

North Hampton Public Library - Board of Trustees
Monthly Meeting Minutes

Date: February 27 , 2020 6:30 pm
Location of Session: North Hampton Public Library
Meeting Recorded by Channel 22

Attendees:

Chair: Susan Leonardi
Secretary: Kathleen Kilgore
Alternate: Emily Creighton
Assistant Director: Liz Herold

Guest Speaker – Presenter: Ron Lamarre, Lavallee, Brensinger Architects

Not in Attendance:

Treasurer: Jacqueline Brandt
Library Director: Susan Grant

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

7 people

Board of Trustees Monthly Board Meeting

1. Administrative

- a. **Call to Order in Public Session – Pledge of Allegiance**
The meeting was called to order by Susan Leonardi at 6:31 pm
- b. Approval of Meeting Minutes:
Working Session February 7, 2020
Motion to approve the meeting minutes.
Made by Kathleen Kilgore
Seconded by Susan Leonardi
Vote: 2 - 0
- c. Library Director's Report
Please see attached report for details provided
Still accepting applications for both the Children's Librarian and Teen Librarian
- d. Youth Librarian Report
Please see attached report for details provided
Update on Connie's retirement – End of April
- e. Treasurer Report
Right on budget currently in the fiscal year
Motion to accept the Library Director's Report, Youth Librarian Report, and Treasurer's Report as presented tonight
Made by Kathleen Kilgore
Seconded by Emily Creighton
Vote: 3 - 0.

2. Old Business

- a. LBA Presentation of library project on the "Homestead Property"
Susan Leonardi presents the timeline on how we got to this point (Slides 1-6)
Ron Lamarre presents the new plan that will be new construction located on the "Homestead Property":
 1. Floor Plan (Slide 6)
 2. New Location – Site Plan on the "Homestead Property" (Slide 7)
 3. Bond Amount & Project Cost (Slide 8) – Favorable time for interest rates
 4. View of Front of Building looking South (Slide 9)
 5. View of Atlantic Ave in front of the property (Slide 10)
 6. Front View of Building from the Existing Parking Lot / Stone Building (Slide 11)

Ron states once this passes at the vote in March we are ready go to the permitting process.

We have a guarantee maximum price

The Chair opens the session up to public comment:

Kelly Parrott – 2 Garrett Dr – Speaks to support of the project, financial impact \$ 0.11 a day – \$ 40 a year for a house price of \$ 400K – Hope our community supports this new library.

Cynthia Swank – 19 Hobbs Rd - Questions: Improved sign linen on kitchen and restrooms
Would there be an opportunity for a drop-off entrance?
deliveries of goods, handicap access? Cynthia asks if there will be a building committee? Board consensus is that we are open to a building committee, we will discuss this again after the vote. We want the community involved.

George Chauncey – Hobbs Rd – Will there be accessibility from back parking lot
How many glass walls will there be?

Frank Ferraro – Post Rd – Would like to see the building placed close to parking

3. New Business:

- a. Open House – Saturday, March 7 11 am – 1 pm
Presenting the plans -
Trustees take shift in coverage
Light refreshments
- b. Update Library Information – website, etc.
Slide Show of the New Plans
Paragraph to explain what happen at Deliberative Session – how did we get here to this plan
The Chair will write a Letter to the Editor confirming the Boards support of the Warrant Article
- c. Friends of NHPL is having a fundraiser at the Community Oven Monday, March 2, 2020 5-9 pm
- d. Candidates Night, Thursday, March 5, 2020
- e. Other items that may come up before the Board

Brief overview of the Comcast Cable

4. Public Comment

Cynthia Swank – FONHPL – Community Oven Fundraiser, Monday, March 2, 2020 5-9pm

3rd annual fundraiser – donation % is based on food and not beverage. Eat Up !

Personal Comment: She is concerned about the size of the board and how busy we are, she suggested that consider we hire a library consultant who could work on the strategic plan. Kathy asks if the Friends would consider contributing to the cost of hiring a consultant. Cynthia not sure if contributing to the cost of this suggestion fits within the Friends mission but will speak with the Friends to inquire on their thoughts

5. Correspondence

6. Next Meeting Date / Adjournment

Next Meeting – Proposed for Wednesday, March 11, 2020

The meeting was adjourned by Susan Leonardi at 8:00 pm.

