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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, December 8, 2021 6:30 PM**

**Attendees:**

Chair: Susan Leonardi

Treasurer: Jacqueline Brandt

Secretary: Kathleen Kilgore

Library Director: Susan Grant

Library Assistant Director: Liz Herold

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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

11-10-2021

11-22-2021

Motion: I make a motion that we approve the meeting minutes for 11-10-2021, and 10-

25-2021 as presented.

Made by: Jacqui Brandt

Second by: Susan Leonardi

Vote: 3-0

Librarian Reports

Dec 8, 2021

Susan Grant, Director

**Building**

Continue to work on the kinks in the lighting in the Children’s area. The HVAC seems to be better regulated.

There were issues with the Fire Alarm beeping. The issue was the HVAC install, the fire alarm company did the fire alarm cabling first, then ductwork was installed and pinched the wires in some areas. Electrician fixed these.

The shades are on order and should be here before the end of the year according to Dan Carroll of Portsmouth Blind & Shade.

The old library is mostly empty now. We were able to sell some items to other libraries and the public. We collected almost $1000 for the items sold.

**Operations**

TDBank Operating Account ending balance 11/30/2021 $70,995.96

TDBank Non-appropriated Account ending balance 11/30/2021 $31,458.62

People’s Bank Account 8667 ending balance $14,254.92 (Oct statement)

People’s Bank Account 0790 ending balance $231,735.90 (Oct statement)

The library budget for FY23 was approved by the Budget Committee 12/6.

We received a check from the NH Charitable Foundation for $5,000 for general support. We also got a check from the Friends for programs for $825.

We are working on signage within the library for the ends of the shelves.

The Creation Station bench cushion arrived and a children’s room chair replacement.

**Holiday hours**

Closed Dec 24

Closed Dec 25

Closed Dec 31

Closed Jan 1

**Statistics**

Signed up 44 new cardholders in November. Eight were non-residents. We typically sign up an average of 10-12 new cardholders per month. We had 2000 people come into the library in November, more than twice as many as the average traffic in the old building. Circulation is up 35% from November of the previous year as well. There were 12 meetings/adult programs in the meeting rooms booked in November.

**Programs**

* The Seacoast Academy of Music program on Sunday Dec 4th filled the program room. The students did a wonderful job showcasing their talents in holiday style. The next program will be Dec 16th from 5:30 - 7 pm
* We will be working on programs for the new year.

Youth Services Report- November 2021

We had another busy month in the Youth areas of the library. The 1st, 2nd, 3rd, 4th and 5th grades all came for field trips. Many of the teachers expressed an interest in bringing students over again during the school year to work together on various projects. The librarian at the North Hampton school has referred both students and teachers to us to supplement the items they have in their collection, most recently the 7th and 8th graders were looking for novels in verse. Conveniently, we had just put labels on ours so they were easy to locate.

We have started keeping statistics as to when the Youth areas are being used during the day. Mondays, there are patrons consistently in the Youth areas from 10-12 and then 3-5. Tuesdays, the youth areas are being used pretty much all day, with a short break from 1-2:30. On Wednesdays, patrons are using the spaces from 10-5. Thursday seems to be our quietest day, with most usage occurring between 2:00 and 5:30. Fridays we have patrons from 10:30-noon and then 2:30-5:00 and Saturdays seem to have consistent use until around 2:00. We have only been keeping track for a couple weeks so it will be interesting to see how things change.

We now have 20 children signed up for our 1000 Books Before Kindergarten program. You can monitor their progress on the display next to the Parenting section in the Children’s Room.

Storytime- 54 children, 42 adults total in 9 sessions.

We now have storytime on Tuesdays at 10 am and then a duplicate session on Thursdays at 10 am. The Tuesday sessions are already full through the end of the year. There has been a lot of positive feedback to the sensory activities that Melody is choosing to do with the children after the stories and songs.

Maker Mondays- 36 children total in 5 sessions.

Tinker Tuesdays- 27 children total in 5 sessions.

Wonder Wednesdays- The homeschooling patrons have been harder to pin down as far as what works for them. We only had a couple families come one week. They came two days in a row (2 adults and 4 children). They mentioned that they have a larger group that they meet with regularly. I inquired as to the best day of the week for them and they said they would ask the group and get back to me. We do have a patron who will be hosting her homeschooling group in the Creation Station for a craft project in December so perhaps that will trigger more interest.

Opus Scopus had 10 participants over the three weeks they have met so far. There seems to be growing interest, spurred on by word of mouth, teacher promotion, and the field trips to the library.

We have tried a couple different approaches to gaming in the Teen room. We limited it to Thursday afternoons from 3-5 for a period of time but that seemed too constricting. We have now put the gaming devices out at all times, hoping that the initial craziness won't reoccur now that the newness has worn off. We will see how it goes and make necessary changes.

