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

**Meeting Minutes**

**Notice of Public Meeting**

**At North Hampton Town Hall**

**231 Atlantic Ave**

**Wednesday, November 10, 2021 6:30 PM**

**Attendees:**

Chair: Susan Leonardi

Treasurer: Jacqueline Brandt

Secretary: Kathleen Kilgore

Alternate: Emily Creighton

Library Director: Susan Grant

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Call to Order by the Chair at 6:35 pm

All in attendance recite the Pledge Allegiance.

Administrative

Approval of Meeting Minutes

9-16-2021

9-22-2021

9-28-2021

10-25-2021

Motion: I make a motion that we approve the meeting minutes for 9-16-2021,

9-22-2021, 9-28-2021, and 10-25-2021 as presented.

Made by: JB

Second by: SL

Vote: 3-0

Library Reports

Librarian’s Report

Nov 10, 2021

Susan Grant, Director

**Building**

The Grand Opening was a great success and we have given tours to many people interested in the new library. We have issued several non-resident cards since opening.

We have had issues with the HVAC regulating the temperature in the Children's Room and Activity Room. Daiken is working on it. Mike Castagna and George Chauncey are monitoring the situation daily. We also had to have some wiring fixed to allow for automatic shut off and on in the children’s rooms. The Activity Room is still not shutting off automatically and we will have to have the electrician come back to review again.

A sprinkler in the ceiling next to the Director's office leaked and caused some problems.. It was fixed 11/9. The mobile panic alarm isn’t working, American Security Alarm is working on that also. It is too far from the mechanical room. We have had an issue with Eversource regarding our bill. The correct contact person and address wasn’t changed, but is now corrected.

**Operations**

TDBank Operating Account ending balance 10/31/2021 $81,300.02

TDBank Non-appropriated Account ending balance 10/31/2021 $27,678.37

People’s Bank Account 8667 ending balance $14,254.92

People’s Bank Account 0790 ending balance $231,735.90

We are not requiring masks be worn, but are strongly encouraging them to be work in the children’s areas.

We have revised our people counting sheet to include counting those who go into the meeting rooms to use a laptop, read, etc. so we can get an idea of the usage during the day of the meeting rooms that don’t require a reservation.

The pod is cleaned out, and we are still selling and disposing of items in the old library. I have contacted a couple of places about disposing of the shelving but the places contacted do not take this type of shelving.

Holiday hours & upcoming holidays 2022

**2021 rest of the year**

Closing at 5 pm Nov 24 (Weds)

Closed Nov 25 (Thanksgiving)

Open Nov 26 (Friday)

Open Nov 27 (Saturday)

Closed Dec 24

Closed Dec 25

Closed Dec 31

Closed Jan 1

**2022 schedule**

Open Jan 17 (MLK Day)

Open Feb 21 (Presidents' Day)

Closed Saturday May 28 - Monday May 30th (Memorial Day)

Closed Monday July 4

Closed Saturday September 3 - Sept 5 (Labor Day)

Open Oct 10 Columbus Day

Open Nov 11 Veterans Day

Closed Sat Dec 24th Christmas Eve

Closed Monday Dec 26 Christmas (Christmas on a Sunday)

Closed Saturday Dec 31st

**Staff**

We hired a library assistant Kate Wallace to fill in during the morning shifts a few times a week. She worked at the Silby Free PL in Charlestown previously.

**Statistics**

We signed up 39 new patrons from October 14 - 31 and 1241 people visiting the library. For comparison, in the entire month of August we saw 992 people visiting the library.

**Programs**

* November 16 - Jeff Belanger, The Call of Kilimanjaro -- in person
* November 17 - Eve Fralick Program - Four National Parks plus El Paso in person
* Nov 30 Voting Down the Rose, in person - which is a book and a lively account of Maine native Florence Brooks Whitehouse’s efforts to win women voting rights in the decisive final years of the campaign, 1914-1920. Considered radical for picketing the White House, Florence helped win women suffrage against a backdrop of conservative views of women’s roles, political intrigues, WWI, and the 1918 influenza epidemic. Anne Gass

is the great-granddaughter of Florence Brooks Whitehouse.

