

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

**Meeting Minutes**

**Notice of Public Meeting**

**At North Hampton Public Library**

**237A Atlantic Ave**

**Thursday, September 16, 2021, at 6:00 pm**

**Attendees:**

Chair: Susan Leonardi

Treasurer: Jacqueline Brandt

Secretary: Kathleen Kilgore

Alternate: Emily Creighton

Library Director: Susan Grant

Assistant Director: Liz Herold

Guest: Michael Tully, Town Administrator

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1. Call to Order by the Chair at 6:01pm
	1. All in attendance recite the Pledge Allegiance.
2. New Business

2.1 Discussion with Town Administrator

The Chair welcomes Mike Tully to the meeting and provides an update on the project. Some of the shelving has been delivered. The installers will be here beginning this coming Monday morning and should be completed by Friday. The movers are expected to be here Wednesday, September 29th, 2021. The staff will begin moving in items before the movers come. The Director anticipates that the move will be completed on September 30, 2021. The following two weeks will be dedicated to cleaning out what is left in the existing library. The Town Administrator mentions there is a used shelving business on Rte. 125 in Brentwood that we can contact to see if they are

interested in our old shelving.

 The Chair suggests a grand opening on Wednesday, October 13, 2021, between 5-8 pm.

 Joe Kutt has offered to cater the grand opening. The date is discussed and confirmed.

 Susan Leonardi shares with the Town Administrator, the suggested verbiage obtained

 from North Hampton Municipal Association for the written agreement that is needed

 to transfer the building to the Town prior to a vote of the legislative body. The Town

 Administrator mentions that he does not believe that a Town vote for the turnover is

 required. The Board discusses with the Town Administrator coordinating efforts to

in changing over the utilities to the Town for the building to the Town.

 The Chair advises the Town Administrator that George Chauncy has been appointed

 the Library’s Building Maintenance Advisor for a term of a year. She requests that he

advises the Select Board of this appointment.

 The Town Administrator inquires on the status of the storage pod. The Director and

George Chauncey is currently formulating an action plan to empty the storage pod. The library does not want to keep the storage pod and the town has use for the

storage pod. The Director mentions that there are financial records in the storage pod

 that can be shredded. The town is having a shredder contractor in on, or around

September 27, 2021, the library will coordinate disposing of the financial records at that

time.

 The Town Administrator thanks the Board and staff for the invitation to meet and

 appreciates the line of communication be open and the Board extends the same.

2.2 NHPL Budget

 The Board needs another week to review the proposed budget. The Board will meet on

Wednesday to finalize the proposed FY2022 Budget. Kathleen Kilgore takes the action item of reaching out to the Town Administrator and the Finance Director to advise that that the Board is still working on the Budget. The Board discusses the process of the submittal of the Budget to the Budget Committee or to Town Administration. It was suggested that we provided a total figure for our budget instead of the detail to the Town to be entered into the line item for the town proposed new budget they need to turn into the Budget Committee.

2.3 Meeting Room Policy

 The Meeting Room Policy should be finalized prior to opening. The Board reviews and discussed the latest revision of the policy. The consensus of the Board is that all rooms

Are available to be reserved. The Board works on suggested edits to the policy. Susan

Leonardi shares with the Board a suggestion form Kirsten a grid graphic of room

offerings from Nashua Public Library. All agree it would be a good addition to the

policy. Kathleen Kilgore mentions the policy should be reviewed by Town Counsel. The

Chair will coordinate that review.

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

John Turner Consulting Invoice No. 2007180-05 3-23-2021 $ 870.00.

Motion: I make a motion we approved John Turner Consultation dated March 23, 2021. Invoice 2007180-05 for $ 870.00.

 Made by: Kathleen Kilgore

 Seconded by: Susan Leonardi

 Vote: 3-0

1. Next Meeting / Adjournment

Emily Creighton is waiting to hear back from the Landscape Committee members

to set up a meeting next week. We will try to schedule the Budget meeting and the

Landscaping session for the same meeting.

Susan Leonardi, the Chair adjourns the meeting at 7:53 pm

*Minutes by Recording Secretary: Kathleen Kilgore*

**Approved:**