited 11/18/2019 into the non-appropriated account. We also received a \$100 donation from Matthew Teborek in memory of his mother Arlene Mowry a North Hampton resident who was an avid bird lover. We purchased 2 sets of binoculars and 2 bird field guides to make 2 birdwatching kits in her memory. We also purchased a book called *Attracting Birds, Butterflies, and Other Backyard Wildlife* in her memory.

- Operating Account TDBank reconciled ending balance 11/30/2019 is \$51,678.09
- Non-appropriated Funds Account TDBank reconciled ending balance 11/30/2019 is \$90,971.45
- 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 11/30/2019 \$10,105.77
- Capital Reserve Fund as of 11/30/2019 \$709,874.76

People's Bank sent a letter 12/9 about the checking account stating there was no activity for a specified period of time and would consider the account "abandoned." I sent the letter to Jacquie to contact the bank.

Operations

The library was open the day after Thanksgiving. Traffic was fairly low. December 2nd and 3rd were school snow days with storms mostly in the morning. The library opened at noon both days.

Reminder that the Library will be closed Dec. 24th and 25th. And will close at 1 pm on Dec 31st.

Staff

Yearly staff reviews were done in November.

Statistics

FY2020	July	Aug	Sep	Oct	Nov
NHPL circulation	3142	2720	2326	2194	2273
ebooks downloaded	183	181	168	150	127
audiobooks downloaded	167	154	148	175	177
Overdrive Magazine (started June 2018)	6	4	6	6	4
EBSCO searches	74	29	2	8	46

Kanopy	21	55	51	57	24
Mango Languages	115	115	105	101	100
Ancestrylibrary sessions	4	3	0	1	2
Valueline log ins	126	145	156	143	159
Hoopla	173	174	163	170	146
Lynda.com views	72	41	39	6	21
Morningstar - page views -expired Aug 1	29	0	0	0	0
Total	3867	3562	3107	2948	3051
FY2020	Jul	Aug	Sep	Oct	Nov
difference from previous year	-340	-22	135	-186	-241
percentage up/down/previous year	-8.8%	-0.6%	4.3%	-6.3%	-7.9%
difference from previous month	390	-305	-455	-159	103
percentage up/down previous month	10.1%	-8.6%	-14.6%	-5.4%	3.4%
Monthly number of people visiting the library	1450	1632	1413	1738	1346
Meetings held in the library	55	43	31	30	28
Public Computer Users	161	197	192	176	160
Museum passes used	32	63	28	12	24
Number of unique NHPL patrons who checked items out per month	426	398	356	324	325
New NHPL Patrons	19	12	16	21	14
Deleted Patrons	3	4	0	883	0
Total Patrons	3306	3317	3332	2467	2481
New Overdrive users	4	4	3	4	1
Unique Users Overdrive	85	91	89	83	84
Items added to collection	158	156	127	160	131
Items deleted from collection	151	63	206	423	150
Total items in collection	33792	33873	33769	33528	33521

Programs

Wellness book group meets the 4th Monday at 3:30 pm. Hooked on Books meets the 3rd Thursday at 7 pm. Both at the library.

- 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 11th 6 pm **Haven: Domestic Violence Workshop/Presentation**

- 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 7th 6:30 Dan Szczesny: **Stories of Mt. Washington: film by Bill Millios**
- April 23rd 6 pm **Harnessing History: On the Trail of New Hampshire's State Dog, the Chinook** (NH Humanities Program)
- 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 Tougias: **Thirteen Days in October** – program about the Cuban Missile Crisis. NH Humanities Program.

Youth Services Department Report – December 9, 2019

Patrons of all ages dropped in for a “**Do-It-Yourself Day**”. They visited stations of supplies and materials that were headlined by books from our collection to spark creativity: self-portraits, drawing a scene from different angles, and experimenting with typography and making comic strips. Younger children enjoyed play doh “mats”, origami and making snake mobiles. Older children transformed discarded YA books into “book hedgehogs”, complete with accessories.

