

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

**Meeting Minutes**

**Via Zoom**

**Tuesday, January 5, 2020, 5:30 PM**

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

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  
   Meeting was called to order by Chair Kathleen Kilgore at 5:30pm and was immediately followed by the Pledge of Allegiance.
2. New Business
   1. **Review / Approval of LBA Amendment 4, 5 & 6 of contract with Lavallee Brensinger.**   
       The Trustees discussed the three contract amendments presented by Lavallee Brensinger Architects. It was suggested that amendment 6 be tabled for further research and discussion with the architect and Susan Grant.   
       **Motion:** Chair K. Kilgore made a motion to table Amendment 6 for the agreement with NHPL Board of Trustees and Lavallee Brensinger, PLLC for further investigation and discussion. Seconded by J. Brandt.   
      **Vote:** 3-0, unanimously agreed.   
        
      The Trustees discussed Amendment 5 to the Agreement between Lavallee Brensinger and the NHPL Board of Trustees. The scope was to provide design assistance with furniture and equipment selections in cooperation with furniture and equipment vendors not to exceed $4000.00.   
       **Motion:** S. Leonardi made a motion to approve Amendment 5 to the agreement with NHPL Board of Trustees and Lavallee Brensinger, PLLC for further investigation and discussion. Seconded by K. Kilgore.   
      **Vote:** 3-0, unanimously agreed.   
        
      Amendment 4 to the agreement with NHPL Board of Trustees and Lavallee Brensinger, PLLC was discussed also. This amendment covers providing an energy model to generally predict future energy use. The model will be used to generally size a solar array as proposed by ReVision Energy and will be a means to establish future operational electrical utility costs using occupancy and scheduling information provided by the Owner. The Architect’s fees for the above are $7500.00.

**Motion:** S. Leonardi made a motion to approve Amendment 5 to the agreement with NHPL Board of Trustees and Lavallee Brensinger, PLLC for further investigation and discussion. Seconded by K. Kilgore.   
**Vote:** 3-0, unanimously agreed.

* 1. **Review / Approval of LBA Invoice 14835 12-11-2020**  
     The Board reviewed the invoice dated 11 December in the amount of $5145.02. This amount is the contractual obligation for basic services under Phase II-Construction Phase of the project.   
      **Motion:** K Kilgore made a motion to authorize the payment of Lavallee Brensinger invoice number 14835, dated December 11, 2020 from the unassigned funds balance in the amount of $5145.02. Seconded by J. Brandt.   
     **Vote:** 3-0, unanimously agreed.
  2. **Review / Approval of BPS Payment Application No. 4**  
     Trustees discussed at length budget adherence and change order tracking. J Brandt to obtain change order and potential change order spreadsheet date from Barrett Salta. These numbers can then be tracked to the current budget. Potential Change Order 14 was also discussed. This will be further reviewed by Doug and Ron as the amount of the change resulted from a code required flooring change. J. Brandt to follow-up.   
       
     Application No. 4 was reviewed by Advisory Building Committee member Michael Castagna. After reviewing Bonnette Page & Stone’s Requisition Application #4, dated November 30, 2020 related to the construction of the new library building per the contract dated April 14, 2020, he found the charges to be reasonable for the work completed under the contract and recommend payment in the amount of $422,616.54.  
       
     **Motion:** J. Brandt made a motion that Bonnette Page & Stone Requisition Application #4 dated November 30, 2020 be approved for payment in the amount of $422,616.54. to be funded out of the unassigned funds balance and the balance remaining come from bond funds. Seconded by K. Kilgore.  
     **Vote:** 3-0, unanimously agreed.
  3. **Review / Discussion of FY2022 Budget**The review of the library budget by the Budget Committee was discussed. The budget committee voted to reduce the amount of the library budget significantly despite an already greatly reduced budget.The budget presented to the Budget Committee for review was not submitted by the library, but the Select Board. This sets a precedent which should be noted as improper as this is not correct procedurally or legally. Many statements and assumptions were made by Budget Committee members making it clear to the Library Director and the Trustees that information provided was either not understood or ignored. Budget Committee Chair Pinette continued to question the use of electric heating units in a net zero building. Frank Ferrero thoroughly explained how the Trustees with their professional team of architects and engineers chose the systems and net zero construction. There was discussion as to informing the Budget Committee on proper procedure in accordance with RSAs.
  4. **Review of Trustees Narrative for Annual Report due 1-09-2021**  
     Chair K. Kilgore to compose the narrative for the annual report and distribute for comment and corrections.
  5. **Any Other Item that may legally come before the Board**
     + 1. **Project Update and future tours:**  
          There was discussion of another community project update and perhaps a tour of the new building once it is safe for community members. J. Brandt to submit additional project progress report and coordinate future tours with construction manager and George Chauncey.
       2. **Switch Review:**  
          Michael Castagna suggested that as the structure is wired library staff do a walk through to ensure that potential outlets and switches are conveniently located. J. Brandt to coordinate with construction manager.
  6. **Next Meeting / Adjournment**  
     Chair K. Kilgore adjourned the meeting at 7:23 pm.