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

**Meeting Minutes**

**Notice of Public Meeting**

**At North Hampton Town Hall and Zoom**

**231 Atlantic Ave**

**Wednesday, August 11, 2021 at 6:30 pm**

**Attendees:**

Chair: Susan Leonardi

Treasurer: Jacqueline Brandt

Secretary: Kathleen Kilgore

Alternate: Emily Creighton

Library Director: Susan Grant

Assistant Director: Liz Herold

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1. Call to Order by the Chair at 6:30 pm
   1. All in attendance recite the Pledge Allegiance.
2. Old Business
   1. Youth Librarian and Library Assistance update is presented to the Board
   2. Library’s Building Maintenance Advisor is reviewed by the Board

Motion: I make a motion we approve the Library’s Building Maintenance Advisor job description, and we provide it to the candidate for approval.

Made by: Jacqui Brandt

Seconded by: Susan Leonardi

Vote: 2-0

* 1. Furniture delivery and payment

Furniture has been delivered and installed. We have received little over half of the order placed. It appears that no payment is required at this time. We will wait for

the balance of the furniture to be delivered the end of August and we expect a final

invoice to be submitted.

2.4 Marketing update

Susan Leonardi met with Elissa Von Letkemann, Liz Herold, and Kirsten Larsen-Schultz regarding branding and marketing for the new library. Elissa will be drawing up a proposal for the Board’s consideration

3. Administrative

3.1 Meeting Minutes

May 25, 2021

June 9, 2021

June 24, 2021

July 26, 2021

Motion: I make a motion we approve the meeting minutes at presented.

Made by: Jacqui Brandt

Seconded by: Susan Leonardi

Vote: 2-0

3.2 The Director presents the Librarian Reports and Treasurers Report

Motion: I make a motion we approve the Librarians’ reports as presented.

Made by: Jacqui Brandt

Seconded by: Susan Leonardi

Vote: 2-0

1. New Business
   1. Project Review
      1. Lavallee Brensinger Architects Certificate of completion

Motion: I make a motion that we accept and sign the Certificate of

Substantial Completion.

Made by: Jacqui Brandt

Seconded by: Susan Leonardi

Vote: 3-0

Mike Castagna briefs the Board on the irrigation system. He recommends that the

rain sensor be changed to a more efficient module. He recommends to the Board to

wait on approving the BPS Change Order for the trusses for approximately $ 4k. There have

been several discussions, bringing up a variety of different points. He suggests that BPS should

go back to Boise Cascade regarding their error. To Mike it seems that all parties have had

a liability in this and maybe it the cost should be split equally between all.

* 1. Patio Furniture – Ryan is working on sourcing and pricing metal tables for the patio
  2. Shelving order update / Grand opening dates

The shelving has order has been delayed again due to the availability of steel. The delivery

date in now out to mid-September. Consensus of the Board is to have work session to pre-

plan the Grand Opening.

* 1. New Building Insurance

Kathleen Kilgore takes the action item of contacting the insurance company to add the

new library to the Town’s insurance policy.

* 1. NHPL Friends donation for new library

The Board discusses a variety of items needed. Susan Leonardi takes the action

item of sending a written correspondence out to the Friends outlining the Trustees requesting assistance with specific items identified.

1. Correspondence

The Chair reads Jane Boesch email dated Wednesday, August 4, 2021, to the Board.

Jacqui Brandt takes the action item of responding to Jane’s communication.

1. Public Comment Session
2. Any Other Item that may legally come before the Board

Emily Creighton, Alternate Trustee has requested that a work session be schedule to

discuss the next phase of the landscaping and the landscaping committee should be

invited to the session.

1. Next Meeting / Adjournment

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

*Minutes by Recording Secretary: Kathleen Kilgore*

**Approved:**