



## North Hampton Public Library and Cultural Center

### North Hampton Public Library - Board of Trustees Meeting Minutes

Date: April 14, 2021 at 6:30 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

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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.*

*A recording of the meeting can be found at: [http://www.townhallstreams.com/towns/north\\_hampton\\_nh](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.*

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#### Public in attendance (3 – by Zoom)

Susan Leonardi, the Chair opens the meeting at 6:34 pm.

All in attendance say The Pledge of Allegiance

## 2. New Business

### 2.1 Budget Committee

Susan Leonardi was contacted by Rick Stanton; Chair of Budget Committee. He was looking to the Board on how we see the next budget session should proceed. He inquired whether we would like to come to their next meeting. Or would we prefer to draft a letter to send to the Budget Committee. Susan opens the discussion to the Board. Jacqui Brandt states it is clear how the budget must be managed because it is law. She does not understand why their needs to be a discussion on how to handle the budget, it is clearly stated in the law how to proceed with the budget. Susan Grant makes the point going into this budget season we still will not have a year in the new building, we will have just gotten into the new building. We still will not have figures; we will still be working with figures. She thinks it would be helpful to have a dialogue with them to find out what they expect for next year. Emily Creighton states all we can do is project and again make the best estimate we can with the few months we have in the building. We should submit our approved budget directly to the Budget Committee. The Budget Committee should then follow their process and insure when the Trustees' budget comes up for discussion that the Trustees present to the Budget Committee. If any changes are made to the Budget, it is the Budget Committee's responsibility not any other town entities. Kathleen Kilgore discusses the RSAs' guidance and NHMA's guidance on Library Budget process. Kathleen Kilgore is in favor of us submitting and presenting to the Budget Committee directly. Susan Grant would prefer we request a meeting with the Budget Committee to review the budget directly. She stated in the past we have had been assigned a budget buddy from the committee. The Budget buddy purpose was to learn, ask questions and assist with questions that arise during the budget process.

By consensus, the Board agrees that the Board of Trustees will respond to Chair Stanton's inquiry by written communication to the Budget Committee on how we envision the process to proceed. The board would like to request a Budget buddy. Susan Leonardi takes the action item to draft and send the letter in response.

### 2.2 Landscaping Advisory Committee Update

Emily reports that Barrett Ryan of Bonnett, Page and Stone set up a meeting between us, Nate Lupoli of Lupoli Excavators and Mark Olson of Landwright to review a landscaping plan. The grading, the soil/loam and grass seed. Mark Olson is responsible for the trees, irrigation system. There will be a site walk scheduled for Thursday afternoon. Dave Geddes the site superintendent for BPS, Jamie Colon, Garden Director for Fuller Gardens, Trustee Kilgore, and Emily herself will be present to the site walk. Jamie will go around to assess the site and to also consider the fence that is being proposed.

Emily met with Dave Geddes earlier today. George Chauncey was also there. They walked the site to familiarize herself with the site. Barrett Salta from BPS provided a site plan marked with the proposed fence placement. Nate is going to perform a pH test on the soil to confirm that soil is nutrient rich so everything should grow as it should. The type of grass seed and types of trees need to be selected.



John Bottomley also participated in the meeting on Friday. John Bottomley's participation was very helpful. It was agreed that it is so important to get the foundation is so critical as we move forward with the landscape design and future upgrade phases after we open. John Bottomley suggested the idea of expanding the stone wall along Atlantic Ave to span the full length of the property.

Emily met with John Hubbard and Dave Geddes so that John Hubbard could have input on

Motion: I make the motion we authorize Emily to work with Bonnett, Page & Stone and Mark Olson at Landwright to develop a quotation for a fence option on the site to protect the neighboring properties with a screening fence.

Made by Kathleen Kilgore  
2<sup>nd</sup> by Jacqui Brant  
Vote 3-0

### 2.3 Walkway Committee Update

The first meeting of the Walkway Committee will be tomorrow, Thursday, April 15<sup>th</sup> at 6:00 pm in the Town Hall. The committee members are Donna Etela, Cynthia Swank, Sue Buchanan, Jim Maggoire, George Chauncey, and (2) others, I cannot tell their names from the emails received. I will update the Board once I confirm their names.

The Agenda is as follows:

Election of Chair & Minutes Clerk  
Plan & Cost  
Fundraising  
Timeline  
NH-DPW  
Next Meeting

Kathleen Kilgore asks for guidance from the Board on what they would like to her to share with ideas and suggestion on the project.

### 2.4 NHLTA 2021 Annual Conference

The conference is virtual this year May 12<sup>th</sup> – 13<sup>th</sup>. The enrollment fee is \$ 25.00. Kathleen Kilgore has enrolled to attend the conference.

