

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

**Meeting Minutes**

**North Hampton Town Hall**

**231 Atlantic Ave**

**Wednesday, February 10, 2021, 6:30 PM**

Chair: Kathleen Kilgore Library Director: Susan Grant

Treasurer: Susan Leonardi Assistant Director: Liz Herold

Secretary: Jacqueline Brandt

Alternate: Emily Creighton Guest: Ron Lamarre, Lavallee Brensinger Architect

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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.

1. Call to Order by the Chair   
   Chair Kathleen Kilgore called the meeting to order at 6:31 pm. Pledge of allegiance and introductions of meeting participants live and via zoom followed.
2. First Public Comment Session – Call-in Number 603-758-1447. K. Kilgore opened the first public comment session. No one was in the town hall.
3. Correspondence
4. Posting from M. Tully for forming a committee to look at changing the land in front of the town clerk’s office. They were looking for a representative from the Board of Library Trustees.
5. K. Kilgore read correspondence received from M. Tully, regarding State Education Funding this was read into the record. SWEP. HB504. Coalition communities 2.0 joined by SB. HB 504 is scheduled for a vote on February 17. Letter calls for opposition of the bill. Citizen’s having questions should contact M. Tully.
6. Administrative
   1. Approval of Meeting Minutes   
      Motion: S. Leonardi made a motion to accept the meeting minutes of Wednesday, January 13, 2021   
       seconded by K. Kilgore. Vote: 3-0, unanimously agreed.
   2. Librarian Reports: Reported by S. Grant and L. Herold  
        
      Building: Existing building. Nothing to report.

#### Financial:

Operating Account TD Bank reconciled ending balance is $102,094.55

Non-appropriated Funds Account TD Bank reconciled ending balance is $66,272.97

Peoples Bank Checking Account #8667  $253,852.02

People’s Bank CD holdings :  $60,000 and $96,653.67

The Library received the yearly letter from the NH Charitable Foundation regarding the Hobbs donation which will be $7356.87 on 2/14/2021.

#### Operations: Library opened to North Hampton residents Feb 1 in the afternoons from 1-4 pm Monday through Fridays only. An average of about 8 patrons a day for the week came in.

Library is adding hours starting Monday the 15 -- 10-4:30 pm Mon - Fri and Saturday 10-1. Many are still choosing curbside pickup, but there are those who want to browse in the library. Masks, social distancing, 20 minute visits are still requited, no restrooms, and limited occupancy in the library. Scheduling is no more than 3 in the library at one time to ensure social distancing for staff as well.

The library was closed Feb 2 due to the snowstorm.

Nine new patrons in January and 3 new Overdrive users were added. Approximately 189 patrons are using curbside pickup. Compared to other months as the library was not open at all for browsing, this is a good number. Overdrive downloadable books and audiobooks account for almost 20% of our overall circulation this fiscal year.

The library was able to make a deal with AtoZdatabases to renew for 2 years for a significant discount. Normally $950 per year we got 2 years for $1400.

#### Programs:

Susan Poulin -humor program Feb 9th on Zoom

Abolitionists of Noyes Academy - NH Humanities program Feb 23rd 6:30 pm Zoom

New England Legends - Jeff Belanger, March 2nd 6:30 Zoom

Salt Marsh Wildlife of NH April 6th 6:30 pm

Hooked on Books book club 3 Thursday 7 pm books are available to pick up at the library

The library is now offering free adult coloring kits to patrons who are interested. Colored pencils, bookmarks and coloring pages are included in each kit. Contact Liz via email to arrange pick-up.

* 1. Youth Services Report. Story time videos, frog pond farm 47 views on You Tube, has done a story with her dog Kodiak. Lauren has a call out to other people and story times. Craft videos love bug craft video. Programs included the kid’s healthy cooking there were 4 online classes on how to make healthy dishes There were 11 & 13 participants. Jumping into fitness has had good attendance. Still doing the take & make craft kids bags for pick up. Summer reading program is in the works. Working on the teen library collection.

Financial budget report: S. Leonardi ask if S. Grant could give a brief overview of the budget. S. Grant indicated that we were well below the budget currently due to Covid. Adjustments were made to reflect changes in hiring the youth librarian. Bottom line is not changed only the categories have been reallocated. Non appropriated account monthly lease for copier. S. Leonardi will place the funds from the matured CD into the checking account where the rest of the donations are.

**Motion:** J. Brandt made a motion to accept the Librarian‘s Report, the youth Librarian’s report   
 and the financial report as written and reviewed. Seconded by K. Kilgore Vote : 3-0, accepted.