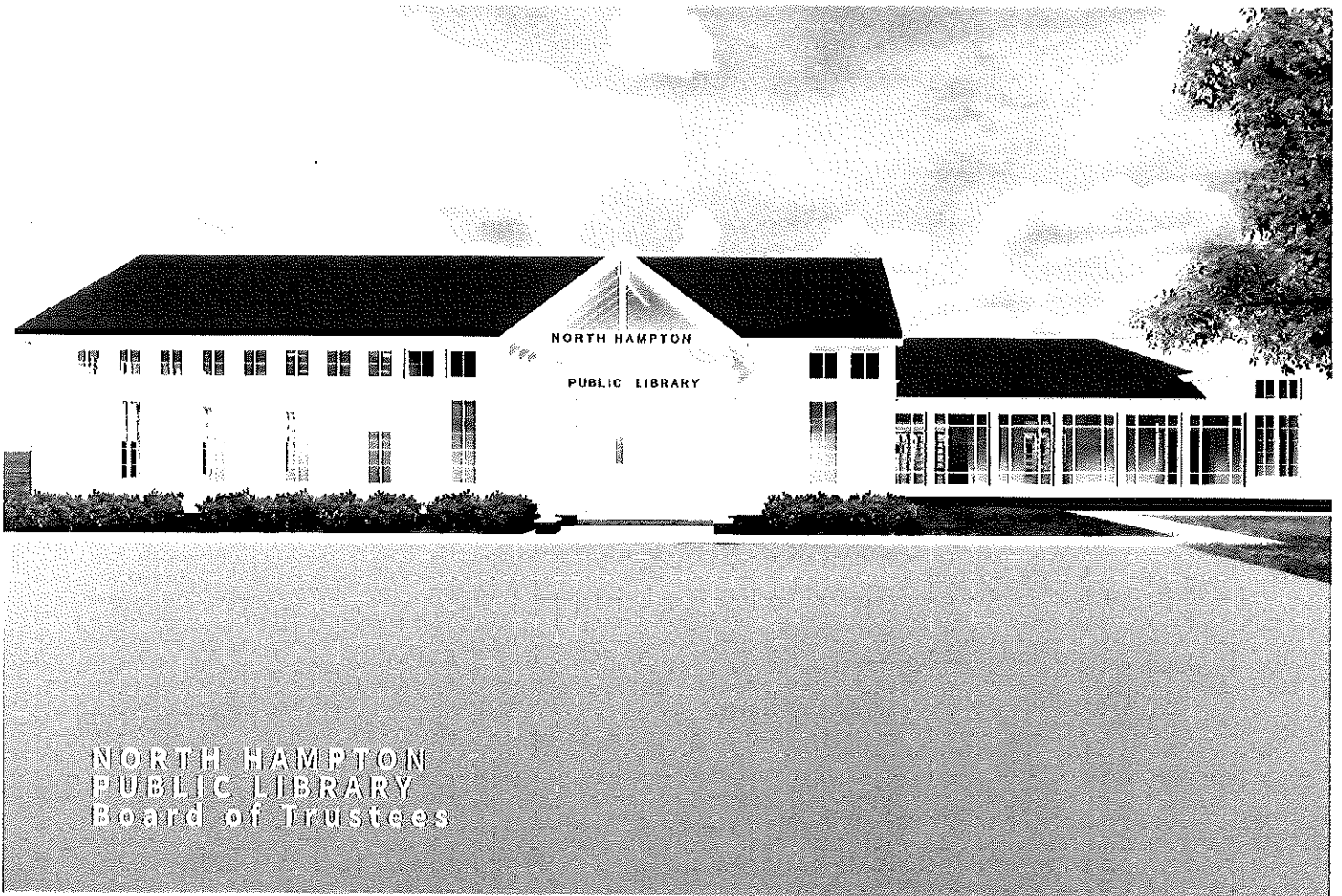
We held a **Saturday Story Time** and two teens assisted with reading books out loud and dramatizing one of the stories. We read a version of *Swan Lake* and danced to Tchaikovsky’s *Swan Lake Overture*, did coloring that explored the emotional resonances of colors based on a children’s picture book, and had puzzle challenges inspired by the Ladybug Book Award book *Humpty Dumpty*.

Programs for the Summer Reading Program have now been booked and all materials have been ordered. The programs are: “Stories on the Wild Side” with live animals presented by Squam Lake Natural Science Center; a comics workshop with NH teaching artist Marek Bennett; and “Imagine your Story”, stories told by author and storyteller Mark Binder.

I submitted a **request for funds to the Friends** of the NHPL and they have approved funding for a winter pajama party planned for January, the summer reading program materials, and the Squam Lake program.

The Friends had asked me to check on the changes that are in the works for the North Hampton School library program. They are in the process of making furniture and physical layout changes. The NH School principal will be sending out a detailed communication on this to the public. The school librarian asked me to stop for my feedback. She gave me a tour of the changes she’s made so far, and we discussed the new space flow and the merits/demerits of genrification.

December activities for youth now up snf running are “Make your Own Holiday Card” for pre-teens and teens, and “Make a Paper Snow Globe” for younger children.



NORTH HAMPTON
PUBLIC LIBRARY
Board of Trustees

P r e s e n t s

Expansion & Renovation PROJECT



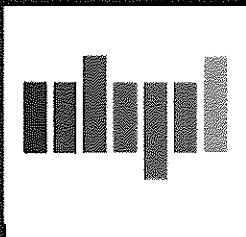
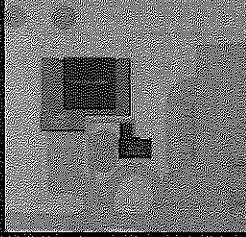
CONTACT:

North Hampton Public Library
237A Atlantic Avenue | 603.964.6326

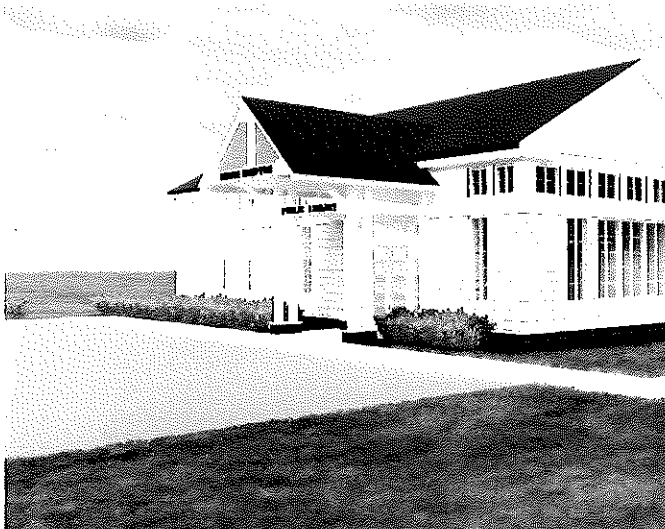
DATE:

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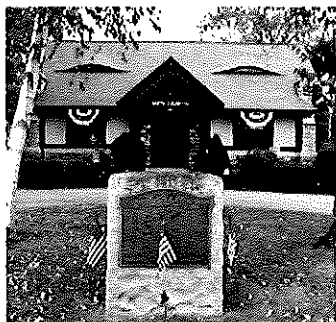


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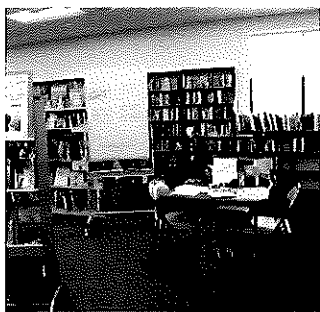
For well over a century, since 1892, the residents of North Hampton have valued the important contribution the Library has made to the quality of life in our community. We continue this tradition today.

