**North Hampton Public Library - Board of Trustees**

**Work Session Meeting Agenda**

**North Hampton Town Hall**

**Wednesday, May 20, 2020**

**5:00 PM**

Chair: Kathleen Kilgore Library Director: Susan Grant

Treasurer: Susan Leonardi Assistant Director: Liz Herold

Secretary: Jacqueline Brandt

Alternate: Emily Creighton

Joining in on Zoom: Liz Herold and Emily Creighton

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1. **Call to Order by the Chair**   
   Chair, Kathleen Kilgore called the meeting to order at 5:00 pm. Pledge of Allegiance followed. K. Kilgore stated that this was a work session and that the Trustees as part of their commitment to keep the public informed, are making the accommodation by meeting in the Town Hall.
2. **Correspondence  
   Select Board Letter dated May 12, 2020**K. Kilgore read the correspondence received from the Town of North Hampton Select Board via e-mail.   
   The subject of the correspondence was the use if the Library Capital Reserve Fund to pay down for annual payments on the new library construction bond. *See attached correspondence.* Kilgore asked if the Trustees wanted to comment or whether this could be discussed at a later date giving the Trustees time to consider the request. Consensus was to wait to discuss.
3. **Old Business**
   1. **Strategic Plan**  
      Susan Leonardi discussed that the plan has been in the works over the past few months and that edits have been made. The importance of the Strategic Plan in light of the new construction was also discussed and the fact that this was a fluid document that would be updated once the construction is completed. S. Leonardi updated the history to include the approval of the new library construction by the North Hampton voters in March 2020 to be built on the adjacent lot, the Homestead property. The section on values was also updated. The North Hampton Public Library will be a vibrant space that respectfully welcomes all community members. We want to provide and maintain a professional and highly skilled staff to assist with access to library materials, town information programing and services. Support the broad community population with technology and information sources for diverse formats. To serve as a proactive and courageous leader in the community -- recognizing needs while being flexible with opportunities and challenges.  
      Additionally, construct a new library building was added to the goals section as this has always been one of the primary objectives. The maintenance and access to virtual space to provide resources was also discussed in light of the current lock down. Strategies for community connections were also discussed as there is now opportunity with the new library to provide a business space. Strategies for information and resources were modified to accommodate virtual access with regard to assistance technology to provide services to the community. S. Leonardi and S. Grant discussed the service model and wanted to include dates. S. Grant suggested writing a basic service model based on values and strategies. Library staff liaisons were also discussed, and it was suggested that these would be included in the objectives.   
        
      S. Grant referred to a sample of a timetable to help measure and ensure that the strategic plan is being implemented and evaluated. A quarterly review was suggested. K. Kilgore stressed simplicity and fluidity of the strategic plan. Feedback capture was also discussed stressing open dialogue and communication with the community. S. Grant discussed an assessment table to record progress and that she will update the plan. Emily Creighton stated that her focus was in two areas, --what are the needs and what do we then want to improve. S. Leonardi indicated that a strategic plan answers.. What the role of the library is in the community.  
        
      K. Kilgore suggested the addition of the local businesses and whether the local business association would be added to the plan. It was agreed by all that this could be included. S. Grant requested the trustees make a motion to approve the strategic plan document. K. Kilgore requested that pages are numbered and all appendixes to be included. S. Grant to format and complete. K. Kilgore requested that the document could be printed for patrons and to apply for any possible grants.   
        
      **Motion:** J. Brandt made the motion that the trustees approve strategic plan version 1.0 as a foundation document. K. Kilgore seconded. **Vote**: 3-0, unanimously, agreed.
   2. **Building Committee**S. Leonardireached out to Ron Lamare (Lavallee Brensinger, Architects) and Keith McBey (Bonnet, Page & Stone, construction managers)to obtaining feedback and information on how the process is going to work. Keith indicated to S. Leonardi that about half the projects have a clerk of the works. The construction manager essentially performs the duties of a clerk of the works. Keith indicated to Susan that there will be a preconstruction meeting in June, where the process will be planned and discussed. The trustees, as owners, have the option of attending weekly meeting if they wish. Generally, there is one trustee selected for simplicity and continuity. An owner’s representative should be selected.   
        
      There was extensive discussion on the responsibilities of a clerk of the works and whether a volunteer community member could be utilized for that purpose. S. Leonardi suggested a North Hampton Public Library Advisory Committee to help the trustees make decisions during the construction process. After some discussion is was agreed that this could be established following the pre-construction meeting. Weekly construction reports and public access to them was discussed. K. Kilgore suggested a page on the library website. S. Leonardi discussed the amount if work and availability of trustees. It was agreed that this topic will be extended until after the pre-construction meeting. J Brandt asked if community members have come forward and what the selection process and criteria would be. S. Leonardi has been contacted by a number of community member interested in helping. K. Kilgore reviewed the select board’s process for committee member selection. There was a question as to how the trustees would bring people forward in the process. K. Kilgore stressed a formal and open process. S. Grant questioned whether it was necessary to have a formal process as this is not a paid position. It was discussed and agree that the position should be posted. It was suggested by Liz Herold that an application deadline should be included in the posting. K. Kilgore attempted a motion that, The Trustees post their interest in forming a North Hampton Public Advisory Committee. People interested in being consider for the committee please provide reason for committee participation and applicable experience. E. Creighton emphasized that there is a Construction Manager. She felt it was important to know what the needs are and what is expected of the applicants. She felt it would be helpful to obtain this information at the pre-construction meeting. It was discussed and agreed to table the posting until after the pre-construction meeting.
4. **Any Other Item that may legally come before the Board**
   1. The playground needs to be relocated and the town administrator should be contacted as to its relocation. Hope Miller wanted to preserve the daffodils on site.
   2. Susan also suggested an update to the community newsletter as the library building moves forward. S. Leonardi suggested that we post in on the Facebook page. Can also be shared in the paper and the Friday folders. K. Kilgore to draft a document.
   3. Keith has been asked to stake the property. It was discussed that this would also be helpful as the bids go out this week.
   4. S. Grant requested that the board approve a pick-up and no contact service for library materials. Approval on contactless pick up of materials was made by the board. K. Kilgore announced that the library was on the June planning board agenda, June 2. Ron is in the process of sending required documents.
   5. Liz Herold mentioned that in next Friday‘s May 29, at 11 am community chat on Zoom that the new youth librarian, Lauren would be introduced to the community.
5. **Next Meeting**  
   Next regular meeting Wednesday June 10, 6:30 pm at Town Hall.
6. **Public Comment Session** – Call-in Number 603-758-1447  
   K. Kilgore called for public comment. There was no public comment made.
7. **Adjournment**Meeting adjourned 6:37 PM