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

Agenda

Librarian Report

Youth Librarian Report

2020 North Hampton Public Library – New Library Building Proposal

Friends of North Hampton Public Library Meeting Minutes from Wednesday, February 19, 2020

LBS Slide Presentation 2-27-2020 of New Library Plan on the "Homestead Property"

**North Hampton Public Library
Board of Trustees
Regular Meeting
North Hampton Public Library
Tuesday, February 27th
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 – Work session
 - c. Library Director's Report
 - d. Youth Librarian Report
 - e. Treasurer Report
2. Old Business:
 - a. LBA Presentation of library project on Homestead
3. New Business:
 - a. Open House
 - b. Update Library information – website, etc.
 - c. Other items that may come up before the Board
4. Public Comment
5. Correspondence
6. Next meeting date/Adjournment

North Hampton Public Library
 Librarian's Report
 February 12, 2020
 Susan Grant, Director

Building

Plumber came in to look at the leaking toilets. The staff bathroom and Ladies' room need fixing. Quoted \$398.29 for new parts and labor. Waiting to schedule the work to be done. H.S. Goldberg Plumbing & Mechanical, recommended by Lane Memorial Library in Hampton.

Financial

We got the yearly letter from NH Charitable Foundation regarding the check from the Dorothy & Paul Hobbs Fund, for \$7,358.58 to be forthcoming.

- Operating Account TDBank reconciled ending balance \$48,983.66
- Non-appropriated Funds Account TDBank reconciled ending balance \$39,152.65
- Peoples Bank CD#1 \$143,383.68 as of 12/31/2019
- Peoples Bank CD#2 \$96,653.67 as of 12/31/2019
- Peoples Bank Checking Account \$10,115.36
- Capital Reserve Fund as of 1/31/2020 \$711,473.34

Staff

The search for a new Children's Librarian and Teen Librarian has begun. The job ads are appearing on the Library Job lists for New Hampshire and New England, and on Indeed.com as well as our website. We will start doing first interviews end of February, early March.

Statistics

Overdrive usage jumped 38% in January. Kanopy usage increased by 59%. Hoopla usage went down 21% likely due to decrease in monthly budget allowance. Expected to see increases in other digital resources with that budget adjustment. The number of people visiting the library increased as did those checking out materials. Public computer use was up 40% in January from December. These increases are mostly due to lower traffic in December due to the holidays.

FY2020	July	Aug	Sep	Oct	Nov	Dec	Jan
NHPL circulation	3142	2720	2326	2194	2273	1939	2243
ebooks downloaded	183	181	168	150	127	162	202
audiobooks downloaded	167	154	148	175	177	168	254
Overdrive Magazine (started June 2018)	6	4	6	6	4	4	5
Total Overdrive	356	339	322	331	308	334	461
EBSCO searches	74	29	2	8	46	7	19
Kanopy	21	55	51	57	24	24	59
Mango Languages	16	1	0	0	1	4	16
Ancestrylibrary sessions	4	3	0	1	2	1	3
Valueline log ins	126	145	156	143	159	132	148

Hoopla	173	174	163	170	146	174	143
Total	4124	3448	3002	2847	2952	2600	3030
FY2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan
difference from previous year	-83	-136	30	-287	-340	-238	-322
percentage up/down/previous year	-2.0%	-3.9%	1.0%	10.1%	11.5%	-9.2%	10.6%
difference from previous month	647	-676	-446	-155	105	-352	430
percentage up/down previous month	15.7%	19.6%	14.9%	-5.4%	3.6%	13.5%	14.2%
Monthly number of people visiting the library	1450	1632	1413	1738	1346	1064	1815
Meetings held in the library	55	43	31	30	28	16	37
Public Computer Users	161	197	192	176	160	148	207
Museum passes used	32	63	28	12	24	25	27
Number of unique NHPL patrons who checked items out per month	426	398	356	324	325	311	360
New NHPL Patrons	19	12	16	21	14	3	20
Deleted Patrons	3	4	0	883	0	4	0
Total Patrons	3306	3317	3332	2467	2481	2483	2500
New Overdrive users	4	4	3	4	1	3	5
Unique Users Overdrive	85	91	89	83	84	83	94

Programs

Ask a Muslim Anything with Robert Azzi was an enlightening evening though turnout was modest with 11 people attending. Medicare 101 also had 11 people attending, and Lisa Hietala expressed interest in making the program a regular offering at the library and other area libraries. Scheduled another session for June 25th.

