

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

**Minutes**

**Public Work Session**

**Thursday, December 17, 2020, 6:30 PM**

Chair: Kathleen Kilgore Alternate: Emily Creighton

Treasure: Susan Leonardi Director: Susan Grant

Secretary: Jacqueline Brandt Assistant Director: Liz Herold

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

Note: Board members and presenters had the ability to participate by Zoom in the meeting.

1. Call to Order by the Chair and Pledge of Allegiance  
   Susan Leonardi called the meeting to order at 6:40 pm
2. **New Business**
   1. **Review of Current Budget & Forecast for Remainder of Fiscal Year**  
      The library is currently under budget for the year. This differs from expenditures of years past due to Covid-19 accommodations and closures. Although virtual, programming continues. Patrons are able to obtain materials curbside and for a time were able to enter the library on a first come, first served basis. Services will be provided in the safest manner possible and as mandated by Governor’s order. A community newsletter or flyer was discussed as some funds could be slated for the production and mailing of those items.
   2. **Review of Proposed FY2022 Budget & Budget Committee Meeting on 12-19-2020**  
      Susan Grant reviewed the finalized budget, once again, with the Trustees by line item. It was discussed and agreed that the library budget has been and continues to be very lean. Concern was raised as to whether or not the reductions were too extreme in that library services would suffer if ample funds were not approved for operations. Given the fact that this is the FY 2022 budget, and the library will be twice the size of the existing library it is unknown whether or not the proposed budget is feasible. However, based on expert information from the architects and designers of the new library the best model of operational costs is proposed. Should there be a further reduction in the budget, library hours may have to be reduced. S. Grant to provide budget to Budget Committee for review prior to their next meeting.
   3. **TONH Replacement of Phone System**Susan Grant will be meeting with the representative and making a recommendation based on library needs. A town-wide system is preferred for efficiencies and cost considerations.
3. **Any Other Item that may legally come before the Board**
   1. Project budget items were discussed these included the cost proposal for the furniture audit for the New Library. A reduction of the $12,000 not to exceed cost was discussed. It was estimated that this could be reduced substantially and that this line items may also come out of the current furniture budget line item.
   2. Invoices and costs for testing specifically those of John Turner associates were also discussed. There is an amount budgeted for some testing but this did not include the additional testing required based on the unsuitable materials found on site.
   3. Cost of the unsuitable materials removal and clean-up were discussed. They exceed $80,000. A $50,000 ledge contingency was used for part of this line item however the remaining $30,000+ was not budgeted and may come out of the library’s construction contingency. This will be determined as the project progresses. It was suggested that perhaps this be made know to the Select board as this was an unexpected cost to the library for land under the town’s care.
4. Next Meeting / Adjournment  
   The meeting was adjourned by Chair K. Kilgore at 8:55 pm