

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

**Meeting Minutes**

**Zoom Meeting thru North Hampton Public Library**

**237A Atlantic Ave**

**Thursday, March 4, 2021, 12:30 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**Meeting was called to order on zoom by Chair K. Kilgore at 12:31 pm. Jade Cummings of Terraink introduced her colleagues. Members of the newly formed landscape committee were also present via zoom.
2. **New Business**
3. **Landscaping – New Library**
Jade Cummings gave a general overview of the work she has completed at the direction of the Foundation and its contributors with regard to the landscaping plan. She gave an overview of the process which included discussion on the general timetable and landscape integration with the current plan. A manageable landscape was discussed. Planning and imagery had to be completed in order to obtain funding. The next steps in the process include design vision, then development, the construction document phase and construction administration. Once a master plan is completed, the design development phase begins and technical drawings follow this step. Once there are technical drawings the plans can go out to bid with a landscape contractor.

Design administration services are based on the needs of the particular client. There may not be a need for technical drawings. The contractor may be able to build the project without tech. drawings. Design / development pricing documents range from 18-20 thousand dollars. Coordination with the construction manager and the site contractor are necessary for a successful plan. Work completed to date for master landscaping plan is $11,800. Trustees must meet to further discuss the phasing and what can be implemented and when. Again, what are the priorities of the project for the given budget.
4. 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
Next Meeting to be scheduled for either March 17 or 18 depending on availability. Meeting adjourned at 2:10 pm.