Upcoming programs:

- Changed to March 18th was Feb 19th 6 pm **Do You Know Where Your DNA Is?** Buzz Scherr
- March 3rd 6 pm **The Holocaust: A Duty to Remember**
- March 12th 6:30 pm Ramblin' Richard: **We're All Irish** – Music program.
- March 24th & 31st 6 pm Hiking program with Eve Fralick – Travelogue series
- March 26th 6 pm **Cooking with honey** – Mike Marttila, beekeeper
- April 7th 6 pm Dan Szczesny: **Stories of Mt. Washington: film by Bill Millios**
- April 14th 6 pm **Human Trafficking: Globally & Locally.** Haven Violence Prevention & Support Services- Debra Altschiller. April is Sexual Assault Awareness Month.
- April 16, 6 pm Author Bonnar Spring
- April 23rd 6 pm **Harnessing History: On the Trail of New Hampshire's State Dog, the Chinook** (NH Humanities Program) co-hosting with Dog Park Committee
- April 28 6 pm John Kane – **The Last Seat in the House: The Story of Hanley Sound.** The story of sound man Bill Hanley from Medford, Massachusetts who engineered the sound at Woodstock in 1960's.

Youth Services Department Report – February 17, 2020

Angela Blatus, OTR/L, M. Ed. of Brain Junction Therapy, located in Kensington, NH, (and a North Hampton resident) presented information to an adult audience about **equine-assisted activities and therapies** and the impact that horses have on healing for both children and adults.

“**Teen Mondays**”, the drop-in self-directed sets of activities offered weekly have started. So far activities have included tea-mixing, tabletop tennis, and making thaumatropes.

The North Hampton School had a January “no school day”, and we screened two **movie matinees**, *Abominable* for younger kids and *Inkheart* for teens.

The **Winter Pajama Party**, sponsored by the Friends, included reading picture books about winter, a craft based on one of the books, magic wand-making, music and snacks.

I met with the technology teacher at the North Hampton School and I also finished researching coding club software providers for our proposed **Coding Club**. I have selected Vidcode as the best provider for our needs. We have 5 kids interested in signing up at this point and will pick a date and time that works and get the necessary logistics completed to begin.

LEGOs Saturday featured a dozen build “challenges” for children of all ages. They included building a Pi “skyline”, creating mazes, flag designs, marble runs, Soma Cubes, LEGO self-portraits, and writing your name in braille or Morse code.

February:

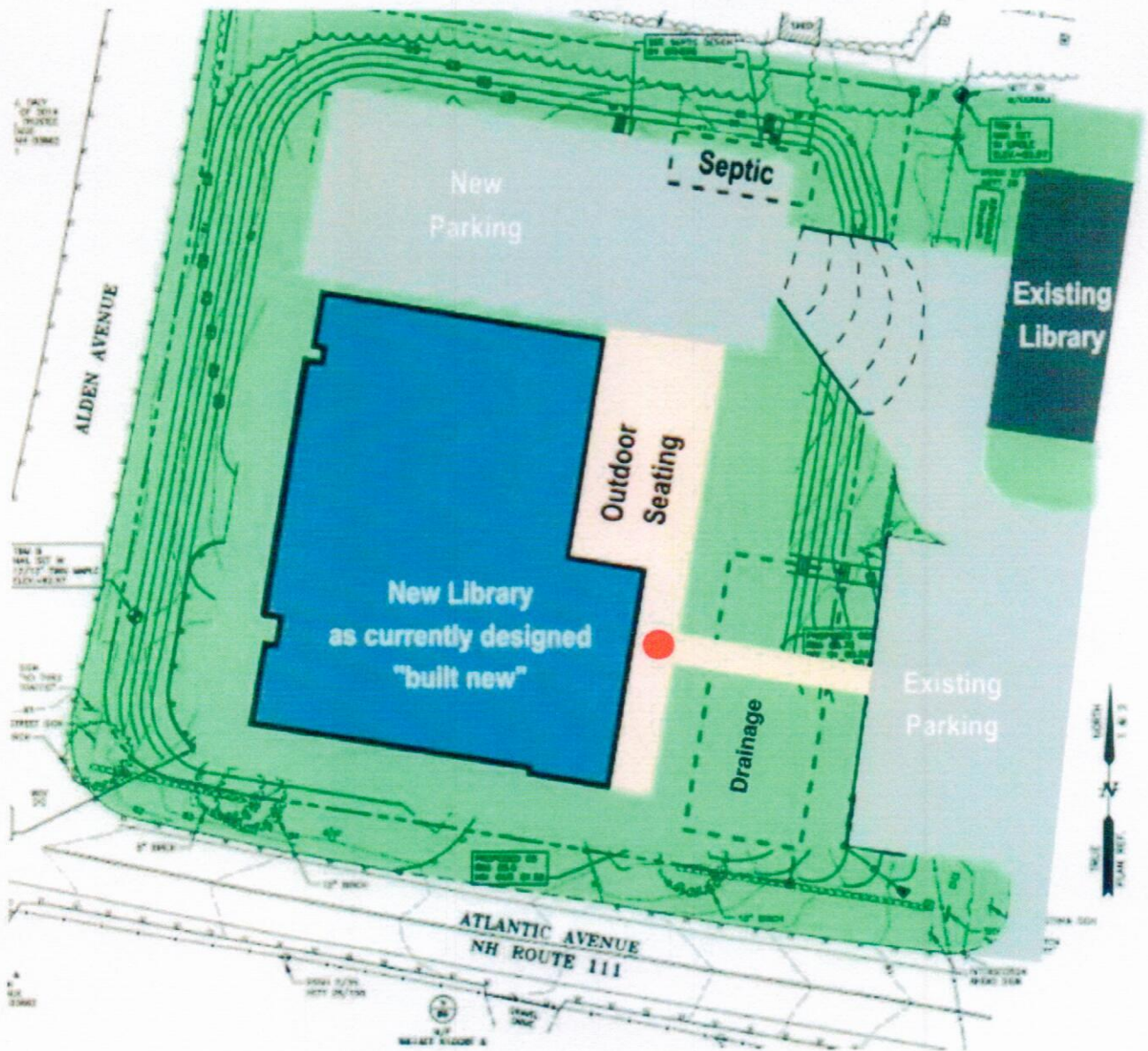
- “Teen Mondays” will include a STEM program related to Presidents Day, and an Avatar Snow Globe craft (I will also extend this to the pre-teens).
- *Magic Fred* will be the magician performing at NHPL during the town Winterfest February 22nd at 11 a.m. This event is sponsored by the Friends.

March:

- No school day: we will screen two movies, one for Teens and one for younger children.
- Saturday Story Hour: I will read picture books and children will dramatize the action during the reading.

April (National Poetry Month)

- We will have “Poetry Fun” events for both pre-teens and teens. They will try their hand at writing poetry in different formats (Haiku, sonnet, etc.) and posting them on the bulletin boards for viewing.
- “Stuffed Animal Sleepover” – children will bring stuffed animals to a story hour “social”, and leave them in the library overnight. We then photograph their toys “at play” in the library.







