

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

**Meeting Minutes**

**North Hampton Town Hall**

**231 Atlantic Ave**

**Wednesday, October 14, 2020, 6:30 PM**

Chair: Kathleen Kilgore Library Director: Susan Grant

Treasurer: Susan Leonardi Assistant Director: Liz Herold

Secretary: Jacqueline Brandt Alternate: Emily Creighton

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 opened the meeting at 6:31 pm followed by pledge of allegiance and introductions.
2. **First Public Comment Session** – Call-in Number 603-758-1447

Open for first public comment section. No respondents for first session.

1. **Correspondence**

October 5, 2020. Correspondence regarding the North Hampton Public Driveway plan. Select board invited the trustees to present and discuss plan to board. Noticed as a joint meeting with them. Meeting will occur tomorrow at 7 pm.

1. **Administrative**
   1. Approval of Meeting Minutes

09-10-2020 Regular Monthly Meeting of Board

09-16-2020 Budget Review & Bid Recommendations

10-01-2020 Bid Recommendations & CO 1 for unsuitable materials  
  
**Motion:** S. Leonardi made a motion to approve the above meeting minutes as presented. K. Kilgore seconded the motion. Vote 3-0, unanimously agreed.

* 1. **Librarian Reports  
       
     Building**  
     A small groundbreaking ceremony was held on August 27 and though it was a more understated event due to COVID restrictions, it was still very exciting for the library and the North Hampton community.

We had a problem with the staff restroom plumbing. It was fixed by J.D.’s Drain Cleaning. Our plumber, Pettigrew Plumbing, wasn’t sure they could fix the problem.

We had the yearly inspection of fire extinguishers by Impact Fire at a cost of $228.15.

### **Operations**

* Operating Account TD Bank reconciled ending balance is $80,805
* Non-appropriated Funds Account TD Bank reconciled ending balance is $71.598.18
* Peoples Bank Checking Account #8667 September 30th, 2020: $155,923.40
* Capital Reserve Fund balance is $589,978.80. Previous balance: $589,882.09
* Total NHPL held investment accounts balance as of 9/30/2020: $TBD

We discontinued appointments to come into the library on September 28 and are now allowing patrons in the library first come, first served. They ring the bell and we control the number of people in the library throughout the day. It is working well and usage has gone up since making the change. Because the flow of patrons has been light, we are considering eliminating the need to ring the bell and unlock the door during open hours, while monitoring the number of people who come in at a given time.

The auditors at Melanson have requested paperwork and are doing the library audit.

We have a fuel agreement with Lamprey for the coming winter. We get both regular fuel and diesel since we have an outside tank and have fixed prices for both. $1.899 per gallon for regular fuel, and $2.10 per gallon for Dyed Diesel.

Liz and I did a furniture audit for the new library to see what we have and can use in the new building.

PRS Group, our IT consultants put a WIFI extender in the workroom so that BPS will have WIFI in the construction trailer.

We have photos of the construction site online for people to view the progress of the library. We tried Flickr but had problems so, I uploaded the photos to Google Photos which is easy to access and share. [https://nhplib.us12.list-manage.com/track/click?u=313f9bbd8ee47aabe5a2cecae&id=2e83fabb33&e=4e49511df4](about:blank)

### **Staff** We hired a Youth Librarian Assistant, Lathrop Kelly. She brings years of teaching experience and a love for working with young children. We look forward to working with her, and Lauren especially, will be working closely with Lathrop. Tracey Aldrich joined us mid-August and has been a great asset to the library. She also works at the Amesbury Library and has many years of experience. We have two staff members on medical leave. One will return in a couple of weeks, the other is on indefinite leave.

### **Statistics** Comparing September of this year during a pandemic with last year we are only down 34% in overall circulation. The number of patrons checking out materials only from the physical library (doesn’t include downloaded books) increased from 174 to 196 this past month. The number of people physically visiting the library increased by 85% in September. We are making sure that only a few patrons are in the library simultaneously so that we can keep surfaces clean and six feet of separation between staff and patrons. Curbside pickup remains the preference for many patrons.

### **Programs** We have Michael Tougias Tues Oct 20 at 6 pm on Zoom: Thirteen Days in October: the untold story of the Cuban Missile Crisis. Registration is going well. This is the link to register [https://nhplib.us12.list-manage.com/track/click?u=313f9bbd8ee47aabe5a2cecae&id=2e83fabb33&e=4e49511df4](about:blank)

Steve Hale of Open World Explorers was scheduled to do a program in May “Discoveries in Bird Migration.” He will present this program via Zoom November 16th at 6:30 p.m. Registration at: [https://us02web.zoom.us/meeting/register/tZ0ldeGhrTkqGNHsbkQz3nwLsnGmT\_fVQcao](about:blank)

We have no plans yet for live in house programming.

