

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

**Meeting Minutes**

**Date: July 26, 2021**

**Location of Session: North Hampton Public Library**

 **237A Atlantic Ave**

 **North Hampton, NH 03862**

**Attendees:**

Chair: Susan Leonardi

Treasurer: Jacqueline Brandt

Secretary: Kathleen Kilgore

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.*

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

All in attendance recite the Pledge of Allegiance.

The purpose of the hearing is pursuant to the provision of RSA 202-A4-c, III, acceptance of $ 225,000.00 from the North Hampton Public Library and Cultural Center Foundation (NHPL&CC Foundation)

Susan Leonardi reads the letter received from the North Hampton Public Library and Cultural Center Foundation (NHPL&CC Foundation) dated July 26, 2021. Dear Ms. Leonardi, The Board of Directors of the North Hampton Public Library and Cultural Center Foundation have reviewed the request made by the North Hampton Public Library and Cultural Center and are pleased to announce that we hereby grant to the North Hampton Public Library and Cultural Center a total of $ 225,000 to be used at your discretion, provided no such funds are t be used for normal operations or programs. By accepting these funds, you agree to the terms of this grant. It is a pleasure to serve the library and we look forward to providing additional funds for your needs. Sincerely, Lewis M. Roch III, Secretary-Treasurer.

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.

Motion: I make a motion to open the Public Hearing at 6:40 pm.

 Made by: Susan Leonardi

 2nd by: Jacqui Brandt

 Vote 3-0

Motion: I make a motion to close the Public Hearing at 6:50 pm.

 Made by: Susan Leonardi

 2nd by: Jacqui Brandt

 Vote 3-0

Motion: I make a motion that we accept the donation of $ 225,000.00 from the North Hampton Public Library and Cultural Center Foundation (NHPL&CC Foundation). The funds will be deposited In Peoples United Bank Checking Account 6501650790.

 Made by : Kathleen Kilgore

 2nd by: Jacqui Brandt

 Vote 3-0

New Business

3.1 Youth Librarian Update

 Susan Leonardi announces that Andrea Bouchard will be our new Youth Librarian.

 3.2 Marketing Presentation – Grand Opening

 Kirsten Larsen Schultz, Marketing Ally presents her draft of the Marketing Strategy

 Overview. She provides the Board presentation material to review. The materials

 Includes a SWOT analysis of the library. She speaks to the library becoming the

 Community Hub of North Hampton. Kristen speaks to the value of updating / rebuilding

 the website. The Board and both the Director and Assistant Director agree the value of

 refacing the website in conjunction with the opening of the new library. Kirsten

 suggests reformatting the Friday Folder flyer for a bigger impact. She offers to make a

 template for the Friday Folder flyer and create a link from the Friday Folder to the

 library’s website and a Friday Folder flyer landing page. Kirsten has identified there are

 four components of the library team. Kirsten speaks to the strength that each of the

 components have the same message, mission.

Kirsten has drafted an action plan with rough due dates. She emphasizes the need for the Board to confirm policies on use of the rooms. Ryan had updated the Board that the new ship date is August 26, 2021. There is 2 days of installation. The furniture is being delivered in (2) loads the first load is scheduled for August 10 and the second is scheduled for August 31st. The consensus of the Board is to have a soft opening and then a grand opening. Susan Grant and Liz inquire on the availability training session of marketing with the staff. The Board by consensus direct Kirsten to move forward on the initiative of refacing the website and a partner to work with on it.

Any Other Items that may legally come before the Board

BPS Requestion No. 11 dated July 19, 2021, for $ 312,181.22

Motion: I make a motion we pay BPS Requisition No. 11 dated 7-19-2021 for

$312,181.22 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

 2nd by

 Vote:

 Motion: I make a motion we approve LBA Amendment No. 7 dated July 8, 2021

 for $ 10,000.00

 Made by: Susan Leonardi

 2nd by: Jacqui Brandt

 Vote: 3-0

Susan Grant brings of the need to coordinate with Mike Tully on insurance coverage for the new building once BPS turns over the building to us at close out.

CIP Update:

 Proposed for March 2023 Warrant –

 Stellar Network Quote for Outside Security System $ 14,498.00

 Proposed for March 2023 Warrant –

 Channel 22 Camera Equipment for Library

Audio Video Experience Inc - $ 31,770.60

Pro AV Systems - $ 49,342.91

 Proposed for FY2028

 Painting of Exterior Building $ 20,000.00

The Board discusses the idea of creating a Facilities Manager position which would be a volunteer position renewable each year. The Facilities Manager would work with the town and vendors to maintain the building and systems. Susan Leonardi takes the action item of creating a Facility Manger role description to be reviewed by the Board at their next meeting.

Lewis Roche suggested that we begin recording the In-Kind Donation we have received towards the project and the value of those donations. The preliminary list of those donations would be:

 Refrigerator – Home Depot – Staff Café

 Propane Tank and Installation – Palmer Oil and Gas

 Refrigerator – Lowes – Program Room

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

*Minutes by Recording Secretary: Kathleen Kilgore*

**Approved:**