

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

 **Meeting Minutes**

**Wednesday, December 9, 2020, 6:30 PM**

Chair: Kathleen Kilgore Alternate: Emily Creighton

Treasurer: Susan Leonardi Library Director: Susan Grant

Secretary: Jacqueline Brandt Assistant Director: Liz Herold

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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* *and your email will be read aloud during the meeting.*

1. **Call to Order by the Chair**
Meeting was called to order by Chair K. Kilgore at 6:33 pm followed by the Pledge of Allegiance. K. Kilgore made introductions.
2. **First Public Comment Session** – Call-in Number 603-758-1447
Chair K. Kilgore announced the first public comment session and directions to participate. No public comment made. The Chair announced there would be another session at the end of the meeting.
3. **Correspondence**

There was no correspondence received by the board.

1. **Administrative**
	1. **Approval of Meeting Minutes**
	Minutes of NHPL BOT Meeting of 11/12/2020.
	Minutes of NHPL BOT Work Session with Foundation 11/19/2020. S. Leonardi commented on Hampton Union and not Herald. Correction to be made.
	 **Motion:** S. Leonardi made a motion to accept with correction the minutes of November 12 and November 19, 2020. K. Kilgore seconded the motion.
	**Vote:** 3-0, passed.
	2. **Librarian Reports**
	Director Susan Grant presented the Youth Librarian’s report. Lauren, the youth librarian did a reading at a local farm including chickens. See the library website for the video. She also held an entrepreneurship event “Building Yourself Up” with a local photographer. There is a five session music production workshop series planned also. Craft bags to go are still ongoing. When library opens again, distribution will be resumed. Collection development is ongoing for all levels of readers. Programs are also working through social media. Community outreach is also ongoing as is a guitar workshop.
	Library Directors report and the Treasure’s report to the Trustees. Below, find her report as presented.

 ***Building***

*We closed November 28 after a staff member’s spouse tested positive for COVID. We are offering curbside pickup for the time being until we decide when we can open safely to the public again.*

 ***Operations***

*Operating Account TD Bank reconciled ending balance is $. 88,949.90*

*Non-appropriated Funds Account TD Bank reconciled ending balance is $. 66,389.77*

*Peoples Bank Checking Account #8667 $155,931.26*

*Capital Reserve Fund balance is (Oct 2020) $534,827.46*

*People’s Bank CD holdings : $ 60,000.00
$ 96,653.67*

***Total Invested funds in People’s Bank $312,584.93***

*Diane Pikul of National Library Relocations has submitted an estimate for moving the existing library into the new building. The estimate is broken down but totals $20,157. A copy was sent to the Trustees. We now have 2 air cleaners in the library now that cracking a window is not a reasonable option. The town report is due the first week of January. It is completed except for the narrative from the Trustees. We have made some adjustments to the budget that was submitted, acknowledging that the Youth Librarian is eligible for health and dental insurance, should she choose to enroll. We would like to close at 2 pm on New Year’s Eve.*

 ***Staff***

*Staff are doing well and working one shift per week. Liz and I work together for part of the morning, then Liz goes home and a staff member comes in for the afternoon and I work with that staff person. Only two staff are in the building at a time. Our bookkeeper, Andria Zaremba has resumed working remotely.*

***Statistics***

*We signed up twelve new patrons in November. eBooks checked out from Libby reached 295, the most in a month this fiscal year. Kanopy views more than doubled from 70 in October to 162 in November. We had 220 patrons check out books and 100 patrons used Overdrive/Libby to download eBooks and Audio books. Before the pandemic the average number of patrons checking out materials each month was 358. The average number of Overdrive users was 94. Programs. We have a program scheduled for January 11 at 6:30 pm on Cyber Safety for Seniors that is presented by*

*the AARP.*

The library received a $1000 check from the Fuller foundation for operational support. This is greatly appreciated. Ms. Grant indicated that she has once again revised the annual 2022 budget but the bottom line of $420,000 remains unchanged. She feels that anything less given all the unknows with a new building, will present a hardship.

Underbudget due to Covid currently at 33% should be at 42% of budget. Financially, the library is in good shape. K. Kilgore commented that the trustees need to remember why the budget numbers are lower for future planning.

**Motion:** J. Brandt made a motion to accept the Youth Librarian’s, Director’s and Treasurer’s report. Seconded by K. Kilgore.

**Vote:** 3-0, passed.

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* 1. **Review/ Approval of BPS Payment Requisition 003**

The above has already been approved. Trustees are looking for the next requisition. J. Brandt to gather paperwork from construction manager.