### 2.5 Intrusion Alarm Update

American Alarm Systems is the vendor we currently use. We have received a purchase and sales agreement for an intrusion alarm in the new building. The quote is to remove old system and re-install in the new building, add two fixed panic buttons and one mobile panic button for \$ 725.00. We have not received a quote of what the new annual fee yet. We currently pay an annual fee of \$ 400.00. Susan Grant will follow up to confirm what the annual fee will be going forward.

Motion – I would like to make motion to accept the purchase and sales agreement for the intrusion alarm in the new building from American Alarm Systems to remove old

system and re-install in the new building, add two fixed panic buttons and one mobile panic button for \$ 725.00.

Made by Susan Leonardi

2<sup>nd</sup> by Jacqui Brant

Vote: 3-0

### 3. Administrative

#### 3.1 Approval of Meeting Minutes

##### 3.11 Work Session Minutes for 3-25-2021

##### 3.12 Meeting Minutes of 4-05-2021

Motion: I make a motion we approve the meeting minutes from the 3-25-2021 work session and the 4-05-2021 Meeting minutes as presented.

Made by Jacqui Brandt

2<sup>nd</sup> by Susan Grant

Vote: 3-0

#### 3.2 Librarian Reports

Susan Grant presents both the Librarian reports. The reports are attached these minutes for detail. Laythrop has left, she just taken a position as a full-time preschool teacher. We have replaced Laythrop with two part time librarian's assistants Andrea Bouchard and Sara Rottger. The staff is spending time weeding thru the current collection in preparation of move to the new building. We did have a minor plumbing repair that needed to be addressed; we are all set now. Susan Grant presents the overview of the financial reports. Lynn Grant of the Rye Garden Beach Club stopped by Susan's office and they would like to contribute to the new library. Susan Grant anticipates by June 1<sup>st</sup> we will be open our normal operating hours (pre COVID hours). Lauren and Liz have begun their training for the Family Place Library grant that Lauren Secured. Trainings are on Thursdays and Fridays. An interesting fact, all our digital resources equate to 27% of our circulation for the month of March.

Jacqui Brandt has opened the new

Motion: I make a motion we approve Librarian's and Treasurer's reports as presented.

Made by Kathleen Kilgore

2<sup>nd</sup> by Jacqui Brandt

Vote: 3-0

## 4. Old Business

### 4.1 Project Review

Jacqui Brandt presents an overview on the project on the new building. Jacqui has spoke with Barrett Ryan from BPS and Nate at Lupoli about the driveway modification project. Preliminary We are looking for to put together virtual tour as realtors

### 4.2 Entrance Drive Modifications

Motion: I make a motion we approve the bid from Lupoli Excavators for the driveway modification plan as approved by NHDOT in the approved driveway permit received in February.

Made by Jacqui Brant

2<sup>nd</sup> by Susan Leonardi

Vote: 3-0

### 4.3 Moving Bids

We are waiting on the 3<sup>rd</sup> bid to come in.

### 4.4 Quarterly construction updates to Select Board and Community

Jacqui has spoken with each of the Select Board individually updating them on the status of the project and discuss the proposed driveway modifications

Susan Leonardi would like to work with Susan Grant on a community and neighborhood update. Incorporating FAQs recently received. An example that we do not have an actual flat roof, we have a low slope roof.

### 4.5 North Hampton Public Library & Cultural Center Foundation update

The Foundation is still working on fundraising. The Foundation will be rescheduling a meeting with the North Hampton Business Association that was originally set to take place this week. The North Hampton Business Association would prefer to meet in person at a later day.

Susan Leonardi has confirmed to the Board that we have preliminary numbers for the furniture and shelving for the facility. There is still more work to do with Ryan to refine the numbers, which will mean more consulting fees.

Lewis Roche reminds the board the Foundation needs a list of the items we need so that that they can continue their fundraising efforts.

### 4.6 Project Invoices

#### 4.61 LaVallee Brensigner Architects, Invoice 15258 4-07-2021 \$ 10,667.66

The Board discusses the charges included in this invoice. It appears Amendment No. 5 charges are included in this invoice. Kathleen Kilgore states she recalls the



Board approved Amendment No. 5 for \$ 4,000.00, and this invoice reflects a charged \$6,285.30. This is over above the approved amount by \$2,285.30. The charges seem to reflect hourly time on the project for Doug Shilo and Ryan Tirrell. Amendment No. 5 only specified Ryan Tirrell's time. Susan Leonardi offers to follow up with Doug Shilo on these charges and report back to the Board. The board discusses that these services have been rendered and we should move forward with paying the invoice.

