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

**Meeting Minutes**

**Notice of Public Meeting**

**At North Hampton Public Library**

**239 Atlantic Ave**

**Monday, October 25, 2021, 6:00 PM**

**Attendees:**

Chair: Susan Leonardi

Treasurer: Jacqueline Brandt

Secretary: Kathleen Kilgore

Alternate: Emily Creighton

Library Director: Susan Grant

Assistant Director: Liz Herold

Dana Hooper, John Bottomley, Audrey Prior, Mike Castagna, George Chauncey, John Hubbard

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Call to Order by the Chair at 6:07 pm

All in attendance recite the Pledge Allegiance.

New Business

2.1 Window Shades & Blinds

Susan Grant will take the action item to reach out to Portsmouth Blind and Shade about

selecting shades for the large program and “fish-bowl” conference room.

* 1. Potential Eagle Scout Project

Guest: Christian St Jean, Eagle Scout

Christian has proposed contributing to the library such as a sign for the new

library. One on the canopy and a road sign. Christian confirms he needs the size of

sign, the material that should be used and the design. George discusses the possible

challenges with ledge. Christian confirms that he has the accessibility to an auger to

set the sign.

Motion: I make a motion that we contact with Christian St. Germain to design

and build a street sign for the new Library and designate Jacqui Brandt.

Made by: Kathleen Kilgore

Second by : Susan Leonardi

Vote: 3-0

* 1. NHPL official name change

Susan Grant will contact the Trustees’ Association to confirm how we update our name

legally.

The Board, the Director and the Assistant Director discuss the revision of the mission statement and tag line.

* 1. Invoice approvals
     1. Lavallee Brensinger Architects # 1597

Motion: I make a motion that we approve Lavallee Bresinger Architects

Invoice 15957 10-13-2021 $ 2,592.20. The source of the payment

to be from the Library Capital Reserve Fund.

Made by: Kathleen Kilgore

Second by : Jacqui Brandt

Vote: 3-0

* + 1. Bonnett, Page & Stone Corp Requisition #14

Motion: I make a motion that we approve Bonnett, Page & Stone’s Payment

Application 14 dated 10-06-2021 $ 176,964.55. The source of the payment

to be from the Library Capital Reserve Fund.

Made by: Kathleen Kilgore

Second by : Jacqui Brandt

Vote: 3-0

The Board discusses the fact that Doug Shilo and Mike Castagna

has not signed off on the payment application because we still

have open punch list of items not resolved. We are scheduled

to meet on November 10, 2021. Plan A would be to approve

the full application for payment and Plan B could be making a

partial payment.

George discusses the status of installation of mechanical door

and other punch list items.

* + - * 1. Permission to share photos/testimonial letter

Kristen O’Brien, Marketing BPS inquiring whether we would

share photos of the library and write a testimonial letter on

the project. Emily suggests we wait until the punch list

Motion: I make a motion once the project is 100% completed, we release the

photos and testimonial to BPS.

Made by: Jacqui Brandt

Second by: Susan Leonardi

Vote: 3-0

* 1. Creative Office # 178974

Motion: I make a motion that we approve Creative Office Pavilion invoice # 178974

10-18-2021 $ 10,485.51. The source of the payment to be from donations

received from NHPLCC Foundation, checking account # 0790.

The Board and the Assistant Director review the invoice. The

are questions on what still outstanding items on might still be

the order. The Board agrees to postpone approval of this invoice until the order is reconciled with invoicing received.

* 1. Grand Opening

The ceremony went off seamlessly. Ron Shur is working on the photos she took during

the ceremony. Lavallee Brensinger Architects still need to provide us with the video they have taken. Channel 22 did an amazing job on the recording of the open ceremony. It is currently available on Channel 22 You Tube page.

* + 1. Design & Marketing invoices

Motion: I make a motion that we approve Elissa Von Letkemann Art & Design

invoice # 007-AMENDED 10-21-2021 $ 1,292.32. The source of the payment to be from donations received from NHPLCC Foundation, checking account # 0790 .

Made by: Kathleen Kilgore

Second by: Jacqui Brandt

Vote: 3-0

Motion: I make a motion that we approve Marketing Ally Invoice #02347

10-20-2021 $ 99.00. The source of the payment to be from donations

received from NHPLCC Foundation, checking account # .

Made by: Kathleen Kilgore

Second by: Jacqui Brandt

Vote: 3-0

* 1. Landscaping invoice

Motion: I make a motion that we approve Landwright LLC invoice dated

October 6, 2021, $ 17,040.00. The source of the payment to be from donations received from NHPLCC Foundation, checking account # 0790.

Made by: Kathleen Kilgore

Second by: Jacqui Brandt

Vote: 3-0

* 1. Diamond Relocation

Motion: I make motion that we approve Diamon Relocation, Inc. invoice 4422

dated October 6, 2021, $ 9,240.00. The source of the payment to be from donations received from NHPLCC Foundation, checking account #0790 .

Made by: Kathleen Kilgore

Second by: Jacqui Brandt

Vote: 3-0

1. Old Business
   1. Budget update

The Board reviews both the Default Budget and the Proposed FY2023 Budget. The

Library is scheduled to present FY2021 End of Year in review and the FY2023 Default

Budget.

* 1. Meeting Room Policy

Motion: I make a motion that we approve the meeting room policy as drafted in our

meeting packet.

Made by: Susan Leonardi

Second by: Jacqui Brandt

Vote: 3-0

* 1. NHPL Friends

Susan Leonardi confirms that the next meeting of the Friends is scheduled for Tuesday, November 16, 2021, at 9:30 am in the library. She encourages the Board to attend the meeting.

1. Any Other Item that may legally come before the Board

The Board discusses the need to clean out the old Library Building and sets a date

of Saturday, November 5, 2021, to have a tag sale during normal Saturday hours

for the library.

Once we are moved out of the building, we need to formalize an agreement between Town & Library to turn over building to the Town.

George Chauncey confirms the irrigation system is scheduled for winterization and

should happen in the coming weeks.

1. Next Meeting / Adjournment

Susan Leonardi, the Chair closes the meeting at 8:00 pm

*Minutes by Recording Secretary: Kathleen Kilgore*

**Approved:**