**Motion:** Susan Leonardi made a motion to accept the Library Directors Report, Youth Librarians, report and to make seconded. K. Kilgore. 3-0.   
  
New youth librarian assistant. K Kilgore commented on this position. Very positive move.

1. **New Business**
   1. **Library Budget FY2022 Review with Select Board**  
      Susan gave update on the budget and her meeting with the Select Board. Questions arose during the meeting specific to usage of natural gas vs electric. They questioned why it was decided that an all-electric building would be constructed and whether an energy study had been done. S. Grant indicated that the best estimates were gathered from Ron based on other new libraries of similar size. She reached out to Ron for additional input and energy information. In numerous studies, listening sessions and surveys a net zero building approach was favored as well as the desire to have significant carbon footprint reduction. During the public hearing in June library supporter were very favorable of using solar panels. Revision Energy to do a preliminary quote. Wolfeboro and Kingston are on solar. Susan Grant will investigate if there are possible grants available to fund solar.   
        
      Consolidating cleaning services and other maintenance needs were discussed with the select board. S. Grant indicated that she has been very happy with cleaning services provided by PRS group. The potential custodial were estimated for the new building based on square footage. There was a question regarding what the protocols for Covid -19 would be. Currently it is twice per week but may be able to be reduced to once per week in the new building. Maintenance costs were also estimated based on the Kingston library as it is comparable in size. The employee merit pool was discussed. S. Grant state that this was modeled after the town’s merit pool.   
        
      There was discussion regarding a complete telephone system for the entire campus. Further research must be done to see how feasible this would be.
   2. **Status of NH DOT Permit Application and Recommendations**There was a discussion of DOTs specific requests for the driveway. Ron to present to the board of Selectman. Trustees attended a meeting with regard to the driveway change on 8 October. DOT submitted a plan that they felt should be followed in the vane of safety.
   3. **Select Board Letter dated October 5, 2020**   
      This was discussed as it is an invitation to Select Board Meeting on October 15, 2020. Trustees will attend and Ron Lamarre, given the initiation and detail of the DOT request, will present to the board.
   4. **Project Update**Schedule Update – The project timeline and current progress was discussed. Project is currently on time even considering the delay due to unsuitable soils and debris found on site.   
        
      Some highlighted items include:   
      1. Net Zero Upgrades- Awaiting final numbers on net zero upgrades.   
         Window offer came in at $8716.00 for triple pane upgrade.
      2. Change Orders on Project  
         There was a meeting regarding the use of contingency yesterday. Change orders for the unsuitable soils are still outstanding and awaiting final total costs. Waiting on additional testing and cost for transporting and storing contaminated soil. Change order for net zero awaiting final numbers. J. Brandt and M. Castagna reviewed the meeting regarding contingencies and change orders with BPS.
      3. The net zero change orders discussed. They included the change order for unsuitable materials which needed to be modified and the change orders for the net zero upgrades.

**Motion:** J Brandt made a motion to accept and approve the change orders # 3 for additional insulation at $6282 and change order #5 for $9331.00 for triple pane windows. K. Kilgore seconded the motion: Vote 3-0, Unanimously agreed.

* + 1. Landscaping – Trees & NH Cooperative Extension Survey  
       J. Brandt reached out to UNH cooperative extension to help in the selection of trees for the new library. UNH provided a few survey questions regarding the site and a few review questions will help determine the wants and needs of the library with regard to types of trees.
    2. Project Financial Review / Update  
       Approval of draft GMP pending questions from Trustees revised draft once approved by trustees will also go to Lavallee Brensinger for their approval and sign off?
  1. **North Hampton Public Library & Cultural Center Foundation Update**  
     S. Leonardi gave and update on the progress of the Foundation with regard to its fundraising efforts. They are working on the final drafts of fundraising materials donor packets, the budget and the web site. Information should be available by the end of the month.
  2. **NHTL Newsletter Article Submission:**  
     S. Leonardi discussed the possible content of the article to be submitted to the Newsletter. She was asked by the President of the NHLTA to provide the story of how the library was able to build the project. She provided a factual outline of how this project came to be and the obstacles encountered in the library project.
  3. **Heritage Commission Communication on Certified Local Government Initiative**  
     It was discussed and agreed that a meeting should be coordinated with the Heritage Commission to help the trustees better understand Certified Local Government Initiative zones/classifications and how we can be advocates for them. K. Kilgore to send out an invitation for the November meeting.

1. **Second Public Comment Session** – Call-in Number 603-758-1447

M. Castagna commented about the meeting with the select board regarding the DOT request. He reminded the trustees that this did not have to be done by the spring. Additionally there will an additional cost for the adjustment. It was reiterated that this change comes down to site line distance safety.

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

The Board reserves the right to act on any item relative to the prudential administration of the

Library’s affairs, which circumstances my require.  
There were not additional items.

1. **Next Meeting / Adjournment**

Meeting was adjourned at 8:12 pm