* 1. COVID 19 Update  
     S. Grant gave an update of the cases of Covid in North Hampton. Currently there are 11 in North Hampton. Active cases have remained consistent. Some staff members have received vaccine. The library will be open in the afternoons each day. Beginning on Feb 14 the library will be open between 10 a.m. and 4:30 pm. Extra cleaning being done.
  2. Time Capsule  
     K. Kilgore indicated that there is a deadline for the time capsule of last week. Small snapshot in time some images can be used. The space will not need to be that large. A date to open the time capsule was discussed. The year 2050 was discussed as a possible opening date. Susan and Liz were asked for their suggestions.

1. Old Business
   1. FY2022 Library Budget
      * 1. Deliberative Session K. Kilgore gave a brief explanation for the events that occurred at the deliberative session with regard to the library’s operating budget. She thanked the supporters and trustees for their participation in garnering citizen support by adding back the funds that were extracted from the budget by the Select Board and the Budget committee. Approximately, $12,000 was added back to the budget for a total $417,000. Which is felt to be a prudent and conservative budget.
   2. Project Update
      * 1. Project Review with Ron Lamarre  
           Ron Lamarre began discussion that were specific to the furniture. Brief review of the project. Construction is going well and is almost weather tight. Furniture is currently being specified. Budgets are being reviewed. The foundation is working with a landscape architect for the site as a whole. Doug just sent out the latest rendition of a payment request that the Trustees are to review and if possible, approve. Everything currently is going well and is on budget and on time. Second interior furniture meeting occurred furniture products. The meeting was just over two hours. Shelving and furniture products were discussed. Susan will continue to work with Ryan & Ron on the furnishings in light of how the spaces will function. Ron indicated that they met with John for Channel 22. Boxes and conduits for future use were discussed and laid out. K. Kilgore mentioned concerns regarding shelving. She felt that the shelving was a bit disjointed. She asked if there would be a measurement in order to make a decision. Susan Grant provided information on the number of square feet needed based on the current collection. The New library will have shorter shelves for easier viewing. There will be a determination to see if the current metal shelving can be used inside the new library. Shelving planning is more complex than it seems. It is important to make the right decision based on need and esthetics also. Spaces should be comfortable and enjoyable.   
             
           K. Kilgore suggested a working session that reviews a procedure for accepting donations form the Foundation. She feels the procedure should in writing. It was discussed and agreed that there was no need to have a public hearing for donations more than $5000. Meeting for Thursday, 18 February at 5:30 pm was scheduled for this purpose.
        2. Project Financial Review / Update  
           It was discussed and agreed that the Trustees and their Building Committee advisor needed time to review Payment Application No. 6. In the amount of $488,754.29. D. Shilo has signed off on this.   
             
           **Change Orders:** J. Brandt presented a two change orders that required an official vote to approve.   
           **Motion:** J Brandt made a motion to approve PCCO #5 Maker space revisions, interior door and finish revisions in the amount of $16,606.00. K. Kilgore Seconded. Vote 3-0 passes.  
             
           **Motion:** J Brandt Made a motion to accept PCO #15. for hinge upgrades for the casework in the amount of $2088. K. Kilgore Seconded. Vote 3-0 passes.  
             
           Sinks for the lavatory were discussed. It was decided and agreed to change fixtures as the hardware is already installed. This will result in a cost savings to be determined.   
             
           A site tour is scheduled for the morning of February 20, 2021. Small groups will be toured through the building. Masks and hard hats will be required.
   3. Marketing Campaign (move) K. Kilgore made a motion to table items 5.4 Marketing Campaign and item 5.5 Coffee table book for Library history to future agenda as time allows. Susan Leonardi seconded. Vote: 3-0 approved.
   4. Coffee Table Book of Library History (move) To be placed on future agenda. See above.
2. New Business
   1. NH Charitable Trust Communication on Accepting Donations from Foundation  
      K. Kilgore reached out to Thomas Donovan and he e-mailed out some legal information.
   2. Federal Solar Tax Credit Extended  
      This was again discussed in light of the longevity of the project. These have been expended. 26% tax credit. Direct purchase. 50 KW system. This has been extended for an additional two years.
   3. EBSCO Solar Grant- There is an opportunity to do this. Another library has done this successfully. Susan Grant has been working on this. This is a grant proposal for solar panels. Less expensive ground mounted solar at the fire station is a possibility. Few panels are now needed following the energy survey. Ron’s suggestion was to go ahead and do the solar. All that is needed is a 50kw system. There may be less than a 10-year payback. Trustees plan to discuss this further and work with town on zoning. Trustees must consider whether or not to purchase a power purchase agreement.
3. Second Public Comment Session – Call-in Number 603-758-1447

No public comment was made.

1. 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. No comments

1. Next Meeting / Adjournment

5:30 Thursday, February 18, 2021 via zoom. Meeting adjourned at 7:37 pm