2/27/2020

Entrance Court 2-21-2020.jpg



2/27/2020

Front Entrance 2-21-2020.jpg



Friends of the North Hampton Public Library

Agenda

19 February 2020 at 9:30 AM
North Hampton Public Library
Craig Room

1. Call to Order
2. Treasurer's Report
3. Approval of Minutes January 20, 2020
4. Old Business
 - Results from Barley House Fundraiser
 - Prep for Community Oven Fundraiser March 2nd
 - Visit to North Hampton School Library
 - Newsletter
5. New Business
 - Friends Budget
 - New Library, What's next if the warrant article passes
 - Library Programs February - April
 - Any other new business
6. Next meeting March 18th 9:30 AM

NB: Susan Grant and/or Liz Herold will join us by 10:00 AM

Friends of the North Hampton Public Library

Wednesday, February 19, 2020

North Hampton Public Library

Presiding officer Vicki Jones called the meeting to order at 9:30 AM. In attendance were Donna Etela, Nancy Monaghan, Jane Boesch, Cynthia Swank, Hope Miller, Rick Stanton, and Liz Herold from the Library.

Treasurer's report: Cynthia Swank noted that the bank balance stands at \$19,589.30; this amount does not include the \$210 received from the fundraiser at the Barley House. The Treasurer's report was approved.

Minutes from the last meeting, January 15, 2020, were approved as presented.

OLD BUSINESS

Barley House fundraiser: Held on January 20, it was a successful evening. In addition to the \$210 received as a percentage of the evening's receipts, the Friends also collected \$177 from combined donations and notecard sales.

Community Oven fundraiser: To be held on March 2. Vicki Jones and Jane Boesch will arrive at 5 PM to set up the table with the Friends banner, donation jar, and notecards to sell. Rick Stanton will cover 6 to 7; Cynthia Swank will come at 6:30; Hope Miller will arrive at 7; Vicki Jones will return in time for close of the event.

North Hampton School library visit: To be held at the close of the meeting. To see what is happening in the library there and to see if there are any connections to the Friends to be made.

Community Newsletter: Vicki Jones and Nancy Monaghan had taken the spring 2020 issue to the post office on February 18. The next issue will appear in June. A volunteer to help will be sought in the future.

NEW BUSINESS

Budget: Cynthia Swank presented a sheet with the Friends' anticipated expenditures for 2020, including Library Requests (adult and children's programs), Collections Services, Staff Appreciation, and Museum Passes, for a total of \$5,691.98. The Friends spending is just about equal with what the annual appeal brings in, thus far \$5680.26, plus postage and print expenses. There is a cushion available for unanticipated requests and needs relating to the current and future library. The group agreed that the Friends' financial contributions will be detailed in the June *Community Newsletter*.

What might the Friends sponsor for the Library was the next questions. Perhaps a special speaker with a brown bag lunch. Could the group co-sponsor with PASA or Friends of Centennial Hall? If held at Centennial Hall a wine and cheese evening would be possible. Could something be done together with the Historical Society?

New Library: According to Liz Herold, the Library, like everyone else, is waiting to see what happens if the warrant article passes in March. The architect is working on the design for the new location. It will probably have the same exterior design, but oriented toward the Stone Building

rather than toward Atlantic Avenue. He will use the septic system and the storm water system already designed. The cut from Atlantic Avenue should remain in the same location. The Trustees are all in support of the compromise.

Donna Etela suggested that it would be good to have a building committee this time around, as was done for the 1907 and 1973 library buildings. Cynthia Swank felt that a library consultant should also be hired for strategic planning.

Library programs: Liz Herold presented the list of Library programs for March:

March 3	The Holocaust: Our Duty to Remember, but What?
March 4	Scott Baker Financial Program
March 12	Ramblin' Richard
March 18	Do You Know Where Your DNA Is?
March 24	Hiking Program – Mt. Kilimanjaro, part I
March 26	Basket Weaving
March 26	Cooking with Honey
March 31	Hiking Program – Mt. Kilimanjaro, part II

Next meeting: March 18, 2020, 9:30AM in the Library

Adjournment: 10:45 AM, followed by visit to North Hampton School Library.

Signed,
Jane Boesch
Secretary

Note: At the School Library librarian Betsy McCombs showed the group around, and explained the new layout (in progress) which will make it more functional for all age groups.