North Hampton Public Library



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 a newly constructed building that was intended at the time to fill a 20-year need.

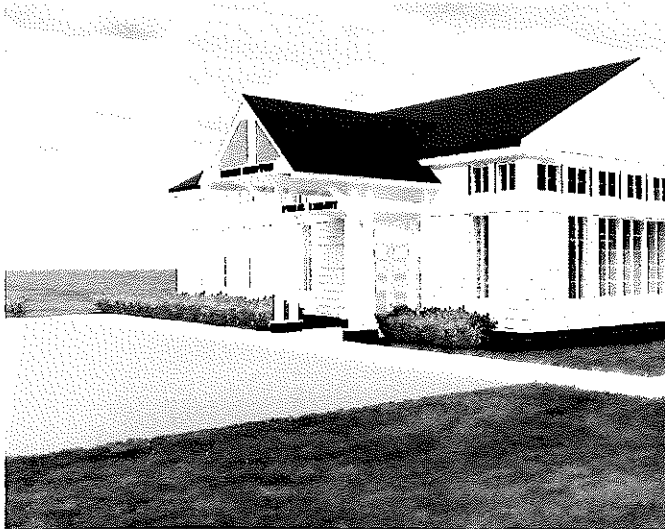


For the past 46 years, the North Hampton Public Library has steadily evolved to offer additional materials, programs, and services to keep pace with changing technologies (many not even imagined in the 1970s), and the diverse needs and interests of a growing population. But the size of the current Library 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>



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

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.

VALUE OF THE LIBRARY

These are just some of the services North Hampton Public Library provides to the community. In just 1-year library usage can save you \$491.40!

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

“Whatever the cost of our libraries, the price is cheap compared to that of an ignorant nation.”—Walter Cronkite

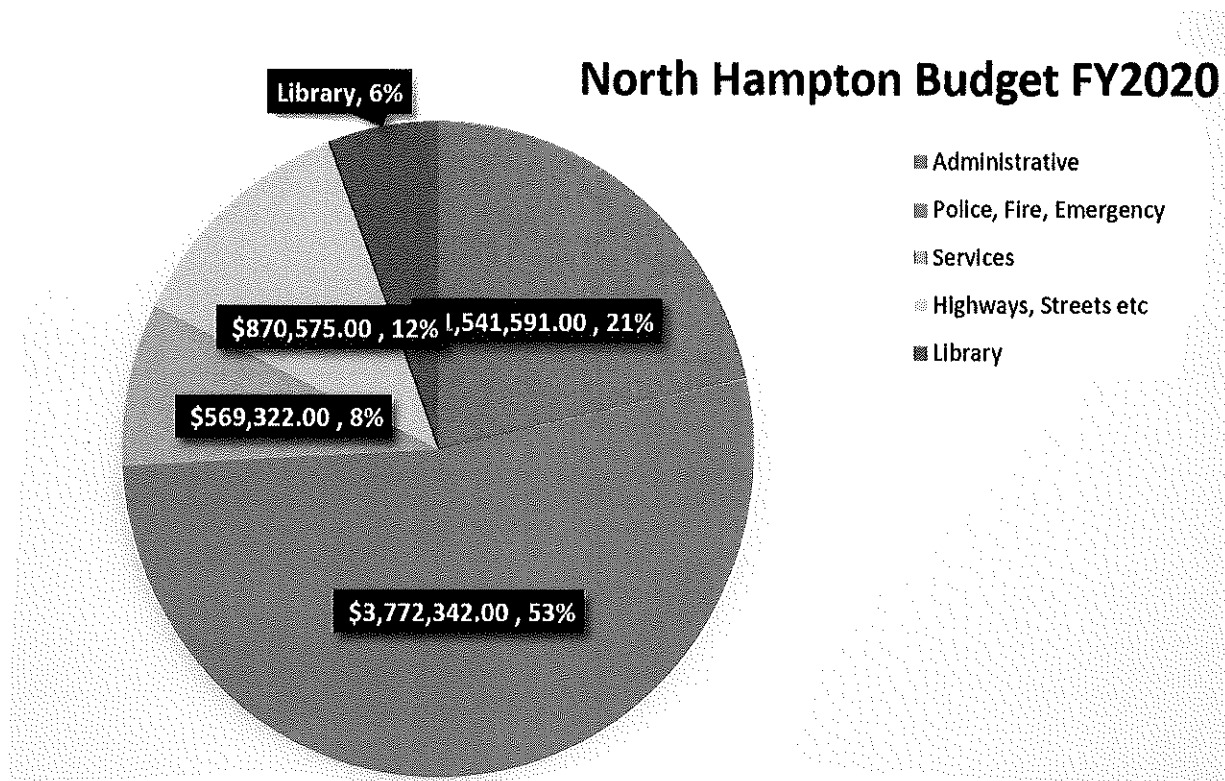
ABOUT

The North Hampton Library is governed by a group of citizens to whom the public library is entrusted, 3 volunteers elected by voters serve 3-year terms 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

The library is a town entity and as such, like most New Hampshire towns, the lion's share of the operating budget (\$394,870 in 2019) is derived from the town budget. Other financial support is derived from various sources: grants and contributions from private donors, copier use, book sales, and your 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 Interlibrary Loan (ILL) service. Our library is a small percentage (6%) of the town's budget and your overall taxes.



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".
- In 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, after encouragement from the Friends of the Library, the Select Board requests the town to purchase land next to the 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. Library "Long-Range Plan 2007-2010" developed several goals, with a new library facility to meet community needs at the top of the list.
- 2007- Library Warrant article creates a Library Capital Reserve Building fund and \$50,000 warrant article and with \$50,000 matching funds from donations to the library is placed in the newly established fund.
- 2008- \$50,000 Library Warrant article in the Library Capital Reserve Building Fund with \$50,000 matching funds from donations to the library. A detailed planning study was 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).

