

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

**Meeting Minutes**

**Thursday, September 10, 2020**

**6:30 PM**

Chair: Kathleen Kilgore

Treasurer: Susan Leonardi

Secretary: Jacqueline Brandt

Alternate: Emily Creighton

Library Director: Susan Grant

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.

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

The meeting was called to order at by Chair Kathleen Kilgore at 6:30pm, pledge and introductions made.

1. First Public Comment Session – Call-in Number 603-758-1447
2. Correspondence

Susan Grant regarding an anonymous donation. New Hampshire Charitable Foundation. For conference and teen room updates. See letter for details. $10,000.

1. Administrative
	1. Approval of Meeting Minutes
	Motion accept the Meeting Minutes as presented with changes made by K. Kilgore, seconded by Leonardi. **Vote**: 3-0, Unanimously agreed.
	2. Approval of Invoice from Durbin Law Offices, P.L.L.C.
	Invoice for September 2, $2790. Discussion as to what fund this invoice should be paid out of in light of the finance office wanting to comingle funds. **Motion**: K. Kilgore made motion payment to come out of library capital reserve fund. Seconded by J Brandt

**Vote**: 3-0, unanimously agreed.

**4.3 Library Reports:** The usual reports from the library Director will be presented at October’s meeting as she has
 been out on medical leave.

1. **New Business**
	1. **Library Budget FY2022**

**Motion:** After a brief discussion of the budget a Motion to submit budget as prepared by Susan Grant.
 Motion made. To approve by J Brandt, Seconded by K. Kilgore. **Vote** 3-0.

* 1. **Heritage Commission Communication on Certified Local Government Initiative**
	Correspondence sent by Donna Etela Chair of the NH Heritage Commission. Read into the minutes by K. Kilgore. The NH Heritage Commission is working to establish the Town of North Hampton as a Certified Local Government (CLG). This CLG classification would enable the town to focus on historic preservation and allow for the application of annual grants for local historic properties. The wall on the Homestead property was specifically noted. K. Kilgore to ask if a member of the committee could come to our next meeting in October and, if possible, explain the implications for this.
	2. **Project Update**
		+ 1. **Schedule Update** – Timeline
			Schedule has only shifted by a few days due to delays with the discovery of debris which needed to be tested and trucked away. John Turner is conducting the testing.
			Foundation contractor has already been on site and expects to begin next week. Barrett is really pushing the schedule to keep them on time.
			2. **Net Zero Upgrades**
			Today there was a change from the doubling of the 2-inch insulation. The engineer did not approve it for high load. We are working on what this actually needs to be in the stack areas. Looking for a number.

			The window vendor Dorwin has been researched by Michael and he and I agree it’s a good product. The manufacturer is a Canadian company. The ask for donations of materials continues. Asking if we can do the triple for the price of the double pane.
			3. **Staff Wish List
			*See foundation update section.***
			4. **Landscaping**
			J.Brandt: To reach out on the trees. Donations for trees. UNH cooperative extension. Audrey Prior and Bobby Burns will assist with landscaping.
	3. **Project Financial Review / Update**
	Work session on budget via Zoom. 11:30 am, Wednesday 16, 11:30 am. Budget is now on Procore.
	4. **North Hampton Public Library & Cultural Center Foundation Update**
	In light of the new building and costs that are occurring, the Foundation has been discussing fundraising. There are basically four categories. The first is technology to include security systems, safety lighting, etc. outfitting some of the business center rooms. Second Furniture. Staff submitted a wish list. Susan grant to do a library audit. A room by room inspection will be done to see what can be reused and moved and what they will actually need. Susan Grant to have Ron Lamarre help with configuration and number of shelves. Focus on what are the critical needs. What items are a must have. These are critical needs such as a circulation desk, etc. Donations can come in after the building as well. The third, category is landscaping. Currently no budget, lighted walkway. Trustees to consider asking the Rye garden club for maintenance assistance. Memorial trees, etc. Net zero upgrades. All items not currently budgeted. The fourth and final category would be the net zero upgrades. By the end of the month the foundation will have more information on donation categories. By month’s end there should be donor packaging and information on the Foundation website.
1. **Community Newsletter**

September 14 is the deadline for submission. S. Leonardi lead the discussion as to the content. Short community groundbreaking information and do the trustees want to give insight into the construction. Discussions to what information to provide regarding the foundation fundraising efforts. S. Leonardi to ask foundation for content contribution. It was decided that there would be some updates to be added perhaps include information about the new youth librarian, Lauren.

**New Business Item**

**Interior Finishes:** Finishes meeting with LB interiors. Flexible for next couple of weeks. Week of 21 is preferred. J. Brandt to follow-up with a date.

1. Second Public Comment Session – Call-in Number 603-758-1447
The chair called to the second session of public comment. No public comment was received.
2. 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.

1. Next Meeting / Adjournment

7:37pm.