



North Hampton Public Library - Board of Trustees Meeting Minutes

Date: April 5, 2021 at 7:30 pm
Location of Session: Town Hall
Meeting Recorded by Channel 22

Attendees:

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

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.

A recording of the meeting can be found at: http://www.townhallstreams.com/towns/north_hampton_nh, and a DVD recording is available at the North Hampton Town Administrative Offices, 233 Atlantic Avenue, North Hampton, New Hampshire 03862.

Susan Leonardi, the Chair opens the meeting at 7:30 pm

The purpose of the hearing is pursuant to the provision of RSA 202-A4-c, III, acceptance of \$ 50,000.00 from the North Hampton Public Library and Cultural Center Foundation (NHPL&CC Foundation).

They are our working group focusing their fundraising efforts on providing additional funding for furnishing, landscaping, equipping AV and IT in the new library.

This is a Public Hearing, and the public is welcome to ask question or make comments by phone at 603-758-1447 or by emailing at Nhpltrustees@gmail.com

Lewis Roche clarifies that funds raised by the Foundation are not restricted for specific purchases they are to be used for Capital purchases for the new library and cannot be used towards operating expense.

Both Susan Leonardi and Jacqui Brandt express their gratitude towards the Foundation for all their efforts on fundraising additional funds for the project.

Motion: I make a motion to open the Public Hearing at 7:34 pm.

Made by Susan Leonardi

2nd by Jacqui Brandt

Vote by Roll Call:

Jacqui Brandt – Yes

Kathleen Kilgore – Yes

Susan Leonardi – Yes

While the Board waits for the public to call in with questions or comments, Kathleen Kilgore thanks the Foundation for their work. This is truly a public and private collaboration which will benefit our town for years to come.

Motion: I make a motion to close the Public Hearing at 7:39 pm.

Made by Susan Leonardi

2nd by Jacqui Brandt

Vote by Roll Call:

Jacqui Brandt – Yes

Kathleen Kilgore – Yes

Susan Leonardi – Yes

New Business

- 3.1 We are all set with the Town Campus phone system plan as confirmed by Katherine Mone. The town is looking at a July 1st date for the new system. Susan Grant has also confirmed we can move forward with the stand alone we obtained quote from MDCom on our own if needed. This quote does not include conference phones for the meeting rooms, we can add these at the Library's expense later.
- 3.2 We did receive a bid from BPS for moving the library from the old building to the new building for \$ 26,479.00. Susan Grant has received a quote from the National Library Movers for \$ 14,437.00. This quote was for moving 875 linear feet of books and miscellaneous material. Assumes new shelving will be furnished and installed. We will have to coordinate with BPS to do the move, they will have to help us pack and unpack. Susan Grant believes the total of the quote was actually \$ 14,657.00. Susan will re-check the amount and send the quote to Susan Leonardi to send to the remainder of the Board. Jacqui discusses the possible reasons on why BPS quote is higher than National Library Movers quote. Moving is not BPS point of expertise. Their quote was based on

man hours. BPS has offered to go out to another company that focuses on these types of moves to get an additional quote.

Action Item - Susan Grant will reach out to National Library Movers see what we need to do to secure a place on the schedule for the move and will report back.

Action Item - Jacqui Brandt will follow up with Barrett at BPS on the status of receiving this additional quote.

- 3.3 The board discusses the draft of AV RFP that Mike, Lewis, and Kathy have been working on. There is a discussion among the Board about the pros and cons of including the suggested Add Alternates to the RFP regarding the Channel 22 equipment and the projector.

Clarification we are not committing to moving forward with purchase of Channel 22 equipment. The result is we should have competitive bids for Channel 22 equipment to discuss with the Select Board to see if they are interested in moving forward with purchase of the equipment.

Action Item – Mike Castagna will finalize the RFP and send it out to the following companies once the Board approves the final draft:

Pro AV

Axis AV

D C Audio Video Systems

Audio Video Experience

The bid date will be April 27, 2021 by sealed hard bid delivered to the library. Susan Leonardi has been listed as the contact person if there are any questions.

Motion: I make a motion we approve the AV RFP as drafted adding the verbiage that Lewis suggested with a bid date of April 27, 2021. To be sent to the following (4) companies Pro AV, Axis AV, D C Audio Video Systems and Audio Video Experience

Made by Kathleen Kilgore

2nd by Jacqui Brandt

Vote by Roll Call:

Jacqui Brandt – Yes

Kathleen Kilgore – Yes

Susan Leonardi – Yes

- 3.4 We are currently in the process of opening a dedicated checking account for receipt of donations from the Foundation. The invoice from Terraink will be paid from the Foundation funds received.

Motion: I make a motion we pay Terraink invoice, Inv # 1280 dated 1-25-2021 for \$11,796.30 payment to be paid out of checking account # to be determined.

Made by Jacqui Brandt

2nd by Susan Grant

Vote by Roll Call:

Jacqui Brandt – Yes

Kathleen Kilgore – Yes
Susan Leonardi – Yes
Susan Leonardi, the Chair closes the meeting at 8:15 pm

Minutes by Recording Secretary: Kathleen Kilgore