How we got here...NHPL Timeline

- 2010 - \$50,000 Library Warrant Article in Library Capital Reserve Building Fund with matching funds from donations to the library.
- 2011 – Plans for a 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 Trustees hire Thomas Ladd, Library Building Consultant to create a Library Building Program.
- July- November 2012, Library Building Program created. Summer Several Community Listening sessions are held to inform and get feedback from the community. November 30th, the Trustees share CIP Presentation of the Library's Building Program.
- January 2013 – Library Building Committee launched. March Library warrant article approved for \$50,000.
- March 2013- Library Warrant article is approved for \$50,000 to be placed in the Library Capital Reserve Building Fund
- March to June 2013 – Trustees submit RFQ (request for quotation) to Architects and RFP (request for proposal) to Final Architects. 30- member Library Building Committee narrows down 5 to 2 final firms. Trustees and Library Building Committee select Lavallee Brensinger Architects.
- Summer 2013, Library Trustees produce RFQ (request for quotation)/RFP (request for proposal) for a professional fundraising consultant. Three firms are interviewed and Opus Advisors is selected. In May, the New Library Capital Campaign begins interviews and presents a community feedback session.
- May 2013 Select Board meeting to re-request the vacant lot next to the library (aka Homestead Property) for a new library building. Select Board denies the Trustees request.
- June 2013 Town Charrette Process. Resident feedback renews interest in creating a comprehensive town plan. In August, Ricci Construction prepares Preliminary Pricing and Associated Costs Study. Lavallee Brensinger Architects, selected by the Trustees and Library Building Committee design the plan.

How we got here...NHPL Timeline

- March 2014 – Town votes on bond for a Town Campus. Receives only 51% of the vote – needed 61% of the voters to pass.
- April 4, 2014 North Hampton Public Library and Cultural Center 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 is sent to the community
- Town Campus Advisory Committee report and recommendations are presented at 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. Library Trustees ask the town to design a new building on the vacant lot (Homestead Property) next to the library. Select Board decides to continue with the town campus project proposal.
- 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 Architects approved by the Board of Trustees. Citizen’s petition warrant article for \$75,000 to be placed in the Library Capital Reserve Building Fund passed. No matching funds, but Trustees indicated they would raise matching funds with a capital campaign once a location and plans for a new library building have been decided.
- November 2017 – After a review of potential library sites including Dearborn Park in North Hampton, Ron Lamarre of Lavallee Brensinger Architects presents an addition/renovation plan for the library on its current footprint.

How we got here...NHPL Timeline

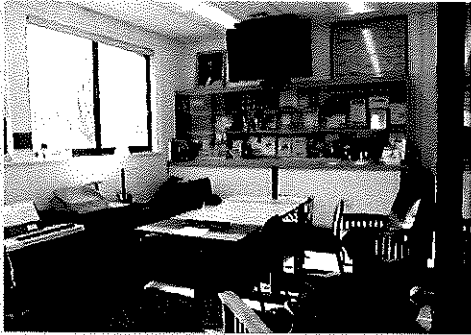
- February 2018 – Board of Trustees review a RFP (request for proposal) to be presented to two construction firms.
- April – June – NHPL and Lavallee Brensinger host community listening sessions to gain feedback on the expansion and renovation plan. May 2018 – Bonnett, Page and Stone is selected as the construction manager for the expansion and renovation library project.
- 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 of Lavallee Brensinger Architects & Keith McBey, of BPS (Bonnett, Page & Stone) present the initial price setting for an expansion/renovation.
- November 2018 – North Hampton Public Library 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 by the Select Board. The Library Trustees voted 2-1 to explore this building option further with the architect.
- December 2018 – Ron Lamarre of Lavallee, Brensinger Architects & BPS provide an estimate of \$4,051,250 + \$375,000 land acquisition cost for building a new library on 216 Atlantic Avenue.
January 2019 – At the monthly meeting, Library Trustees vote 2-1 to continue moving forward with the Library addition/renovation plan.
- March 2019 – Voters approved a \$100,000 Library warrant article with \$100,000 in matching library funds to the Library Capital Reserve Building Fund. A citizen's petition for \$375,000 from the town's unassigned fund is also approved by voters to be placed in the Library Capital Reserve Building 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. Trustees, Friends, and Foundation have a joint work session to discuss working together.
- May 2019 – Library Trustees sign a contract with Lavallee Brensinger Architects to move forward with schematic design. Construction manager, Bonnette, Page & Stone present cost study and project schedule.

How we got here...NHPL Timeline

- June 2019 – The Friend and Foundation members review the schematic floor plan with the Board of Trustees and Ron Lamarre of Lavallee Brensinger Architects.
- July 2019 – Fundraiser is hired by the NHPLCC (North Hampton Public Library and Cultural Center) Foundation
- August 2019 – The Select Board and the Library Trustees 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. Larry Miller 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 to get support for his plan. In November, the Select Board vote to have TW Architects design the Larry Miller Library Plan.
- October 2019 – Trustees move forward by sharing the library expansion and renovation plan with the community, Town Boards, and Committees.

THE CURRENT LIBRARY BUILDING

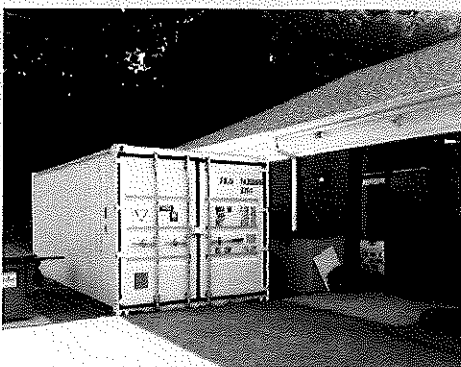
Below is a summary of a Library self-assessment, participant comments during a detailed planning study, several community listening sessions and public surveys citing the most significant challenges. The current Library building presents many issues that restrict the Library's ability to fully carry 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:



Teen/Meeting Room



Staff offices



Storage Pod

- Quiet reading areas, individual or small group meeting spaces.
- 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.
- There is an insufficient number of electrical outlets and charging stations, and Wi-Fi is spotty in all areas of the Library.
- 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.
- 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, audiobooks, 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.