New programs on the horizon are a Read+Art+Fun program that Barbara will be having for 1st-3rd graders in January and early February. Nick is planning a writing program for teens that will be held in January and continue if there is interest.

Circulation stats

Children- 1,439 items checked out or renewed

YA- 66 items checked out or renewed

Social Media stats

Facebook- 1 post, 118 reached, 9 engaged, 7 reactions

Instagram- 9 posts and 1 story (youth and adult), 220 accounts reached, 48 engaged

Non-Residents have the ability to purchase a yearly membership for $ 50.00.

Non-Residents who work in North Hampton have the ability to obtain a library card at no cost.

Treasurer’s Report

We are tracking within our budget as expected. We are still concerned about the electrical costs.

Mike Castagna is going to program the temperature to be set at 70 and cannot be increased to 72.

Large swings in changes in the temperature can cause the air conditioning to come on. Mike Castagna has programmed the air filtration system to operate overnight efficiently. Susan and Mike discuss adjusting the louvers of the air conditioning and heating vents so the air does not shoot straight down.

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

Treasurer’s report as presented.

Made by: Kathleen Kilgore

Second by: SL

Vote: 3-0

Old Business

Windows/Shades and Blinds

The Window/Shades and Blinds have been ordered and are anticipated to be delivered by the

end of the month.

Parking signage

Kathleen Kilgore spoke with John Hubbard about placing signage directing traffic to the back

parking lot for the handicap parking and access to the building. He suggest the sign be placed

at the beginning of the access to the back parking lot.

The Waste Management trash receptacle will remain where it is now in front of the old building.

The DPW will be pouring the new pad for the trash receptable up in the back corner of the new

parking lot in the spring. Once that is cured the trash receptacle will be moved.

Exhibits Policy/Booking form

Art hanging system

BPS

Punchlist update

Jacqui Brandt spoke with Doug Shilo about the open items on the project. She anticipates this

will be wrapped up the end of next week. We are still waiting on the close out package from

BPS. George Chauncey expresses his concern that the cracks in the front are getting large. These need to be caulked ASAP. Mike Castagna would like confirmation of the product they will be using to insure it is the correct product for the correct weather conditions.

Testimonial letter

This remains on hold until the project is closed out.

In-kind donations

The Chair mentions we need to send thank you notes for in-kind donations we received directly.

New Business

Walkway railings

The Chair has received written request for a railing to be placed on the front steps. She has

received initial quote to but in a railing. The Board discusses the details around adding the

railing.

Walkway lights

George Chauncey and Mike Castagna have received some quotes from Longchamps for additional lighting outside the building. Mike Castagna has reached out Longchamps with

questions he has. Once those questions are answered he and George will forward to the

Trustees for review and approval. Both Mike and George feel additional lighting for safety

Is necessary.

LBA statement of account

We have one outstanding invoice. Kathleen Kilgore will follow up with the Finance Director

on the timing of the payment.

Water Heater Valve Install

Mike Castagna has worked with vendor to fix the alarm issue we were having with the

main water heater. The issues have been resolved and Mike has set up so he will receive an

email notice if the alarm goes off.

Mike Castagna is suggesting we install an auto shut-off for the point of use hot water heater

In the senior reading room and staff lunchroom.

Motion: I make a motion that we approve LDG Corporation proposal dated 11-29-2021

for $ 1,530.00 to supply and install (1) water tank shut-off system with

custom made pan to service the water heater in Meeting Room # 108.

Acknowledging that we will need additional electrical and repair work we

approve a note to exceed spend of $ 3,500.00.

Made By: Kathleen Kilgore

Second by: Jacqui Brandt

Vote: 3-0

STEM purchase for Youth Department

Discontinue use of 237A Atlantic Avenue

Motion: I make a motion that the Library Trustees discontinue the use of 237A Atlantic Ave as Public Library as of today’s date.

the North Hampton Public Library.

Made By: Susan Leonardi

Second By: Jacqui Brandt

Vote: 3-0

Motion: I make a motion that we relinquish the storage pod back to the Town.

Made By: Jacqui Brandt

Second By: Susan Leonardi

Vote: 3-0

Susan Leonardi will send a written communication to the Select Board notifying them of these

two votes to discontinue use of 237A Atlantic Ave and relinquish use of the storage pod.

Susan Leonardi will request George Chauncey to arrange to tour the building with the Town

Administrator prior to the Select Board meeting on Monday to function as a walk through

prior to the change in management of the property.

Correspondence

Sean Dionne suggested that we post on the Facebook pages the people who work in town, who do not live in town are eligible for a free library card.

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.

Next Meeting/Adjournment

Christian St Jean is finalizing his proposal for his Eagle Scout project to build a new sign for the Library. We should see the proposal in time for our January meeting.

Susan Leonardi, the Chair closes the meeting at 8:01 pm

*Minutes by Recording Secretary: Kathleen Kilgore*

**Approved:**