

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

**Meeting Minutes**

**Notice of Non-public Session**

**At North Hampton Public Library**

**237A Atlantic Avenue**

**5:30 PM**

**Notice of Public Meeting**

 **At North Hampton Town Hall and Zoom**

 **231 Atlantic Ave Wednesday, June 9, 2021**

 **6:30 PM**

**Attendees:**

Chair: Susan Leonardi

Treasurer: Jacqueline Brandt

Secretary: Kathleen Kilgore

Alternate: Emily Creighton

Library Director: Susan Grant

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, 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 6:35 pm

The Chair confirms the Board has just come out of (2) non-public sessions. There were no motions made in either session.

I make a motion we seal the meeting minutes of non-public session 1

 Made by: Susan Leonardi

 2nd by: Kathleen Kilgore

 Vote: 3-0

I make a motion we seal the meeting minutes of non-public session 2

 Made by: Susan Leonardi

 2nd by: Kathleen Kilgore

 Vote: 3-0

All in attendance recite the Pledge of Allegiance.

2. New Business

 2.1 Youth Librarian Update – Susan Leonardi defers this agenda item to discuss during the

 the Librarian’s Report

2. 2 Marketing Plan / Strategic plan Update – We have executed our contract with Marketing Ally.

 She is beginning to work on our strategic plan and Susan would like her to schedule time to meet,

 speak with the library staff.

Administrative

3.1 Approval of Meeting Minutes – Approval of the minutes were tabled until our next meeting.

3.2. Librarian Reports

 Lauren, our youth library has resigned her position. Her departure is scheduled for the end of July.

 She is relocating to Colorado. The air conditioning has stopped working and an appointment has

 been scheduled. A check was written to Creative Office Pavillion for the deposit for the shelving for

 the library new library primarily from the Dorothy and Paul Hobbs donation a few other donations

 made over the years. We have been notified that we are eligible for a grant for $ 1,506 from ARPA

 funds the NH State Library is receiving. These funds are to pay for resources not in the library

 operating budget. We will be working with State Library advisors in preparing the grant submission

 that is due June 18, 2021. Regarding operations, we have lifted the 30-minute time limit for

 library visits and have re-opened the restrooms to the public. We request that patrons continue to

 wear masks. The Youth librarians report and the treasurers report is reviewed with the Board.

 Motion: I make a motion that we accept the Librarian’s Reports as presented.

 Made: Kathleen Kilgore

 2nd by : Jacqui Brandt

 Vote: 3-0

4. Old Business

 4.1 Project Review

 Jacqui confirms the project is on schedule and moving along as expected.

 Michael Castagna discusses Bonnett, Page & Stone, Payment Application # 9 dated June 8,

 2021, for $ 348,616.47– Doug and Keith are still discussing the composition of the

 application. The total amount of the payment application will not be change. We are

 expecting an additional document to provide narrative explaining identified line items.

Motion: I make a motion we pay BPS Requisition No. 9 dated 6-08-2021 for

 $348,616.47 once the added narrative is received and Doug Shilo has

 sent us the sign approved copy of the requisition. The source of the payment

 will be $ 300,000.00 from Library Donations and $ 36,773.99 from the Bond

 Proceeds as authorized in 2021 March Warrant Article #8.

 Made by: Jacqui Brandt

 2nd by: Susan Leonardi

 Vote: 3-08

Michael Castagna explains the mechanical room changes that were identified during the recent fire inspection, he attended Monday’s meeting. He approves the changes that were proposed. Both Mike and Jacqui Brandt mention that it was an error in engineering and we should not have to pay additional charges relating to the require corrections.

4.1.1 Painting / Finishing Canopy – The Board discusses the possibility of leaving the Canopy in a

 Its natural coloring (not painting it white). Emily asks Mike what the process would be if

 we needed to repaint the Canopy. There may be a need to scrape and minor prep prior

 to painting. Tongue Oil will have minor prep before recoating. The consensus is to wait

 until the front of the building is painted to make a final decision.

 4.1.2 Landscape Update – Susan Leonardi mentions that she is concerned

 about the proposed tree line. The Board by consensus agrees to review

 further.