Architect

Ron Lamarre

AIA, ALEP, ALA, LEED AP

Lavallee Brensinger Architects

<https://lbpa.com/>

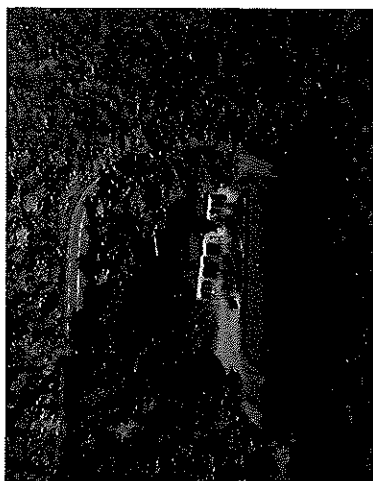
Design Principal | Educational Facility Planner

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 (ALE). (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

Construction Manager

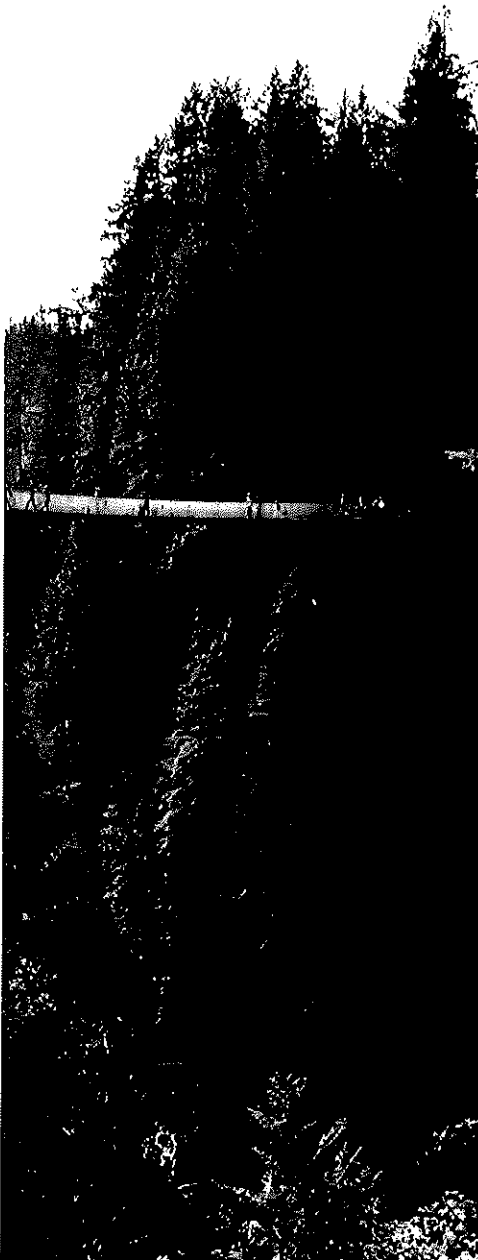
Keith McBey of Bonnette, Page & Stone

<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 AND 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 its present and future needs. Over those years, there were several combined attempts to construct of a Town Campus which included a new library, but those attempts failed to achieve the required 61% voter approval.

After listening to voters' feedback at town elections and surveys, 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.



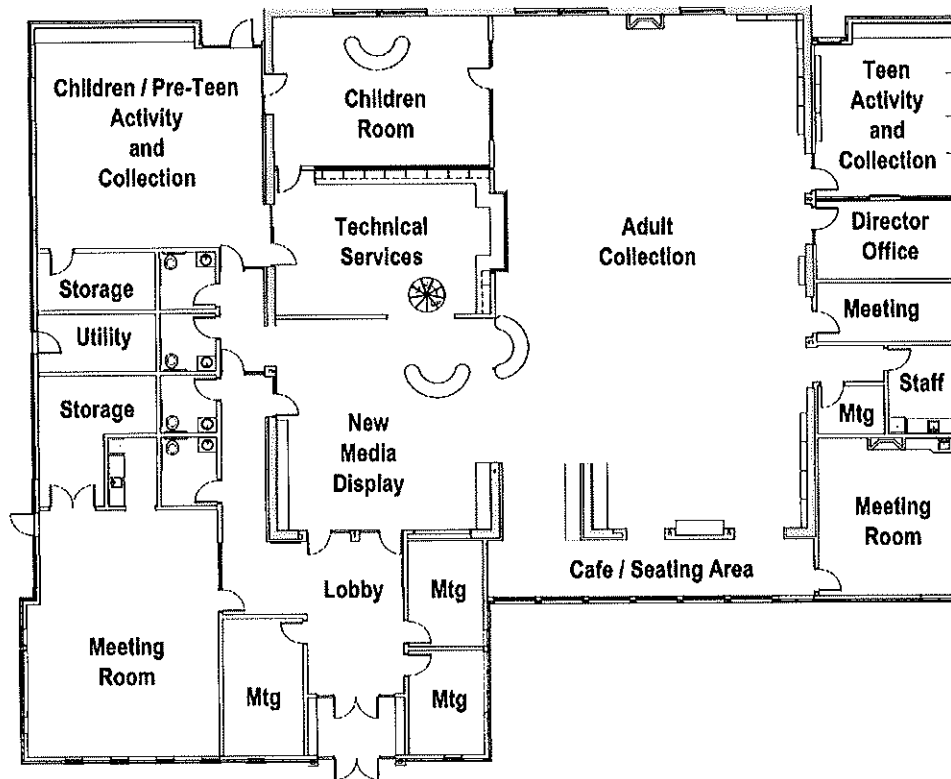
This new plan involves wrapping a 5,000 square-foot, single-story addition around 3 sides of the existing building. This approach saves the still-structurally sound facility (exterior load-bearing walls) and more than doubles the size of the Library to 10,625 square feet while keeping operating costs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

This plan also eliminates the need to purchase land and the cost of building from scratch on a new site. Again, this design 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, parking lot, etc.

