

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

**Work Session Meeting Minutes**

**Zoom Meeting thru North Hampton Public Library**

**237A Atlantic Ave**

**Thursday, November 5, 2020, 7:00 PM**

Chair: Kathleen Kilgore Alternate: Emily Creighton

Treasurer: Susan Leonardi 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.

1. Call to Order by the Chair and Pledge of Allegiance  
   The meeting was called to order by Chair Kathleen Kilgore at approximately 7:09 pm followed by the pledge of allegiance.
2. New Business
   1. Review of FY2022 Budget  
      A revised budget presented by Director Susan Grant was thoroughly reviewed by line item. E. Creighton lead the review and posed poignant questions regarding staffing, salaries and operational expenses. The Select Board had suggested additional cuts in the budget and there was discussion as to the feasibility of those changes to the library budget and the authority of the Select Board to enforce budgetary cuts on the library budget. Ms. Grant was not available at the time of the Trustees review and a list of specific questions was compiled and forwarded.

Questions and responses as follow:

1.  Staff Salary Lines and Merit Pool

    Could you confirm if you budgeted for an increase in salary and merit increase for your position?

*A. I budgeted 2% of salaried and children's librarian's wages for the merit pool (had to make a correction on the budget - forgot to include Lauren's wages)*

2.  Administrative Expenses

      This line has been reduced to $ 50.00 for FY2021 and now for FY2022 but we see an actual spend of $ 4,955.80 for FY2020.  Could you advise why this change?

*A. We talked about attorney fees and I had encumbered $4900 in anticipation of paying attorney fees out of our budget, but it was decided to pay the attorney from the Library Capital Reserve Fund.  That $4900 will be spent elsewhere.*

3.  Custodian   
      We would like to make sure we do our due diligence on this item with the dramatic increase going to the new, larger building.  We would like to obtain (3) quotes for this service just to verify our budget is in line.

*A. Working on this-- but companies have been unresponsive.*

Note: #1 Emily's question regarding how the director’s and assistant director’s salaries compare with 2 or 3 comparable libraries to ours.   Also mention comparable libraries’ hourly wages for part timers.  
  
A final budget will be reviewed prior to the Budget Committee presentation. Trustees emphasized the need for ample funds to run the library as patronage is expected to increase with the new library and the budget is already extremely conservative.

* 1. Review Solar PPA Opportunity

Trustees discussed the presentation given by Revision Energy on 27 October 2020. Frank Ferrero and Lewis Roche requested the contract agreement as presented for review and will undoubtedly have additional questions for the vendor. Mr. Roche also provided the Trustees with input on the presentation and the usage of solar panels in general.

The trustees reviewed the timing, cost and possible fundraising opportunities regarding a solar array. The advantages of leasing vs. purchasing the array outright were discussed. Additionally, the Trustees discussed obtaining a minimum of two additional bids for the project. This has been the requirement for all town projects and bids for the library.

More discussion and research are needed in the near term to make an informed decision regarding solar options. Trustees to consult with advisors on solar contracts and request additional bid requests if feasible.

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

*The Board reserves the right to take action on any item relative to the prudential administration of the*

*Library’s affairs, which circumstances my require.*

1. Next Meeting / Adjournment

Meeting was adjourned by Chair Kathleen Kilgore at 9:30 pm