Motion: I make a motion we pay LaVallee Brensigner Architects, Invoice 15258 4-07-2021 \$ 10,667.66

Made by Kathleen Kilgore

2<sup>nd</sup> by Jacqui Brandt

Vote: 3-0

Kathleen Kilgore confirms we just received in today, BPS next payment application no. 008 4-13-2021 \$ 330,674.62. The Board did not have enough time to review the invoice for approval tonight's meeting. Doug Shilo, LBA has reviewed and approved payment application no 008 but we have not received confirmation and approval from Michael Castagna yet. It was stated that the Board will need to schedule a meeting to approve the invoice soon.

5. Second Public Comment Session

No public comments

6. Any Other Items that may legally come before the Board

7. Next Meeting / Adjournment

Susan will be meeting regarding the furniture next week. Once that meeting takes place, she

Susan Leonardi, the Chair closes the meeting at 8:09 pm

*Minutes by Recording Secretary: Kathleen Kilgore*

**Appendix of Additional Documents to Meeting Minutes (for reference):**

Agenda

Youth Librarian Report

Librarian Report



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

**Notice of Public Meeting  
At North Hampton Town Hall and Zoom  
231 Atlantic Ave  
Monday, April 5, 2021  
7:30 PM**

Chair: Susan Leonardi  
Treasurer: Jacqueline Brandt  
Secretary: Kathleen Kilgore  
Alternate: Emily Creighton

Library Director: Susan Grant  
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.

In order, to assure the public can comment and share ideas during the meeting, we have arranged for the ability to include live phone calls and emails during the meeting.

If you have a comment, opinion or question during the meeting, please dial in to 603-758-1447 or email directly to [nhpltrustees@gmail.com](mailto:nhpltrustees@gmail.com) and your email will be read aloud during the meeting.

1. Call to Order by the Chair
2. Public Hearing
  - 2.1 The purpose of the hearing is pursuant to the provision of RSA 202-A:4-c III, acceptance of \$50,000.00 from the North Hampton Public Library and Cultural Center Foundation (NHPL&CC Foundation).
3. New Business
  - 3.1 Town Campus Phone System
  - 3.2 Moving Bids

3.3 AV RFP

3.4 Terraink invoice

4. Second Public Comment Session – Call-in Number 603-758-1447
5. Any Other Item that may legally come before the Board  
The Board reserves the right to act on any item relative to the prudential administration of the Library's affairs, which circumstances may require.
6. Next Meeting / Adjournment

North Hampton TV22 is inviting you to a scheduled Zoom meeting.

Topic: Library Trustees

Time: Apr 5, 2021 07:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82296927197?pwd=VitOd3RiSkhkL0xCcVZ1bGlTc3pkZz09>

Meeting ID: 822 9692 7197

Passcode: 476735

One tap mobile

+13126266799,,82296927197#,,,,\*476735# US (Chicago)

+16465588656,,82296927197#,,,,\*476735# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 822 9692 7197

Passcode: 476735

Find your local number: <https://us02web.zoom.us/u/kdOnrObEbN>



## Youth Services Report - For March 2021

### Storytime Video

- Hairy Cow Storytime

Total views: 81

Published: 3/16/21

Description: Storytime for kids with Jacquie and Hank Brandt on their farm with their Scottish Highland cows. The video was published on Youtube, shared across our social media channels, and also shared with Channel 22.

### Programs

- Tinker Tuesdays

Description: Weekly online STEAM tutorials. Kids five and older can learn to create fun gadgets and crafts related to Science, Technology, Engineering, Art and Math. Kids are provided simple instructions and then asked to manipulate their creation to see what sort of changes occur. Kids are also encouraged to make predictions and suggest ideas. Some creations have been paper airplanes, popsicle stick catapults, parachutes, and boats. Lathrop has been running this program. I'll be taking over starting April 6th.

Total Participants by date:

3/2: cancelled because library wifi was down

3/9: 4 kids

3/16: 3 kids

3/23: 3 kids

3/30: 3 kids

- Game Night!

Description: A weekly hour of games and a safe space for kids to hang out and socialize. For ages 10 and up. So far, we've played a lot of trivia (requested by the kids). They especially like playing trivia using Kahoot since it makes it more of an interactive game and the kids can see a fun leaderboard. We also tried a couple of virtual escape rooms that were created by other libraries. The kids have to work together to solve the various puzzles in order to "escape" or in this case, complete the challenge. This kept them really engaged, however, some of the puzzles were a bit tricky. Overall, the kids seemed to really enjoy the escape rooms. Uno was also requested, so we tried an online version which worked really well and the kids seemed to have a lot of fun playing.