We are grateful voters have supported every request for funds raised by taxation for a Library Capital Reserve Building Fund and for the library patrons that have given generously to the Library, Friends and Foundation.



KEY FEATURES: FLOORPLAN



- 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 after hours.
- 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 workspaces.
- Dedicated storage areas.
- Wireless, high-speed Internet and flexible computer access

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.

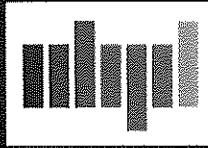
The Architects Lavallee Brensinger and Construction Managers Bonnette, Page and Stone, who oversaw the North Hampton School renovation project in 2013, have provided a maximum price (GMP) for the expansion and renovation project of \$3.5 million including site development, landscaping, renovation, construction,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

- 2006 – Established Library Capital Reserve Building Fund. 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 approved for \$375,000 to be placed in the Library Capital Reserve Fund from unassigned funds was approved by voters.



North Hampton Public Library



Expansion and Renovation plan

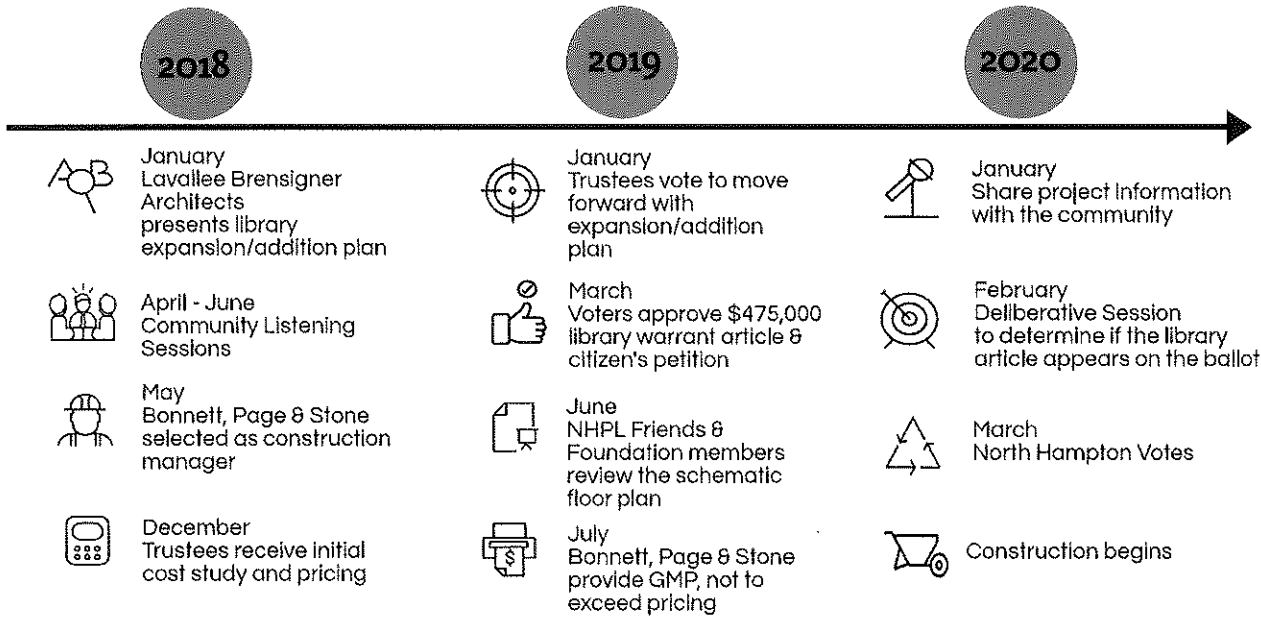
Deliberative Session
February 1, 2020

Voting Day
MARCH 10, 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.



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 group of citizen's to who the public library is entrusted, 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.

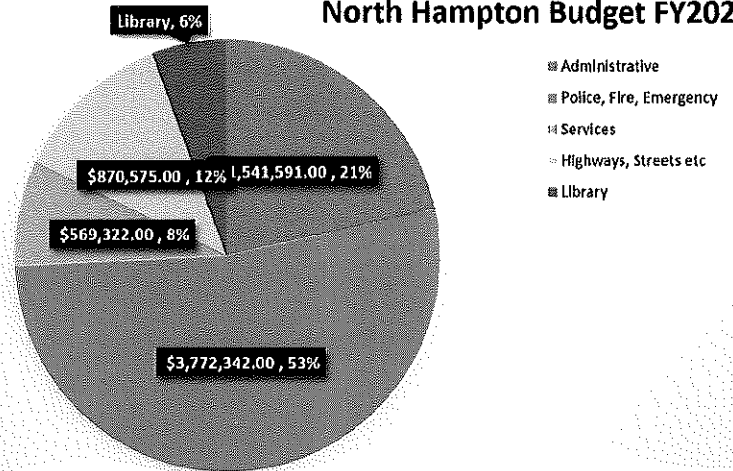
Library 2018 Statistics & Services

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



NHPL's \$407,540 operating budget is provided by the Town.

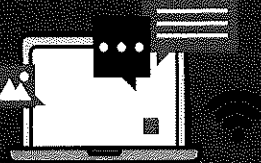


Other financial support derives from grants, contributions from private donors, copier use, book sales and donations to our Friends and Foundation of the Library.

Community Groups used the meeting room...