MARCH 27, 2020

NEW LIBRARY BUILDING PROJECT

North Hampton Public Library Board of Trustees

Contact :
www.nhplib.org
237A Atlantic Avenue
603.964.6326



2017

Citizen's Petition warrant article approved for \$75,000

2018



2019

Voters approved \$100,000 warrant article with \$100,000 matching funds from library donations

Citizen's Petition warrant article approved for \$375,000 to be placed in Library Capital Reserve Building Fund

November 2017 Library presentation for expansion & addition plan to Select Board
Lavallee Brensinger Architects presents expansion & addition plan

Community Listening Sessions

Bonnette, Page & Stone selected as the construction manager

Initial Cost Study Pricing received from BPS

Friends & Foundation review schematic plans

BPS provides GMP Pricing in July

Trustees share project information in the community

2020

Two library warrant articles involving the library are proposed for the March ballot

TIMELINE



North Hampton Town Deliberative Session on February 1st, an amendment proposed by a Budget Committee member was made to the Select Board's Warrant article #9

The result was a community compromise for the Library Trustees to build a new library on the Homestead property

Same architectural design, a new location with additional parking

NHPL Trustees present plan to the Budget Committee

Select Board holds bond hearing

Lavallee Brensinger Architects modify renderings and construction documents to build the design as a New Library

BPS provides revised GMP Pricing

Library and Trustees share the new library building proposal with the community



ARTICLE #9: New Public Library Building

To see if the town will vote to raise and appropriate the sum of Three Million Nine Hundred Thousand Dollars (\$3,900,000)(gross budget) for the purpose of design and construction of a new North Hampton Public Library on the Homestead property, such design, construction, and operation pursuant to RSA202, will be under the responsibility and authority of the North Hampton Public Library Trustees, to authorize the Library Trustees to withdraw Seven Hundred Eight Thousand Dollars (\$780,000) from the Library Capital Reserve Building Fund and accept donations from the North Hampton Public Library in the amount of Three Hundred Thousand Dollars (\$300,000) to offset this appropriation; to authorize the Select Board to use Five Hundred Forty-five Thousand Dollars (\$545,000) of unassigned fund balance to offset this appropriation; to authorize the issuance of not more than Two Million Two Hundred Seventy-five Thousand Dollars (\$2,275,000) of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA33) and to authorize the Select Board to issue and negotiate such bonds or notes and to determine the rate of interest thereon? Debt service will be paid from the general fund.

3/5ths Ballot Vote required.