* Dec 7 - Jane Onaeil - Zoom art program TBD. Collaboration with 2 other libraries . We are invited to their Zoom programs as well. The Frida Kahlo program hosted by Mansfield Library in Temple, NH was attended by 4 NHPL patrons.
* The Seacoast Academy of Music will be holding 2 Christmas programs Sunday Dec 5 from 2-4 pm and Thursday Dec 16 from 4:30 - 6 pm.

Youth Services Report October 2021

What a busy month it has been!! The first half of the month was taken up with planning, moving and organizing. All that hard work has paid off and the Youth Department has been extremely busy since the new library opened. The Creation Station, Children’s Room and Teen Room have all seen a lot of use the past couple weeks.

The Creation Station has been a big hit. During the day you can find parents and grandparents there working with their children/grandchildren. After school, we already have some “regulars” who show up several days a week. Legos and other building materials are popular, but right now the access to craft supplies seems to be the biggest hit. I’m amazed at all the different ways the children are using the materials.

We have three weekly programs scheduled in the Creation Station.

Maker Mondays (grades K-2) - We have had two sessions so far. The patrons are given the option to work on the “Idea of the Week,” which is a challenge, art project or writing project, or they can use the other materials in the Creation Station. We have had great response so far with 5 children attending the first week and 15 the second week.

Tinker Tuesdays (Grades 4+)- It is organized the same way as Maker Monday, offering some of our more delicate materials such as Snap Circuits for the students to use. We did not have anyone attend the first week but had 6 children the second week.

Wonder Wednesdays (geared toward homeschooling families)- We have yet to have anyone participate but I have spoken with several different homeschooling families and they have told me that scheduling is an issue. At least one family has sent their child to Maker Mondays as that time works better for them. I may have to change the day/time if I can find one that will work better for the families.

Many young families have been spending extended amounts of time in the Children’s Room. Several have commented about how nice it is to have a bigger space to hang out with their children and not have to worry about bothering other patrons. Everyone is happy that the train table made it to the new building and they like that there are several other “stations” set up for the children to play as well.

Story Time is being held in the Creation Station and has been hugely popular. We have no more openings for our initial time of 10 am on Tuesdays and we have added an additional Storytime at 11:30 on Tuesdays. Melody has been coming up with sensorial options for the children after story/song time and this seems to be very well received. We have had 10 children each week. We are limiting the sessions to 10 due to space and material needs.

The Teen Room has been busy, but primarily it has not been with teen patrons. The 2nd-7th grade students have been enjoying playing ping pong and video games there.

Unfortunately, when the teens do show up and see the “little kids,” they get a little frustrated. They seem to have commandeered the front reading room now, where they are working on school projects and hanging out.

Nick will be starting Opus Scopus again this coming week. He has been promoting it on social media and with students who come into the library.

Barbara has been a huge help preparing for all the various programs and is developing ideas for future programming. She has gotten the 1000 Books before Kindergarten program restarted and already has 5 participants.

We have the 2nd, 3rd, 4th and 5th grades all scheduled to come over for field trips in the next couple weeks. The 2nd grade teacher told me that the new library was all her students were talking about.

Great feedback all around.

Circulation stats

Children- 850 items checked out or renewed

YA-41 items checked out or renewed

Social Media stats

Facebook- 4 posts, 974 reached, 68 engaged, 34 reactions

Instagram- 5 posts, 153 accounts reached, 34 engaged

Treasurer’s report confirms we are at 27% of our operating budget so we are running

6% under where we should be 33% .

We received a check from the Dan Brown Foundation for $ 5k this week.

In August we received donations totaling $ 300.00 in the memory of a former.

Motion: I make a motion that we approve the Librarian Reports, Youth Librarian and

Treasurer’s report as presented.

Made by: JB

Second by: SL

Vote: 3-0

Old Business

Budget Committee Presentation 11-15-2021

Kathleen Kilgore takes the lead to work and present with Susan Grant and Liz Herold on Monday’s presentation to the Budget Committee of the FY2023 budget.

Meeting Room Policy Amendments

The Board reviews the latest suggested changes to the Meeting Room policy. The

consensus of the Board is to not make any changes to the process of reserving a room

and room deposits. The Board feels we should

Motion: I make a motion to amend the Meeting Room Policy by adding the description

“monthly or weekly “ after the word Recurring and before meetings in the

Scheduling of meeting rooms section.

