



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

**Date: June 24, 2021 at 6:00 pm**

**Location of Session: 237A Atlantic Ave**

**North Hampton, NH 03862**

**Attendees:**

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

Guests :

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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 6:04 pm

All in attendance recite The Pledge of Allegiance.

## Old Business

### 2.1 New Library Project Review

#### 2.1.1. Painting/Finishing Canopy

The Board discusses the two options for the finishing of the Canopy, keep the Canopy as per the original plan, white or clear coat the canopy so the natural wood color remains.

Motion: I make a motion that approve Bonnett, Page & Stone Change Order PO# 026 for \$ 3,697.00 to change the Entrance Finish from the original plan to paint it white to clear coat

Made by: Kathy Kilgore

2<sup>nd</sup> by: Jacqui Brants

Vote 2-1

#### 2.1.2. Landscape/Patio Update

Susan Leonardi, Susan Grant and Ryan are working with Creative Office Pavillion to review our options for outdoor patio furniture.

#### 2.1.3. AV Update

Susan Leonardi updated the Board on status of the AV being installed in the building. The AV is progressing and equipment is on order, with an expected delivery of late July into August.

Motion: I make we approve the payment of the 50% deposit required for \$18,371 to Audio Video Experience Inc for the purchase of the projector for the large program room from the FY2021 Library operating budget. The second payment will be due start of installation for \$9,185.50 and balance due of \$9,185.50 upon completion. Both payments are expected to be paid from donations received from NHPLCC Foundation funds.

Made by: Susan Leonardi

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

Vote 3-01

## 2.2 Furniture and shelving installation date

Doug received a communication this morning that the shelving may maybe delayed until the 3<sup>rd</sup> week of August. The furniture is scheduled for a split delivery.

2.2.1 Set Move-in and opening dates. If the shelving comes in by 31<sup>st</sup>, we Should have it installed the next week. We could be targeting a September 7th move-in date.

## 2.3 Meeting room policy

The Board reviews the latest draft of the meeting room policy with recent changes and discuss additional changes.

## 2.4 NHPL Friends Update

Susan Leonardi and Liz Herrold attended the Friends meeting on June 15<sup>th</sup>. The Friends are looking for direction from the Library of what is needed.

## 2.5 NHPL CC Foundation request

### **New Business**

#### 3.1 Other Library project needs

##### 3.1.1. Book Drop

Susan Grant has research the cost of a new book drop for the new library. The average prices is about \$5k.

Motion – I make a motion we authorize the Library Director to purchase a new book drop for outside of the new library for \$5K to be purchased out of the FY2021 operating budget

Motion: Susan Leonardi

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

Vote: 3-0

##### 3.1.2. Library Signage

The Board discusses the need to replace the current library sign. The Board requests the Library Director

to research further and sign companies to design and cost a new sign.

### 3.1.3 Meeting Room Blinds

The Board discusses the quote received for meeting room blinds and identify a list of questions that need to be answer. Consensus is to discuss this in the next project meeting with Doug Shilo.

## 3.2 Library Operating Budget Update

The Board agrees to schedule a public hearing to accept a donation from NHPLCC Foundation.

Jacqui Brant requests the Board to review and vote on the two pending/potential change orders from Bonnett, Page Stone.

1. PCO #025 Bio Retention Strip for the Patio area for \$ 8,108.00

Motion: I make a motion that we approve PCO #025 for the Bio Retention Strip for the patio area (the rain garden) for \$ 8,108.00

Made by: Jacqui Brandt

2<sup>nd</sup> by: Kathleen Kilgore

Vote: 3-0

2. PO #027 Vinyl Fence for the back northwest corner of the property for \$ 12,140.00.

Motion: I make a motion that we approve PCO #027 for the Vinyl Fence for the back northwest corner of the property For \$ 12,140.00.

Made by: Susan Leonardi

2<sup>nd</sup> by: Kathleen Kilgore

Vote: 3-0

Board has a preliminary discussion of unused vacation time for the Library Director and Assistant Library Director the was a result of the pandemic. The Board by consensus decides continue the discussion at the next regular meeting of the trustees.

#### Public Comment Session

#### Any Other Items that may legally come before the Board

Kathleen Kilgore reports she has called and left a message for Carl McMorrان, Operations Manager, Aquarion Water Co of NH in regards to the recently suggested water restrictions and how it relates to new construction. In the past, new construction and commercial properties have been exempt from restrictions. She will update the Board when she receives a response from Mr. McMorrان.

#### Next Meeting / Adjournment

Susan Leonardi, the Chair closes the meeting at 8:15 pm

*Minutes by Recording Secretary: Kathleen Kilgore*

*Approved:*