

North Hampton Public Library - Board of Trustees

Public Zoom Meeting Only

237A Atlantic Ave

Thursday, November 19, 2020, 6:30 PM

Public Work Session Minutes

Chair: Kathleen Kilgore Alternate: Emily Creighton

Treasurer: Susan Leonardi Director: Susan Grant

Secretary: Jacqueline Brandt Assistant Director: Liz Herold

Guests: North Hampton Public Library & Cultural Center Foundation, Kelly Parrot & Dana

Ron Lamarre, LaValle Brensinger Architects

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In following CDC, State and Federal recommendations for social distancing the Board of Trustees is holding a Public Meeting via Zoom. There will be no physical public locations for actual meeting. The Public may attend by Zoom meeting connection.

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

1. Call to Order by the Chair and Pledge of Allegiance

Chair Kathleen Kilgore called the meeting to order, at 6:31 pm. Pledge of allegiance immediately followed.

1. North Hampton Public Library & Cultural Center Foundation

Trustee Susan Leonardi reviewed the current activities pursued by the North Hampton Public Library & Cultural Center Foundation with regard to marketing fundraising and the New library campaign. Kelly Parrot and Dana Hooper reviewed the following activities occurring in the coming weeks.

* An article will be running in the Herald next week announcing the campaign and Fuller Foundation gift to the Foundation.  Angeljean from the Herald has been working with the Foundation.  Photos will be taken Saturday morning at the site walk through with the Fuller Foundation at 9:45 am.  It is their desire to have the AT Fuller bust in the photo.
* New Library Campaign mailer will go out the week of November 30 to all North Hampton residents.  It is hoped this year end appeal will produce great results.
* It is desired that the Trustees and all Foundation members to financially support the campaign, provide introductions where possible, and encourage others to donate.  The goal is to have 100% participation at a contribution level everyone individually is comfortable with.

**Marketing Materials**

It was requested that Lavallee Brensinger provide background "sell sheets" for the marketing packets It was requested that these be provided in MS Word so modifications could be made easily for other printed materials.

More room detail has been requested and each category below.... i.e., today’s budget and what could be possible with financial assistance.

* Individual Room details
* AV/Tech
* Furniture
* Landscaping / Patio Area
* Energy Efficiencies (Generator, Solar Panel etc.)
* Lightening and Security Package
* General Overview of Decor Elements – to provide a visual so that potential contributors can get a better feel for the space.

**Donor Recognition**

It is the intention of the Foundation to recognize all donors at every level as each and every donation makes a difference.

At a minimum, everyone participating in the campaign will be listed in a commemorative booklet that is shared at the grand opening.  This could include pictures of the ground-breaking, building process and finished “product”.  Other avenues to recognize donors will be researched whether that is an installed donor wall / art piece or glass etching for more significant financial contributions.  Design options will be presented to the Trustees for final decision and approval.

Ron Lamarre to provide contacts at Fast Signs and Welch that were mentioned.

**Other**

There is a need for a display area for the AT Fuller bust.  Currently it sits on a bookshelf by the drinking fountain of the existing library but a more substantial home in the new building is desired. Placement on a sturdy wood or marble pedestal or dedicated display nook or shelf and ideally in the large room by the fireplace.

The Trustees will research the appropriate way to receive a contribution from the Foundation-- such as noticing requirements, public hearing etc.

Should a prospective donor want to provide a gift in kind or a significant financial gift that may impact one of the key areas identified above the Foundation will reach out first to the Trustees, who will in turn reach out to Lavallee Brensinger Architects (LBA) or Bonnet Page & Stone (BPS).  All correspondence with LBA or BPS will be initiated by the Trustees.

The campaign letter will be finalized and sent out in a separate e-mail in the next few days.

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  
   Next meeting scheduled for December 9, 2020 6:30 pm