

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

**Work Session Agenda**

**Meeting Minutes**

**Zoom Meeting thru North Hampton Public Library**

**237A Atlantic Ave**

**Monday, February 22, 2021, 5:30 PM**

Chair: Kathleen Kilgore Alternate: Emily Creighton

Treasurer Susan Leonardi 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.

1. **Call to Order by the Chair and Pledge of Allegiance**  
   Chair Kathleen Kilgore brought the meeting to order at 5:34 pm. Pledge of Allegiance immediately followed.
2. New Business
3. **Approval of Change Order 16 – Box Coordination**  
   Doug Shilo had given an overview of the changes made in the walk-through for the box coordination. He explained that this is not only for the layout but also included furniture selections that would work with the new box locations.

**Motion:** J Brandt made a motion that the trustees accept Potential Change order #16 dated February 18, 2021 for additional electrical and data changes in the amount of $23, 701. Seconded by K. Kilgore. Vote: 3-0, accepted.  
  
Spray foam modification was discussed by Doug Shilo. The alternate spray foam is the equivalent of what was proposed in the specification except for emissions. Unfortunately, the spray foam specified is not available without a significant delay to the project.

**Motion:** J Brandt made a motion to accept the alternative spray foam as specified by BPS. Seconded by K. Kilgore. Vote: 3-0, passed.

1. **Landscape Plan Presentation**Susan Leonardi and Dana Hooper presented and discussed the landscaping plan proposed by Jade Cummings of Terraink Landscape Architecture. Ron Lamarre of Lavallee Brensigner has worked with Jade in the past on other projects and holds her work in high regard. The donor was very happy with the overall plan which can be adapted and phased in over time as funds are raised. Initial planting and sustainability were discussed at length. S. Leonardi proposed a Landscaping Advisory Committee. The committee would include a member of the Board, representation from the Ag Commission, local garden club, master gardener and any other volunteers.   
     
   Process was discussed as well as coordination of the landscape contractor and BPS. Costs continue to be a major concern. Discussion of staging the plan and determination of priorities was also discussed.
2. **Phone System**

There was discussion as to the possible coordination of the library participating in a town-wide phone system. Cost was a concern as was not having a stand alone system for the library. Advantages of being part of the system would allow for the seamless transfer of phone calls to town offices, etc. S. Grant to obtain further information on existing system and town proposed system with regards to cost and coordination. To be discussed in future meetings in detail.

1. **Develop Acceptance of Donations Policy**  
   It was determined that more information must be reviewed and in the interest of time this discussion was moved to a meeting on March 11, 2021 at 6:30 pm.
2. Any Other Item that may legally come before the Board

The Board reserves the right to take action on any item relative to the prudential administration of the Library’s affairs, which circumstances my require.

1. Next Meeting / Adjournment
2. Next meeting scheduled for March 4, at 12:30 pm via Zoom. Meeting adjourned at 7:10 pm