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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, January 14, 2022, 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

12-08-2021

Motion: I make a motion that we approve the meeting minutes for 12-08-2022 as

presented.

Made by: Jacqui Brandt

Second by: Susan Leonardi

Vote: 3-0

Librarian Reports

Librarian’s Report

January 12, 2022

Susan Grant, Director

**Building**

The shades have been installed. The outside light for the walkway has been installed. Continue to have a few issues with lights that are on when we arrive in the morning and the Clear Touch screens also seem to be coming on by themselves lately. Have contacted Audio Video Experience to find out why.

We finished turning over to the town the keys and bills to the old library.

**Operations**

TDBank Operating Account ending balance 12/31/2021 $83,919.23

TDBank Non-appropriated Account ending balance12/31/2021 $30,987.29

People’s Bank Account 8667 ending balance $14,256.64

People’s Bank Account 0790 ending balance $59,825.23

We received the check from Eversource for $14,538.60. We want to thank The Friends of the Library who have funded some books, materials and supplies for various children’s programs in the amount of $1,134.64.

The library will be open on Martin Luther King, Jr. Day January 17th.

We decided not to renew some of our online resources due to lack of or low usage. We will see if we get any feedback on those, which were AncestryLibrary.com which reverted back to in library use only, Mango Language, and CreativeBug which we acquired during the pandemic. We also discontinued the pass for The Children’s Museum & Theatre of Maine. We resubscribed to the Union Leader newspaper after getting several requests from patrons.

**Statistics**

We issued 25 new library cards in December. Traffic and circulation slowed down a bit in December for the holidays, though public computer use increased.

**Programs**

Do You Know Where Your DNA IS? Feb 2, 7 pm on Zoom. Buzz Scherr, newly elected Portsmouth Police Commissioner and law professor at UNH.

The New Normal: New England Road Trip March 21, 7 pm Zoom. Ted Reinstein, journalist for WCVB.

**Youth Services Report- December 2021**

December flew by in the Youth Department. We offered 19 programs with a total of 161 patrons participating.

Storytime- we had 7 sessions, 61 children and 54 adults attended.

Maker Monday- 3 sessions, 15 children attended

Tinker Tuesday- 3 sessions, 8 children attended

Wonder Wednesday- 3 sessions, 9 children and 4 adults attended.

Opus Scopus- 3 sessions, 10 children attended.

In January, we are eliminating the Wonder Wednesday program, as we did not have consistent participation, but we are adding read+art=fun and trying a Teen Writing Workshop.

Our 1000 Books Before Children program continues to be popular.

We now have 25 children signed up. One of them has reached the 100 Book goal and another has already reached 200 books!

We continue to have a steady stream of patrons in the youth areas during the day, with a break midday. We only occasionally have patrons in the youth areas after 6 pm.

The Rec. Dept. brought 6 children over to work in the Creation Station one day. I have not heard if Joe has plans to bring children over on a regular basis. It may just have been because it was vacation week, but I will stay in contact with him.

One of the 3rd grade teachers reached out for supplementary materials for a unit she is doing on the Continents. We also have had students come over to look for books they need for particular assignments.

We have two new bulletin boards, courtesy of the Friends. One is being used to display the “Idea of the Week” and the other is a display of things that the patrons have built in the Creation Station.

Planning is underway for our Summer Learning Program. The theme this year is Ocean of Possibilities and I hope to have the calendar completed by the end of January.

Circulation stats

Children- 1,146 items checked out or renewed

YA- 68 items checked out or renewed

Social Media stats

Facebook- 2 post, 180 reached, 15 engaged, 11 reactions

Instagram- 3 posts, 157 accounts reached, 32 engaged

**Treasurer’s Report**

We are tracking well within our budged. We continue to track the budget closely. The electrical bill seems to have flatlined at $2k a month. Mike Castagna confirms that is the amount he was expecting would be the monthly amount we should see.

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: Jacqui Brandt

Vote: 3-0

1. Old Business
   1. Library Sign proposal has been received by the Trustees and has been reviewed Melissa St Jean is attending tonight meeting in lieu of Christian because he is home sick. Christian is requesting we approve the proposal so that he may present to the Eagle Scout Board.

Motion: I make a motion that we approve the Board of Trustees accept and

approve the Eagle Scout project service workbook No 2021C, January 20, 2022 (sb 2021) and present the signatures Christian needs.

Made by: Susan Leonardi

Second by: Jacqui Brandt

Vote: 3-0

* 1. Updates on Windows/Shades and Blinds, Walkway lights, Credenza pad,

Art hanging system, and Parking signage

Motion: I make a motion that we pay invoice C2778A for Portsmouth

Blind & Shade Company in the amount of $ 9,750.00. The

funding source for the payment to be account # ending in

0790.

Made by: Jacqui Brandt

Second by: Susan Leonardi

Vote: 3-0

* 1. Bonnette, Page, & Stone

The project is close to wrapped up. We have received closing

documents. The cracks in the siding will be processed as a

warranty issue and will be repair once the weather warms up.

* + 1. Punchlist update
    2. Testimonial letter
    3. Final Requisition

Motion: I make a motion that we pay Bonnette, Page & Stone

#14 dated 9-30-2021 for $ 179,694.55. The funding

source of the payment should be the Library Capital Reserve Fund.

Made by: Jacqui Brandt

Second by: Susan Leonardi

Vote: 3-0

1. New Business
   1. Winter 2022 Community Newsletter article due 01.24.2022
   2. IT services/installation in the new library invoice

Motion: I make a motion that we pay PRS Group Inc for invoice 11441

dated 9-30-2021 for $ 6,938.00. The funding

source of the payment should be account ending 0790.

Made by: Kathleen Kilgore

Second by: Susan Leonardi

Vote: 3-0

Motion: I make a motion that we pay PRS Group Inc for invoice 11546

dated 12-31-2021 for $ 2,584.00. The funding

source of the payment should be account ending 0790.

Made by: Susan Leonardi

Second by: Jacqui Brandt

Vote: 3-0

* 1. Moving and disposal fees

The Board agrees by consensus to table the reimbursement fee until

February’s meeting.

* 1. Review Computer Usage Policy

The Board decides that all the library policies should be reviewed.

The Director will send out the policies, so the Board has and a few

will be reviewed each month until all are reviewed and approved.

1. Correspondence
   1. Letter of resignation from Trustee Alternate, Emily Creighton
2. 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.

1. Next Meeting/Adjournment

Susan Leonardi, the Chair closes the meeting at 7:39 pm

**Zoom Information:**

North Hampton TV22 is inviting you to a scheduled Zoom meeting.

Topic: Library Trustees

Time: Jan 12, 2022, 06:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

[https://us02web.zoom.us/j/81563080471?pwd=NDBDbkRuQmZVcUNtNjBRd2lKZ2RCQT09](about:blank)

Meeting ID: 815 6308 0471

Passcode: 704846

One tap mobile

+16465588656,,81563080471#,,,,\*704846# US (New York)

+13017158592,,81563080471#,,,,\*704846# US (Washington DC)

Find your local number: https://us02web.zoom.us/u/kA0NkFrTY

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

*Minutes by Recording Secretary: Kathleen Kilgore*