

**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

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*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

Ryan Tirrel and Doug Shilo are present at the Zoom meeting and Susan Leonardi suggests flipping the agenda to allow Ryan and Doug to present and then we will finish the other agenda items later in the meeting.

Furniture Presentation:

Ryan Tirrel walks the Board together the furniture and shelving placement within each space within the building and the color pallet throughout the spaces. We have about 4 weeks to finalize our selections. If orders for furniture and shelving are placed by end of April for an end of July installation, anticipating an August opening. Susan Grant mentions she had thought all this would be completed for the beginning of July. Doug Shilo discusses the timeline for completion of the BPS’s portion of the project. We should not move furniture and shelving in until BPS has completed the punch list. Jacqui discusses she anticipates that BPS will need the first couple of weeks of July to finish up completely. Ryan and Doug share with the Board on the process of delivery and moving in of the furniture and shelving. Our goal is to be completely moved in by Old Home Day in August.

There is a brief discussion about the status of securing a moving company and the timeline. It is in process and will be updated once there is a decision of a moving company.

The circulation desks in the main part of the lobby have not been finalized yet. Ryan suggested we go with one circulation desk. Susan Grant shares that the original vision was for two circulations desk. Ryan will be speaking with Creative Office Provisions in the morning to share this additional information.

The next steps will be:

Creative Office Pavilion will price out the package. They will spec out the furniture in a floor plan and they will tag the selections project. If you feel comfortable with the price, we will then begin picking finishes for the furniture and shelving.

Doug Shilo shares where there will be monitors throughout each room in the building along with the in-carpet wiring to the conference table. Doug confirms there are data outlet in all the rooms. The new phone system will need access to data outlets if a phone is in a meeting room. The group discusses data ports availability in the tables, consensus that the data ports would be tabletop.

Doug confirms he has sent Susan Leonardi floorplans with dimensions of each room. Susan will forward these documents to Kathy.

Ryan Tirrel has a marked-up floor plan with computers, copiers placement throughout the building. He will forward that for review.

Status of Action Items from last week as assigned:

Jacqui Actions Items:

* Tomorrow driveway discussions will begin.
* The flagpole items have been resolved.
* A preliminary review of the Continency has been taken place. We anticipate that BPS

 will have amount that could be released back to the project within 2–3-week time.

* Jacqui is working on the quarterly report to the Select Board using the latest monthly

 report from BPS as the foundation of the report.

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 hat 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 out 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*