Made by: Susan Leonardi

Second by: Jacqui Brandt

Vote: 3-0

NHPL Friends

Susan Leonardi invited the Friends to attend our meeting tonight either in person or by

Zoom but the invitation was declined.

The Friends have announced that they have resumed a Pandemic Pause in meetings

because of the concern of the uptick in COVID numbers until some time in 2022. In order to continue to provide funding to the Library as needed, the Executive Board

has given the Chair the authority to approve funding request as them come in.

The Board discusses the concerns they have

Acton Item – The Trustees are to send Susan Grant our concerns and she

Meeting scheduled in the morning – it excludes a group of people

Windows/Shades and Blinds

Susan Grant has obtained a quote from Portsmouth Blind & Shade Co. to outfit the

following rooms with shades:

Meeting Room 121; Meeting Room 103, Room 104, Rooms 108-118 and Room 117

New Business

Holiday Hours schedule

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Invoice Approvals

Bonnett, Page & Stone, Payment Requisition #14 10-06-2021 $176,694.55

(Retainage on contract)

The Board discusses the outstanding items on the project and decide

by consensus to hold approval of invoice to a later date.

John Turner Consulting - #2007180-07 10-29-2021 $190.00

Motion: I make a motion that we approve payment to Josh Turner Consulting

invoice - #2007180-07 dated 10-29-2021 $190.00. The funding source

to be the Library Capital Reserve Fund.

Made by: Kathleen Kilgore

Seconded by : Jacqui Brandt

Vote: 3-0

Creative Office Pavillion Invoices

Motion: I make a motion that we approve payment to Creative Office Pavillion

invoice - #177893 dated 9-24-2021 $ 38,387.90. This invoice is the balance of the shelving. The source of the payment to be from donations received from NHPLCC Foundation, checking account # 0790

Made by: Susan Leonardi

Seconded by : Jacqui Brandt

Vote: 3-0

Motion: I make a motion that we approve payment to Creative Office Pavillion

invoice - #17794 dated 9-24-2021 $ 63,510.44. This invoice is the balance of the furniture. The source of the payment to be from donations received from NHPLCC Foundation, checking account # 0790

Made by: Susan Leonardi

Seconded by : Jacqui Brandt

Vote: 3-0

Motion: I make a motion that we approve payment to Creative Office Pavillion

invoice - #178974 dated 10-18-2021 $ 10,485.01. This invoice is for teen lounger chairs. The source of the payment to be from donations received from NHPLCC Foundation, checking account # 0790

Made by: Susan Leonardi

Seconded by : Jacqui Brandt

Vote: 3-0

Motion: I make a motion that we approve payment to Creative Office Pavillion

invoice - #179995 dated 11-03-2021 $ 9,106.16. This invoice is for meeting room chairs. The source of the payment to be from donations received from NHPLCC Foundation, checking account # 0790

Made by: Susan Leonardi

Seconded by : Jacqui Brandt

Vote: 3-0

Audio Video Experience Invoices

Motion: I make a motion that we approve payment to Audio Video Experience

invoice # 8298 dated 11-05-2021 $ 31,754.34. This invoice is for b

balance on the initial contract, less undelivered items. The source of

the payment to be from donations received from NHPLCC Foundation,

checking account # 0790

Made by: Susan Leonardi

Seconded by : Jacqui Brandt

Vote: 3-0

Preventative Maintenance Plan 11-05-2021 $2,500.00

Outstanding Punchlist Items

Lights

Exterior Trim Joints Needing to be Sealed

Heating System

Flag Pole – the information to program the light

Mechanical Room door

Business Center ceiling tile replacement

Compacity for Large Program Room

Marketing/Professional Development Opportunities

Discontinue Use of 237A Atlantic Ave

The Board discussed what needs to be completed in order to vacate the

building and turn it over to the Town. We still have items to empty out

of the building. We are targeting getting everything out by Thanksgiving.

Any Other Item that may legally come before the Board

Next Meeting / Adjournment

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

*Minutes by Recording Secretary: Kathleen Kilgore*

**Approved:**