

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

**Meeting Minutes**

**Notice of Public Meeting**

**At North Hampton Public Library**

**239 Atlantic Ave**

**Monday, November 22, 2021**

**6:00 PM**

Chair: Susan Leonardi

Treasurer: Jacqueline Brandt

Secretary: Kathleen Kilgore

Alternate: Emily Creighton

Library Director: Susan Grant

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1. Call to Order by the Chair

The Chair opens the meeting at 6:09 pm

* 1. Pledge of Allegiance

All in attendance recite the Pledge of Allegiance

1. Old Business
   1. Budget Committee presentation recap

The Board discusses the meeting with the Budget Committee on November 22, 2021, and confirms that we are confident with the bottom line number of the budget we presented. The Board is scheduled to meet with the Budget Committee again on Monday, December 6, 2021.

* 1. Windows/Shades and Blinds

The Board reviews the different samples of blinds provided by Portsmouth Blind and Shade Company. Board asks that Director to follow up to verify whether the blinds are all motorized or are there chains.

Motion: I make a motion that we accept the proposal from Portsmouth Blind and Shade Company dated November 9, 2021, for $ 19,500.00 finished and installed. The selections picked by the Board are:

Light blocking shade in White Platinum

Sunblock shade in Blue Denim

Shade block to be 5%

Made By: Jacqui Brandt

Seconded By: Kathleen Kilgore

Vote: 3-0

1. New Business
   1. Holiday party

The Board discusses holding a holiday party for the staff. The Director confirms that The Seacoast Academy of Music is having two holiday concerts, December 5th and December 12th. She mentions that there is a lot going on and it is always a challenge to choose a day that everyone can attend. The Director mentions the seacoast librarian hold a festivist the first week of January each year. The Board decides to hold a Yankee swap with a holiday party in January.

* 1. LBA invoice

Made By: Kathleen Kilgore

Seconded By: Jacqui Brant

Vote: 3-0

* 1. Marketing Brochure

The Chair briefs the Board on the progress of the marketing brochure for the community. Susan Leonardi has been using the map that Kirsten put together and

adding more context. Elissa commented that the Librarians need to give input and material. The brochure is going to be a guide in the form of a newsletter. The Friends of the North Hampton Public Library is going to pay for the brochure. We are looking at a cost of $ 3,000.00 - $ 5,000.00. This is just an estimate the Board has not officially approved a price yet. Susan Leonardi has asked a hard deadline for mailing by December 10th. The consensus of the Board is to wait until after the holidays, mailing to the community in January.

* 1. Discontinue use of 237A Atlantic Avenue.

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

The Board reserves the right to act on any item relative to the prudential administration of the Library’s affairs, which circumstances may require.