Recommended by Select Board:1-1

Recommended by Budget Committee: 8-1

MEET OUR PARTNERS

Experience in Building Libraries in NH

LAVALLEE BRENSINGER ARCHITECTS

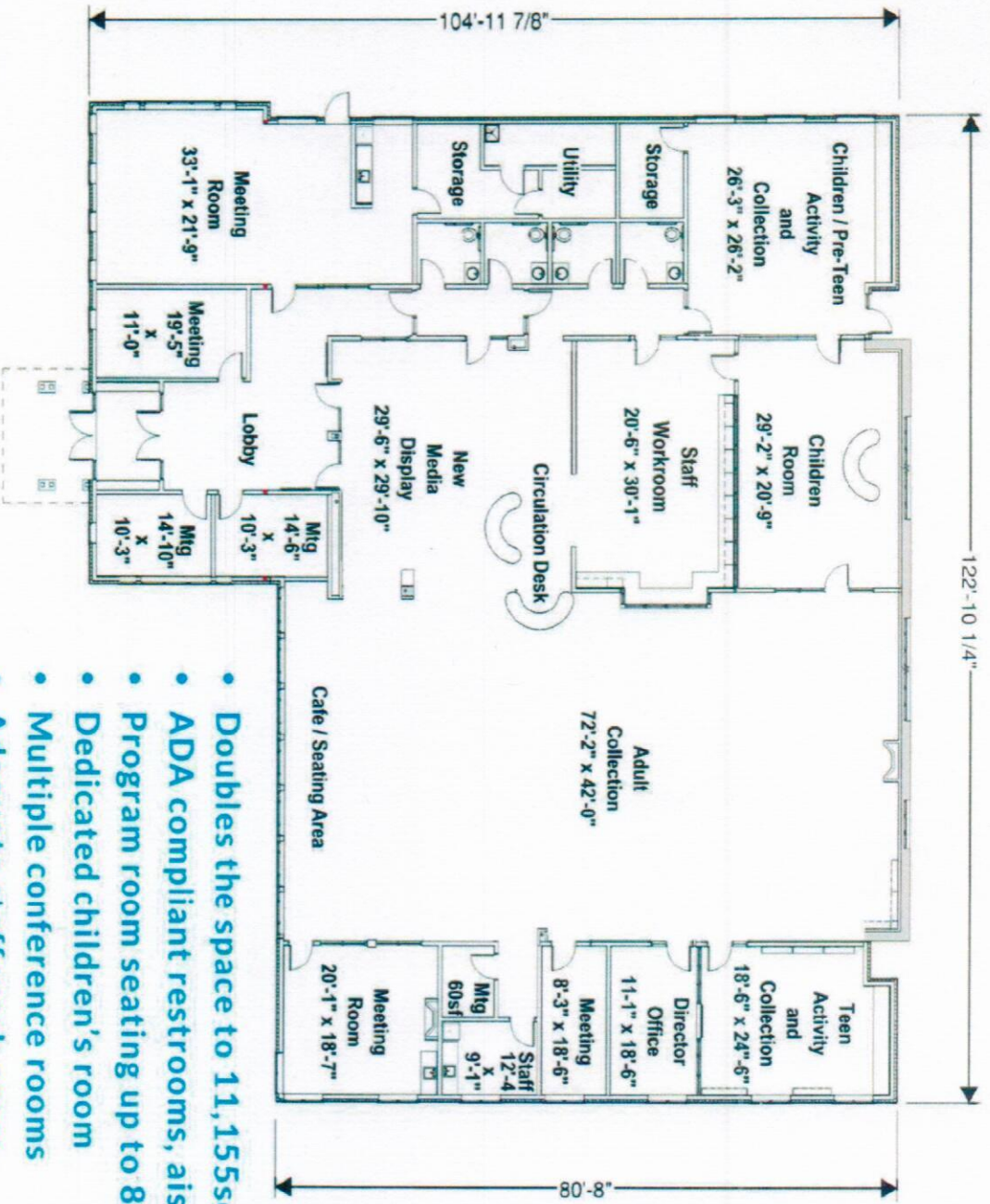
Ron Lamarre, AIA ALEP ALA LEED AP
Design Principal | Educational Facility Planner

Selected by the Library Building Committee in 2013. He has worked on numerous library designs and renovations in New Hampshire and neighboring states. RFP 2013; pre-bond service agreement 2017; amended service agreement 2018; contract signed to design expansion and renovation project 2019.

Keith McBey, Construction Manager

Keith McBey: Oversaw the renovations at the North Hampton School. BPS has previously worked on library projects in Tamworth and Laconia among others. RFP 2018. BPS was selected by the Board of Trustees on May 9, 2018 after receiving three proposals and interviewing the top two CM candidates. Contract to build the Library signed in 2019.

