

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

**Meeting Minutes**

**Notice of Public Meeting**

**North Hampton Public Library / Zoom**

**237A Atlantic Ave**

**Monday, July 27, 2020**

**7:00 PM**

Chair: Kathleen Kilgore Alternate: Emily Creighton

Treasurer: Susan Leonardi Library Director: Susan Grant

Secretary: Jacqueline Brandt Assistant Director: Liz Herold

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In following CDC, State and Federal recommendations for social distancing the Board of Trustees strongly suggest the public choose to view the Board of Trustees’ meeting live on Channel 22 or as posted on Town Hall streams as opposed to in person.

Board members and Presenters will have the ability to participate by Zoom in the meeting.

In order, to assure the public has the ability to comment and share ideas during the meeting, we have arranged for the ability to include live phone calls and emails during the meeting.

If you have a comment, opinion or question during the meeting, please dial in to 603-758-1447 or email directly to [*nhpltrustees@gmail.com*](about:blank) *and your email will be read aloud during the meeting.*

1. **Call to Order by the Chair and Pledge of Allegiance:**  
   The meeting via room was called to order by S. Leonardi at 7:04 pm. K. Kilgore was taking a personal day and would not be attending the meeting. Emily Creighton was present at the meeting and would vote in her stead.
2. **New Business**
   1. **Bid Recommendation Review – Sub-Contractor Selection**The bid approval process was briefly discussed and the methodology of approval was done in the manner that was agreed to and voted upon in the previous board meeting on Thursday, July 23, 2020.  
        
      **Bids were discussed and approved as follows:**  
        
      For Structural Steel Framing and Metal Fabrications the bid recommendation was SL Chasse Steel Fabricators & Erectors of Hudson, New Hampshire for the amount of $19,775.00. Bid amount has no impact on GMP.  
       **Motion:** J Brandt made a motion to accept the bid recommendation as stated above. Seconded by Leonardi

**Vote:** 3-0 Unanimously agreed.For Architectural Wood Casework and Countertops, the bid recommendation was Aubin Woodworking, Inc. of Bow, New Hampshire in the amount of $65,221. Bid amount has no impact on GMP.

**Motion:** J Brandt made a motion to accept the bid recommendation as stated above. Seconded by Creighton

**Vote:** 3-0 Unanimously agreed.

For Asphalt Shingles, Thermoplastic Membrane Roofing, Sheet Metal Flashing and Trim and Roof Accessories the bid recommendation was Skyline Roofing of Manchester, New Hampshire in the amount of $114,300. The bid amount has no impact on GMP.   
  
**Motion:** J Brandt made a motion to accept the bid recommendation as stated above. Seconded by Leonardi

**Vote:** 3-0 Unanimously agreed.For Fire Protection the bid recommendation was Capitol Fire Protection Co., Inc. or Loudon, New Hampshire, in the amount of $71,800. The bid amount does not impact GMP.   
  
**Motion:** J Brandt made a motion to accept the bid recommendation as stated above. Seconded by Creighton

**Vote:** 3-0 Unanimously agreed.  
  
**Action:** J. Brandt to communicate bid award approvals to Keith McBey of Bonnette, Page and Stone following meeting.

1. Any Other Item that may legally come before the Board

**Invoice Payment Approval:**   
S. Leonardi presented invoice number 14429 from Lavallee Brensinger Architects in the amount of $1875 for review and approval of payment by the board. She explained that this was for the balance of the procurement phase of the contract.   
**Motion:** Emily Creighton made a motion to pay Lavallee Brensinger Invoice number 14429 in the amount of $1875. J Brandt seconded the motion.

**Vote:** 3-0 Unanimously agreed.   
**Action:** Leonardi to submit to Ryan for payment.  
  
**Communication to Select Board**

S. Leonardi indicated that she would submit a letter to the select board apprising them of the progress made by the Trustees. This would include the appointment of the advisory committee and updated information on the library website.   
  
**Groundbreaking Ceremony**  
There was brief discussion regarding the groundbreaking ceremony. This will be a well-coordinated event as John Salvastano has taken the lead with media arrangements. E. Creighton discussed inviting some of the former trustees to attend. Also, some of the library donors who have contributed over the past years would be included. J. Brandt will discuss timing with Keith and John Salvastano. There should be some heavy equipment staged and there will have to be safety provisions in place regarding traffic, parking and COVID-19 protocols. J Brandt would like to coordinate with WMUR and Seacoast Online for the event as well.   
  
**Safety/Air Quality**

E. Creighton discussed the possibility of exploring an air filtration system that might help in reducing the spread of COVID-19. HEPA filters were discussed but the feasibility of such a system must be discussed with the architects and engineers.

1. Next Meeting / Adjournment

Next meeting will be the regularly scheduled meeting of the Trustees on August 12. Meeting adjourned at 7:33 pm