* 1. **COVID 19**
	Library is currently closed due to staff illness. S. Grant presented some ideas on opening a few hours that would allow the limited staff to clean properly. Her concern was for those patrons who rely on the public computers. Appointments are 20 minutes in length. She asked for Trustees input. K. Kilgore asked about patrons making appointments for library time. S. Grant indicated that this was not very popular with the patrons. S. Leonardi liked the 4 hour opening plan with the rotating staff. J. Brandt preferred the 4-hour opening if patrons could be kept safely away from one another. E. Creighton preferred to be more conservative toward safety. She felt curbside service may be a safer option as numbers are predicted to go up. S. Grant will work on a conservative opening schedule. Liz Herold had concerns about patrons other than North Hampton residents coming in. S. Grant and L. Herold to work on a compromise plan. K. Kilgore asked about the number of people allowed in the library at one time. S. Grant indicated that currently the limit is 5 or 6 and she would like to reduce that number. Time-limit is currently about 20 minutes. Contact tracing was also discussed. How that could be done as privately as possible was discussed.
	2. **Holiday Hours**
	Completely closed Christmas Eve, Christmas Day and the day after Christmas. K. Kilgore suggested that the library be closed New Year’s Eve as well as New Year’s Day. S. Grant agreed.
	3. **Annual Town Report**
	S. Grant put together the statistics that usually go with the report. J. Brandt ask about the narrative. S. Grant suggested the Trustees do a recap of the year. E. Creighton suggested the Chair draft a summary. Due the 8 of January. K. Kilgore will draft and submit for revisions.
1. Old Business
	1. FY2022 Library Budget

S. Grant indicated that she has revised the budget multiple times and has encountered a few glitches but the budget remains at $420,000. K. Kilgore had a concern that the budget not be reduced too much as that would cause a hardship to the patrons. S. Grant offered that there are funds available from the non-appropriated funds budget. K. Kilgore also had a concern regarding health insurance for the youth librarian. The library is obligated to provide insurance if there is a life event. If this were to occur there are insufficient funds. K. Kilgore to contact Ryan to clarify. It was stressed by Kilgore that the budget must be adhered to. S. Leonardi indicated that unexpected repair costs are not budgeted. Budget Committee’s second review of budget is scheduled for Monday, 21 December. K. Kilgore will be present at the meeting. There was discussion regarding the contributions of the Friends. It is believed that this is not considered a revenue item. Also it was discussed that the library staff should be held to the same standard as town employees and school employees. The town budget for employees went up 14% as compared to the library’s 2%. The library only accounts for 5% of the town budget.

* 1. **Project Update**
		1. **Schedule Update – Timeline**
		J. Brandt gave a brief overview of the construction schedule. Walls are up and progress can be seen. Currently on schedule contractors working on weekends. Trusses to come at the end of the week. Timeline will be updated and all departments and library will be notified of potential traffic interruptions or safety issues. Top layer of back parking lot was paved and everything is currently on schedule. Comments from the director and trustees on community response to the construction of the library followed. To be closed up by the third week in January. New protocols are in place with the construction manager.
		2. **Review / Approval John Turner Consultant Invoices**
		The majority of the testing was due to the unsuitable materials found on site and the testing of additional soils that were purchased and then placed on site. All invoices were reviewed by M. Castagna and approved for the Trustees review.

**Motion:** J. Brandt made a motion to approve the payment of Invoice 2005020-01, dated 11-24-2020 in the amount of $ 5.938.80. Seconded by K. Kilgore.
**Vote:** 3-0 approved.

**Motion:** J. Brandt made a motion to approve the payment of Invoice 2007180-01, dated 12-04-2020 in the amount of $ 3,791.00. Seconded by K. Kilgore.
**Vote:** 3-0 approved.

**Motion:** J. Brandt made a motion to approve the payment of Invoice 2007180-02, dated 12-04-2020 in the amount of $ 6,477.00. K. Kilgore seconded.
**Vote:** 3-0 approved.

* 1. **Project Financial Review / Update**
	Change orders were discussed and reviewed. It was suggested that PCO #10 and PCO #11 be approved. PCO #12 pending changes.
	2. **Motion:** J. Brandt made a motion that the trustees approve Bonnette Page & Stone PCO #10 for the additional ledge removal and additional structural fill in the amount of $6847.00. Seconded by

**Vote:** 3-0 passed.

* 1. **Motion:** J. Brandt made a motion that the Trustees approve Bonnette Page & Stone PCO #11 for Leaded Soil Transportation in the amount of $20,087.90 Seconded by K. Kilgore.
	**Vote**: 3-0 passed.
1. **North Hampton Public Library & Cultural Center Foundation Update**
S. Leonardi gave and update for the Foundation. A pledge sheet went out to the community. The foundation added a website and there is a drop-down tab now on the site for fundraising. Fundraising has launched. There was an article written about the Fuller family. Their contribution of $50,000 launched the campaign. George Chauncey held the site walk and many people were able to attend and it was well accepted. Money raised will go to more technology, energy efficiencies and landscaping.
2. **New Business**

**Marketing Campaign**
K. Kilgore wanted to introduce the idea of marketing the new library. She wanted to ensure that the library is able to reach out to new families moving into the community. S. Grant welcomed new ideas on how to reach out to potential patrons.

1. **Second Public Comment Session** – Call-in Number 603-758-1447
K. Kilgore introduced the second session of public comment. M. Castagna brought a few items to the attention of the Trustees.

1. Comcast must be notified as soon as possible for future service. Want to ensure that the broadband is available. Certain items need to be in place prior to the building being closed up. K. Kilgore to set up meeting.

2. Security should be reviewed and considered. Deputy Chief Daley can provide insight. There are three vendors that Michael has in mind.
3. Set up for Channel 22 is a consideration. There was a quote received by one vendor. And location for the equipment must also be considered.

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

No other items.

1. Next Meeting / Adjournment

Meeting was adjouirned by Chair at 8:08 pm