355 times

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:

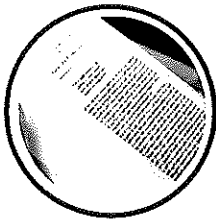
- Entrances, aisles, and restrooms do not meet standards of the Americans with Disabilities Act and do not accommodate patrons using wheelchairs and walkers, and parents with strollers
- Quiet reading areas, individual or small group meeting spaces
- A dedicated Children's Room and Activity Center for patrons of all ages
- A meeting room that can seat more than 40 adults that does not double as storage
- 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
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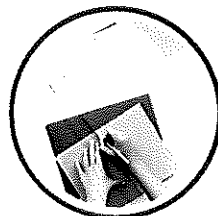
Citizen's petition for \$375,000 to be placed in the Library Capital Reserve Fund from unassigned funds approved by voters

Capital Funding Allocations



- 2017 - New LED fixtures, insulation, ceiling files
- 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

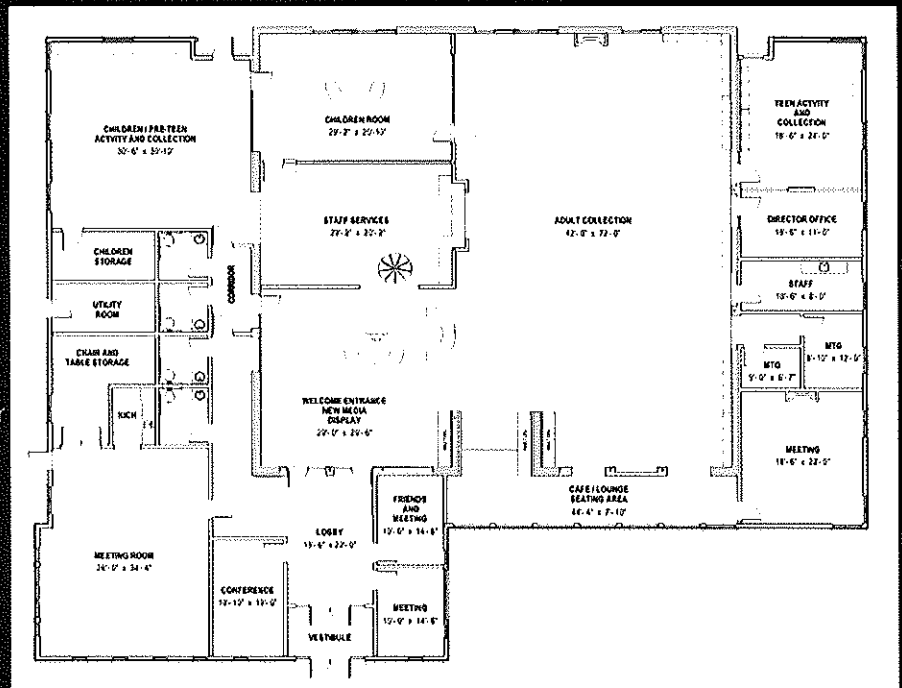
THE EXPANSION/RENOVATION LIBRARY PROJECT



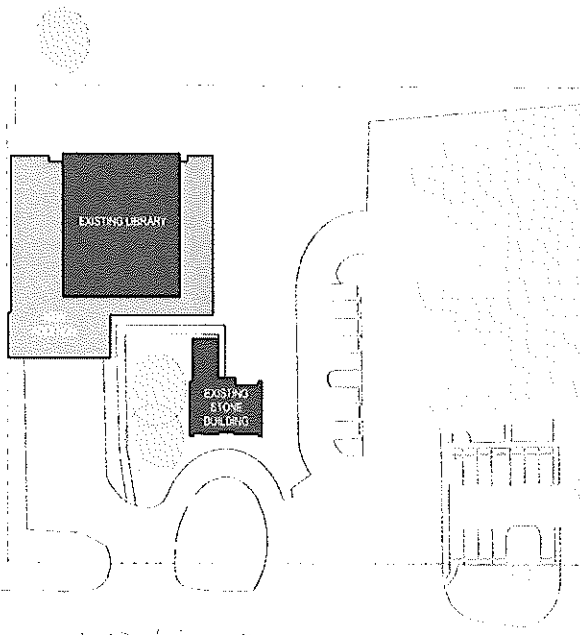
This plan involves wrapping a 5,000 square-foot, single-story addition around 3 sides of the existing building. The approach saves the still structurally sound facility and doubles the size of the library to 10,625 square feet. Phasing will allow the Library to remain operational and open during the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

- ADA compliant entrances, restrooms, and aisles
- Wireless, high-speed internet, and flexible computer access
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- 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
- Outdoor patio and self-serve cafe
- 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

KEY FEATURES OF THE FLOOR PLAN:



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.



Shovel ready -schematic design, budget, and construction documents completed.



The Library has approximately \$1Million for the project.

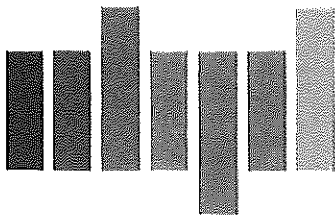


A bond warrant for the remaining \$2.4Million will be presented to voters for approval on March 10, 2020.



Visit to learn more!

NHPL
237A Atlantic Avenue
North Hampton, NH 03862
603.964.6326
<https://nhplib.org>



**North Hampton
Public Library and
Cultural Center**

North Hampton Public Library
237A Atlantic Ave
North Hampton, NH 03862

December 8, 2019

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

Dear North Hampton Select Board:

After viewing the Select Board meeting for approval of funds to TW Design for continued library concept design work on December 4, 2019 (https://townhallstreams.com/stream.php?location_id=35&id=25780), the Trustees felt several false and misleading statements regarding the Library Board and the Library Expansion and Renovation plan need to be publicly addressed to the Select Board.