 Landscaping will begin in mid-June. Landscaping will be done in

 phases. The initial phase will include irrigation, planting of trees,

 spreading of loam and hydroseeding.

 Sean Mahoney and family has made a generous donation to the project.

 He has commission a pictorial sculpture in the courtyard of the library.

 He would like the sculpture named after his parents, Mr., and Mrs. David and

 Jackie Mahoney. It will take about a year to complete the sculpture. Emily

 Creighton makes note that Sean’s mother, Jackie was Friends of NHPL.

 4.2 Furniture and Shelving

 Shelving is delayed. We have a new delivery date of August 6, 2021

 Furniture.

 The furniture quote / order has been revised and finalized. We are ready

 to place the order with Creative Office Pavilion.

 Motion: I make a motion that we place the order with Creative Office

 Pavilion for the furniture and authorize a check for the 50% deposit

 in the amount of $ 73,995.45. The funding source of the deposit is to

 be from the People’s Checking Account ending in 0790, the NHPLCC

 Foundation donation account.

 Made by: Susan Leonardi

 2nd by: Jacqui Brandt

 Vote: 3-0

 4.3 Trustee Alternate Appointment and Confirmation Update

 Susan Leonardi does not have an update on when the Select Board will

 discuss and approve Emily Creighton’s re-appointment as the Alternate

 Trustee for this next year terms. Susan Leonardi will follow up to see

 when this will be done.

 4.5 Prioritize wish list items for new library

 The Capital Improvements Committee is scheduled to meet July 23, 2021

 and July 30, 202, to listen to town department presentations and

 prioritize items for fiscal years 2023 through fiscal year 2028. The Board

 identifies the following list of items to submit to the Capital Improvements

 Committee to be considered for future funding

 Security Cameras for the Outside of the Building

 Channel 22 Equipment

 Painting of the Building

 Motion: I make a motion that we submit the following items to the

 Capital Improvements Committee to be included in the FY2023

 FY-2028 report.

 Made by: Susan Leonardi

 2nd by: Jacqui Brants

 Vote: 3-0

 The Board discusses the placement of the Flagpole on the site.

 Motion: I make a motion that the Flagpole be located to the right of

 the building as in Terraink’s original plan.

 Made by: Jacqui Brandt

 2nd by: Susan Leonardi

 Vote: 3-0

The Chairs invites Lewis Roche to present suggested additions to the AV / Technology package that have been recently identified. Lewis suggests we upgrade the finish on AV furniture to a real wood finish that would be compliment the finishes in the library. The second item to be considered is the wireless access points. It was realized late in the process they were not included in the project. I would recommend that they be added. The last item I suggest is the addition back to the project the projector and the projector screen for the large program room for a total added cost of $ 40,579.62.

 Motion: I make a motion that we approve the technology related

 Recommendations for at total of $ 40,579.62.

 Made by: Susan Leonardi

 2nd by: Kathleen Kilgore

 Vote: 3-0

 The Board discusses that the original window treatments suggested in the

project was originally removed due financial constraints of the project on the onset of the project. Now that the project is completing it is suggested that they be added back to the project.

 Motion: I make a motion that we contact Lavallee Brensinger

 Architects to add back the window treatments through-out

 the building for an approximate cost of $ 23,000.

 Made by: Susan Leonardi

 2nd by: Jacqui Brandt

 Vote: 3-0

 Susan Leonardi requests authorization to engage Ryan, the interior designer at Lavallee

 Brensinger to discuss the possible design for a donor wall. The Board agrees by

 consensus to allow Susan Leonardi to engage Ryan.

 4.6 NHPL Friends donation for new library

 Susan Leonardi reports that she and Kathleen Kilgore attended the Friends

 Meeting in May. This was preliminary discussion of what the Friends can

 contribute to in the New Library. The Friends are scheduled to meet again in

 June at the Town Hall on June 15, 2021. Susan Grant mentions that the Friends

 have funded the coffee bar in the past, and will be very important in the new

 space.

Public Comment Session

George Chauncey suggests if we are considering patio furniture, we should consider where we are going to store the patio furniture.

The Chair adjourns the meeting at 8:19 pm