



# North Hampton Public Library and Cultural Center

## North Hampton Public Library - Board of Trustees Public Work Session Minutes

Date: April 20, 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.*

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Susan Leonardi, the Chair opens the meeting at 6:47 pm

## 2. New Business

### 2.1 BPS Requisition No. 8 dated 4-13-2021 for \$330,674.62

Motion: I make a motion we pay BPS Requisition No. 8 dated 4-13-2021 for \$330,674.62 the source of the payment to be the Bond Proceeds as authorized in 2021 March Warrant Article #8.

Made by Jacqui Brant

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

Vote by Roll Call:

Kathleen Kilgore – Yes

Jacqui Brandt – Yes

Susan Leonardi – Yes

Kathleen Kilgore will continue to process the approved invoices to the Town for payment.

Susan Leonardi confirmed she issued the check to Terraink. Kathleen Kilgore requested a copy of the check. Susan did not make a copy of the check prior to mailing the check. Jacqui or Susan will get a copy of the cancelled check either online or in the monthly statement. Kathleen shares her concern that Susan Leonardi is on behalf the Library Trustees writing checks for invoices approved for payment from the account dedicated to the donations received from the Foundation and she on also is on the Foundation. There needs to be checks and balance. It would be the better choice that Jacqui issues the checks.

### 2.2 Moving quotes

The Board discusses possible move in dates to provide to the movers, discussed the timeline of moving completely out of building and the pod timely. The Board also discusses what happens to the vacant building.

Motion: I make a motion we accept Diamond Relocations, relocation proposal Q #7699 for \$ 9,240.00.

Made by Kathleen Kilgore

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

Vote by Roll Call:

Kathleen Kilgore – Yes

Jacqui Brandt – Yes

Susan Leonardi – Yes

Motion: I make a motion authorize Susan Grant to sign the proposal from Diamond Relations on behalf of the Trustees after clarifying the dates reference on the proposal.

Made by Kathleen Kilgore

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

Vote by Roll Call:

Kathleen Kilgore – Yes

Jacqui Brandt – Yes

Susan Leonardi – Yes

### 2.3 Furniture / Shelving Review.

The Shelving quote is for approximately \$ 94k which includes overflow shelving in some of the meeting rooms.

The Board discusses the green that has been painted in a small section. The color does not appear what we have chosen. Doug Shilo will be visiting the site to confirm the paint specs.

The furniture quote is for approximately \$ 172k. This is the maximum price for the furniture picked. The price reflects the top end finishes, we can compromise for a lower finish to reduce the cost.

Youth Activity room is \$

Teen room is \$ 23K without shelving

Quiet Reading Room is \$ 6,406.62

Café Lounge Area is \$ 36,828.90

Business Center Room is \$ 2,145.91

103 Meeting Room is \$ 2,154.91

111 Meeting Room is \$ 4,971.36

127 Meeting Room is \$ 18,527.63

Pricing requirements to order

50% down payment

Quarterly payments

If we choose to phase the furniture, how would we go about it. Meeting rooms could be phased in. Ryan is trying to secure a chair sample.

Lewis needs a list of what we want / need and the cost.

### 3. 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.

Emily requests the board to review the documents sent by Barrett Salta of BPS on the landscape projects and officially approve moving forward with them. The Board will review the documents and we will discuss at our next meeting.

### 4. Next Meeting / Adjournment

Susan Leonardi, the Chair closes the meeting at 8:17 pm

*Minutes by Recording Secretary: Kathleen Kilgore*