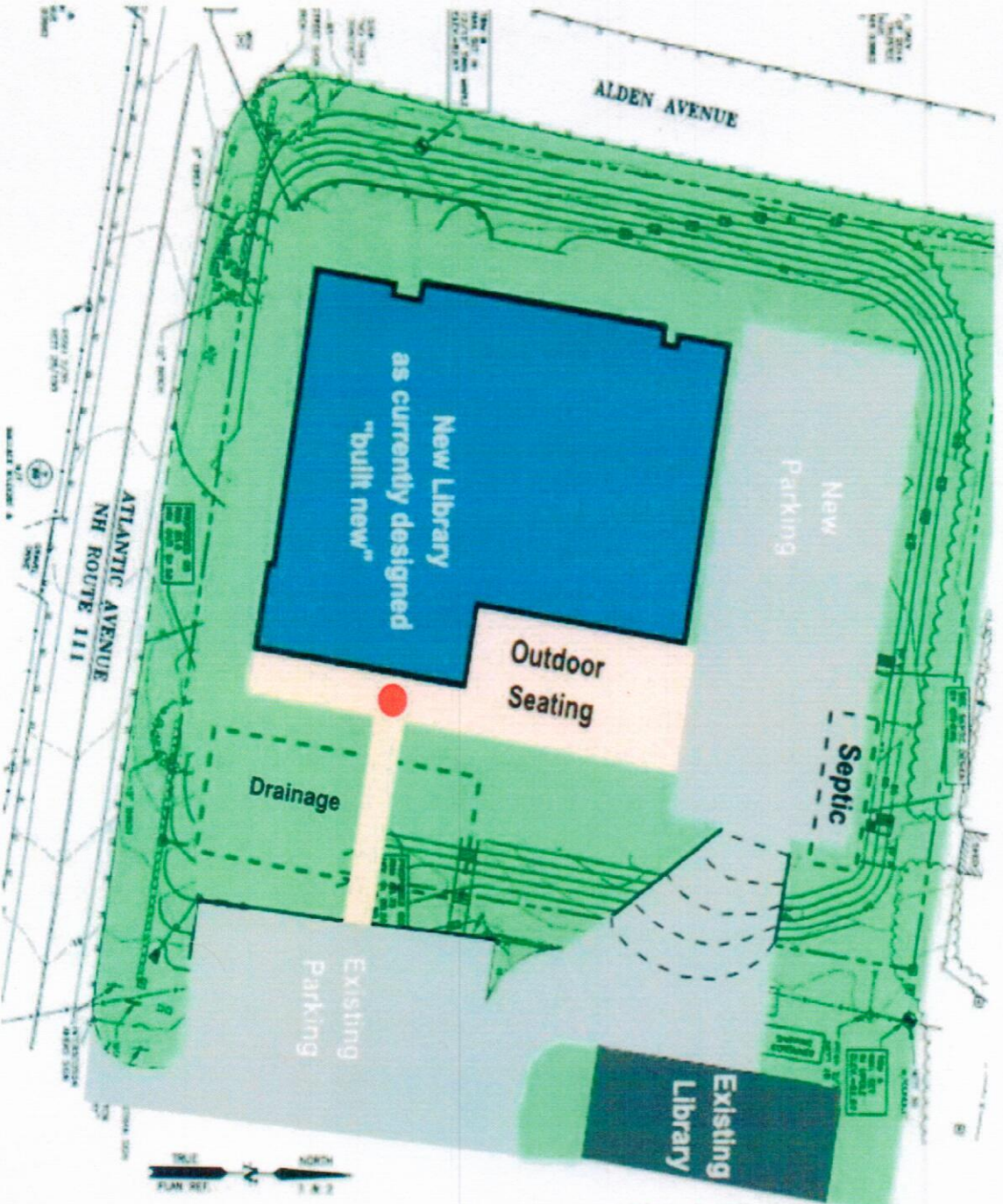




- Doubles the space to 11,155sq ft
- ADA compliant restrooms, aisles and bathrooms
- Program room seating up to 80
- Dedicated children's room
- Multiple conference rooms
- Adequate staff work areas
- Multiple outlets for technology
- Efficient storage facilities
- Comfortable seating area for reading, lounging, working

FLOORPLAN

NEW LOCATION



- New construction
- 30 parking spaces on the library property
- (26 spaces available after town offices close, 21 at the current library)
- Stormwater Drainage plan
- Septic plan

BOND AMOUNT & PROJECT COST



\$3,154,200	: New Building Construction Cost
\$ 125,000	: Construction Contingency
\$ 125,000	: Owner's Contingency + Escalation
\$ 495,800	: Soft Costs / Fees / Furniture & Equipment /IT-AV
	<u>Less Costs Paid to Date (\$84,200).</u>
\$3,900,000	: Total Project Cost
<u>(\$ 545,000)</u>	<u>: Unassigned Funds</u>
(\$ 780,000)	: Library Capital Reserve Building Fund
<u>(\$ 300,000)</u>	<u>: Private Donations</u>
\$2,275,000	: Total Bond Amount

THANK YOU



The proposed project will commence in 2020 and reach completion in 2021.



THANK YOU



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THANK YOU



The proposed project will commence in 2020 and reach completion in 2021.



NHPL Mission -
"to meet the evolving educational, cultural, informational and recreational needs of the community of North Hampton by providing library resources and services."

