



North Hampton Public Library - Board of Trustees
Work Session Minutes

Date: March 25, 2021 at 6:30 pm
Location of Session: Zoom Meeting

Attendees:

Chair: Susan Leonardi
Treasurer: Jacqueline Brandt
Secretary: Kathleen Kilgore
Library Director: Susan Grant
Alternate: Emily Creighton
Assistant Director: Liz Herold

Guest Speaker – Presenters: Ryan Tirrel, Lavallee, Brensinger Architects
Doug Shilo, Lavallee, Brensinger Architects

Disclaimer – These minutes are prepared by the Recording Secretary within five (5) business days as required by NH RSA 91-A:2, II. They will not be finalized until approved by majority vote of the Board of Trustee.

The intent of these minutes is to provide a summary of the essential meeting content and not a transcription.

Susan Leonardi, the Chair opens the meeting at 6:33 pm

All in attendance say The Pledge of Allegiance.

Guest Speakers:

Doug Shilo, Lavallee Brensinger Architects
Ryan Tirrel, Lavallee Brensinger Architects

Kathy's Action Items:

- Ryan Cronwell has confirmed invoices just submitted in for payment will be cut on April 1, 2021.
- AV RFP – We have received the generic specs to put the RFP together. Consensus is to move forward with putting the RFP together to send out to bid, we will add the Channel 22 equipment as an add alternative on the RFP.
- Phone System – Chief Mone has the information she needs to include the Library piece in their RFP for a new whole campus system. Susan Grant has spoken to our phone vendor has confirmed a new system will be able to interface with the Town's system. She has obtained a stand-alone quote. The cost for the system will double from what we have now.
- DPW/Flagpole – Kathy has not connected with John Hubbard yet. Open Item.

Mike Castagna met with Mark from Landwright, Barrett and Dave from BPS this morning. They reviewed the site plan and pulled out the proposed Master Plan from Terraink. The basic conversation was we wanted more than the site plan and how can we maximize our wants. There is a loop sidewalk that go around the steps which is wheelchair assessable which give access from the lower parking lot. Pocket gardens in the lawn area what kind of plants to bring in color and texture, such as flowers and smaller trees. Mark will take the details and formulate a plan to be reviewed and tweaked. They spoke about the back lot line and the neighbors; he will propose a low fence and shrubs using the pointed-out Master Plan plantings as outline by Terraink. They spoke about the sidewalk and patio and possible options are. They discussed the street walk product. We will get a plan we can pick and choose. Patio will not change; the patio is pervious pavers. He does irrigation in house; he will price out an irrigation system. Consensus of the board is to have Emily and Kathy take the lead and meet with Mark at Landwright to review the priorities of the project.

Susan Leonardi confirms that Susan Grant has updated the Strategic Plan

Emily Actions Items:

- She has not contacted Jade because we need to discuss further. Her hourly price is in the quotation she provided to us.

Motion: I make a motion to approve the appointment of the following to the Landscape Advisory Committee John Bottomley, Lisa Cote, Audrey Prior, Jamie Colon, Dana Hooper, NHPLCC Foundation Representative, and Emily Creighton, Trustees Representative

Made by Susan Leonardi

2nd by Jacqui Brandt

Vote: 3-0

- Emily has drafted a letter updating the Landscape Advisory Committee to status of the project. By consensus, the Board approves the draft letter to the landscape committee to go out on NHPL letterhead.
- Emily would like to meet with John Hubbard the plan and how it will interface with his department's work. The Board feels this a good exercise to proceed with.

Susan Leonardi's Action Items:

- Susan confirms she and Susan Grant that we have received a \$ 50,000.00 check from the NHPLCC Foundation. A Public Hearing is scheduled April 5, 2021 to accept the check from the Foundation. Susan Leonardi suggests we extend our meeting after the Public Hearing to approve the Terraink invoice for payment.
- Susan Leonardi is working on a list of what items go in each room.

Kathy, Mike Castagna and Lewis will work on a final draft of the RFP for the Board to approve at our next meeting to be sent out to bid.

The Board reviews the financial status of the project. We need to confirm if we as the Owners of the project what have we used to date of our \$ 50,000.00 contingency.

In the next 2 weeks we will have the furniture pricing and after that the AV pricing.

Motion: I make a motion that we give Jacqui Brandt the authority to approve the change order for the driveway modification after meeting with Town Administration.

Made by Kathleen Kilgore

2nd Susan Leonardi

Vote: 3-0

Motion: I make a motion to appoint Kathleen Kilgore as the Board of Trustees Representative to CIP.

Made by Susan Leonardi

2nd by Jacqui Brandt

Vote: 3-0

The Board briefly discusses a communication to Budget Committee. Susan Leonardi would like to reach out Frank Ferraro to discuss the Budget process.

Mike Castagna suggest consideration of adding a ionization system in the duct system to assist with COVID cleaning procedures.

Susan Leonardi, the Chair closes the meeting at 8:58 pm

Minutes by Recording Secretary: Kathleen Kilgore

Approved: 4-14-2021