Total Participants by date:

3/4: 8 kids

3/11: 7 kids

3/18: 4 kids

3/25: 4 kids

## **On-going Programs**

- Take and Make Activity Kits
  - Kids Craft kits - These include materials and instructions for creating different crafts with occasional additional items like coloring sheets and snacks.
  - STEM kits - These are the extra kits from Tinker Tuesdays as mentioned above.
  - Tween/Teen Activity packs - These include word searches, coloring sheets, and directions to create a magic snowflake paper toy.
- 2021 SRP Planning
  - The Friends approved my funding request so I have now secured our special events for SRP.
  - I'm planning on as much outdoor programming as possible. I've reached out to the Band Stand committee to use their space for our special events and for our weekly storytimes.
  - Marketing materials and a calendar is in the works.
- Collection Maintenance
  - Weeding of the Picture Book collection has begun! I'm finding that this process is going to take me much longer than I anticipated. I might only have time to complete the weeding of the Picture Books before moving into the new library and will have to work on weeding of the other collections once in the new library.
- Social Media
  - Lathrop once again did a great job of running our Instagram account throughout March. She made regular posts highlighting Women's History Month through book lists and additional resources. And as usual we used Instagram to advertise our events, Youtube videos and in-house resources.

## **Instagram Account Overview for March**

### **-Data collected by Lathrop**

Content Shared -

10 posts

Accounts Reached - 138 (-42.8% from January)

Impressions - 670 (-43.7%)

Profile Visits - 26 (-29.8%)

Website Taps - 4 (+300% from February)

Content Interactions - 50 (-49% from February)

Likes - 50

Comments - 0

Shares - 0

Audience - 324 followers, +11 (+4.1% from January)

Follower Breakdown -

Ages 18-24: 5.2%

25-34: 23%

35-44: 28.5%

45-54: 23%

55-64: 12.6%

65+: 7.8%

Women - 81.7%

Men - 18.3%

### **News**

- Lathrop is moving on. She's found a job as a full-time preschool teacher in central New Hampshire. She's been such a great asset to the Youth department. It's sad to see her go, but it's great that she's working towards what she's most passionate about, which is being in a classroom with kids.
- In lieu of Lathrop leaving, we are in the process of interviewing and hiring a new Youth Library Assistant to replace her.



## Librarian's Report

April 14, 2021

Susan Grant, Director

### Building

The Ladies' bathroom had a clogged sink. Pettigrew Plumbing came out and cleared and replaced an old piece of pipe. The pipe is narrow so it drains slowly, but is much better than before.

### Financial

Operating Account TDBank ending balance is \$115,096.79

Non-appropriated Funds Account TDBank ending balance is \$74,647.36

Peoples Bank Checking Account #8667 \$314,219.19

### Operations

Lathrop Kelly, sadly has moved on to another job opportunity and we hired two new library assistants. Andrea Bouchard, who has experience working with children and also working in libraries. She will work with Lauren part-time, but will also work at the front desk and doing other tasks. Sara Rottger, who works part-time at Portsmouth Public Library in their Youth Department will also join us and will work exclusively with Lauren, only occasionally working at the front desk.

We are weeding out some of the nonfiction outdated books in preparation for moving to the new library.

Lynn Grant, of the Rye Beach Garden Club spoke with me about wanting to be involved with the new library. We spoke briefly about the landscaping plan and that we would involve them in some way and I would make sure someone got in touch with them.

By June we expect to be back to our full schedule depending on the expected reverse in rising COVID cases.

Lauren and Liz have begun the training for the Family Place Library grant on Thursdays and Fridays.

### Programs

For National Library Week we had a contest to guess the number of chocolate eggs in a container, and we invited patrons to fill out a pink heart with their "library love." We also put out wrapped treats for patrons to take with them.

**4/6 6:30 Zoom Salt Marsh Wildlife of New Hampshire** Zoom presentation by Pamela D. Hunt, Ph.D. Avian Conservation Biologist of the NH Audubon Society. About 15 people signed up for this program

**4/20 6:30 Tentatively** AARP Zoom presentation Fact v. Fiction Tips and Tools for determining what is real and what isn't on the internet.

Working on programs for May and June.

Statistics

We signed up 9 new patrons in March, 12 new hoopla users, and 3 new Overdrive users. We almost doubled the number of people coming into the library, though the number of unique patrons checking out items did not increase proportionately to that number.

Downloadable books, audio books and magazines downloaded reached a new high of 489 downloads/uses in March. Combined with kanopy and hoopla downloads our digital books, audiobooks, movies, music, TV shows, etc. accounted for 27% of our total circulation for March.