Mr. Miller stated the Trustees never bid their plan. This is a false statement. Former Library Trustee Judy Day, Mr. Miller's wife participated in reviewing the RFP, evaluated and helped with the selection process. The Trustees reviewed the Bauen Corporation and Bonnette, Page & Stone. Both of these construction managers have extensive library expertise, library building construction experience and are well-known in New Hampshire. Bonnette, Page & Stone completed the North Hampton School renovation. This is public record and can be found in the NHPL Meeting minutes April 17, 2018 and May 9, 2018. (<https://nhpllb.org/wp-content/docs/trustees/min2018/050918.pdf>)

Mr. Miller referred to the expansion and renovation plan as a "crappy plan" in a "crappy building". Mr. Miller intends to reuse this building for town administration and offices. On October 17, 2018 (https://nhpllb.org/wp-content/docs/trustees/min2018/working_session_101718.pdf), Town Administrator, Bryan Kaenrath, and Select Board members Mr. Miller and Mrs. Kilgore attended a special meeting with the Trustees, Ron Lamarre of Lavalée Brensinger and Keith McBey of Bonnette, Page & Stone about the expanding and renovating the current library building. We discussed the failed

town campus plans as well as the cost of the so-called 2015 Chauncey Plan, which had the library building on the vacant "Homestead" lot.

During the course of 2018, Mr. Miller offered valuable input to the Library Trustees and Architect Ron Lamarre in the design of an expanded library plan. Mr. Miller offered to select the new lighting, suggested a window well in the roof structure of the expansion and even suggested the edge of the building be moved to the lot line. When the property 216 Atlantic Avenue became available for purchase, Mr. Miller no longer supported the expansion and addition plan. Ron Lamarre of Lavallee Brensinger Architects has an excellent reputation for designing and building libraries including Atkinson Public Library, Langdon Library in Newington, Meredith Public Library, and currently Wolfboro Public Library. The "crappy plan" is being attacked because Mr. Miller doesn't like the plan. It's his opinion, not fact.

The Trustees have been asked to work with the select board on the plan 3 times. Mr. Miller, you and the Select Board were invited by the Library Trustees to sit down with town counsel to talk about the library and how to work out these issues-- why did the SB refuse, necessitating that the Library Trustees procure their own attorney to protect their sworn stewardship over the library and which you feel you can continue to ignore and overstep? Why didn't you take that opportunity to work with the Library Trustees on a resolution to the issue in August?

On October 9, 2019, I spoke with Town Administrator Bryan Kaenrath and proposed a second phase of the Library Expansion and addition plan include attaching town offices. I included the additional costs associated with changing locations and building new. October 24, 2019, the Library Trustees asked to have a joint meeting with both the Select Board and the town attorney, Stephen Bennett to discuss the memorandum issued on August 15th. We wanted to discuss the issue of custody of the library and how to move forward. Oct. 28, 2019, we were told there was no consensus about our meeting proposal, but the following televised meeting Mr. Miller said there would be no meeting.

On November 1, 2019, the Town Attorney informed the Trustees that the Select Board voted to allow Select Board Miller to proceed in doing further study of building a new library on the Homestead property and informed us about a meeting on Wednesday, November 6th at 1pm in the town office. On November 4th, Susan Leonard stated that legally, the Trustees would not be able to participate since we have signed a contract in February 2019 with Lavallee Brensinger Architects and Bonnette, Page and Stone for the schematic designs, floor plan, project timeline, and a GMP for the expansion/renovation. Bryan was reminded as previously discussed, if the Trustees were to build on the homestead, we would use the same vetted architect and construction manager as well as design. The Select Board was given the costs of both the expansion/renovation and building new estimated by Ron Lamarre of Lavallee Brensinger.

Parking. Neither Mr. Miller nor the Trustees can anticipate overflow of shared town parking. As stated previously, most events and larger library programs are held on weekends, evenings and

late afternoon when town offices are closed. North Hampton is not experiencing significant growth in population; we are assuming that the individuals currently using the library will continue to do so in the new building. Parking was not an issue when we supported the Town Campus plan and no additional spaces were added to that plan. The Town Campus plan also included an 8 foot walkway to the Stone Building so it would be convenient and attractive for residents to be connected to the library and the town clerk's office.

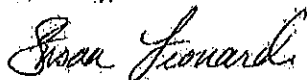
Cost savings. We have a set price and project that will address the needs of the library and our community, we cannot simply change our minds to build new as suggested by the Select Board. In 2015, it was estimated in the Chauncey Plan that renovating the current library building for town offices would be \$891,000. Despite Mr. Miller's assurances, there is no true cost savings to changing directions. We have a long history of library capital improvements and numerous campus plans in cooperation with the Select Board in the past -1999 North Hampton Master Plan, 2001 Dennis Miras Plan, 2011 Warren Street Architects, 2013 Town Charrette, and the recent 2014-2016 Town Campus Plans. The town has spent thousands of dollars on these plans that have failed to meet the required 61% voter approval.

We acknowledge that taxpayers are tired of wasted funds and with no building improvements. The Trustees like many in the North Hampton community are tired of divisive leadership, combative boards and a lack of diversity in our committees. We are encouraged that the Select Board now understand the value of the library to our community, but are disappointed to realize that the Select Board intend to put forth Mr. Miller's cheaper, counter library building proposal for the March 2020 ballot leaving the Trustees and the community to make do with an inferior plan, conceived in isolation and limited by reduced cost and credibility.

The Trustees understand that the Select Board sees the library as leverage for a town campus plan, but do not agree with the way in which the Select Board is moving forward by encroaching upon our elected duties RSA 202-A:6 (The library trustees shall have the entire custody and management of the public library and of all the property of the town relating thereto, including appropriations held pursuant to RSA 202-A:11...).

The North Hampton voters have waited 10 years for library improvements. Voters are entitled to decide what progress looks like in this town and the Trustees have created a cost-effective, practical plan to suit our community.

Sincerely,



Susan Leonard
Board of Trustees