

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

**Meeting Agenda**

**Notice of Public Meeting**

**At North Hampton Town Hall**

**231 Atlantic Ave**

**Wednesday, April 13, 2022**

**6:30 PM**

Chair: Jacqueline Brandt

Treasurer: Kathleen Kilgore

Secretary: Susan Leonardi

Library Director: Susan Grant

Assistant Director: Liz Herold

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1. Call to Order by the Chair Meeting called to order at 6:34pm
	1. Meeting called to order by Chair Jacqueline Brandt at 6:34pm. All in attendance recited the Pledge of Allegiance.
2. Administrative
	1. Approval of Meeting Minutes March 11, 2022

**Motion**: Jacqueline Brandt motion to approve March 11th meeting minutes as presented. March 11th. Kathy Kilgore seconded the motion. All approved Vote 3-0.

* 1. Library Reports
		1. Youth Services report

Youth Services Librarian Andrea Bouchard highlighted the success of our Family Place Program, Play, Learn, & Grow.

* + 1. Librarian report

There will be a scheduled update for the library computers. The staff will also have a VPN installed so programs can be accessed by staff from home.

Library Building Maintenance Advisor George Chauncey discovered another open drain developing a smell due to lack of moisture. The Mechanical room door has been installed. Magazine shelving has also been installed. The septic caps will be replaced with stronger flat covers for the mowing and plowing in the future. The BPS was contacted about the recent patio damage. They are working with the company to find a stain to match the brinks. The flagpole will be filled with stone to address water issues. The rope will be adjusted. It is still under manufacturer warranty. George Chauncey cleaned the filters. They are fine but he warned pollen season is upon us and more filters will be used. Kathy Kilgore asked George to look at the water runoff at the back corner of Alden Avenue.

**Motion**: Kathy Kilgore motion to accept the Youth librarian, Director’s report, and Invested funds/Financial reports. Susan Leonardi seconded. All approved Vote 3-0.

1. Old Business
	1. Bonnette, Page, & Stone
		1. Testimonial letter. Jacqueline Brandt has completed and shared a testimonial letter for BPS with the Board of Trustees. Susan Leonardi will send it to Bonnette, Page, & Stone.
	2. Patio Furniture update

 Kathy Kilgore shared patio furniture suggestions. Library Director, Assistant Director,

 and Trustees discussed furniture needs, options, and preferences. We agreed to order 4 Lime Adirondack chairs and two small side tables, 2 regular round table sets with 4 chairs in Blue Pacific, and 2 tall table sets with 4 chairs in Turquoise.

**Motion**: Jacqueline Brandt made the motion to order the furniture as discussed,

not to exceed $10,000. Susan Leonardi seconded the motion. All approved Vote 3-0. Kathy Kilgore will place the order this week.

* 1. Lavallee Brensinger Architects - Amendment No. 6 update; Jacqueline Brandt spoke with Lavallee Brensinger Architects about driveway redesign agreement in addition to the imperious surface area that was initially missed on the patio plan. LBA Doug Shilo noted the value of their services, standard of care, and that they not only provided all the services we requested but more. Kathy Kilgore expressed disappointment with LBA and the Creative Office Pavilion furniture orders. Director Susan Grant agreed that it was not a fair assessment to justify a bill. Kathy Kilgore requested that the invoice be reduced to $5000. Jacqueline Brandt will contact Lavallee Brensinger.
1. New Business
	1. Handicap door

Susan Leonardi contacted Bonnette, Page, and Stone about the outside handicap access button. They have contacted someone to repair it.

* 1. NHPL Policies to review; Donations Policy 2022. Assistant Director Liz Herold shared the updated policy with the Board for approval.

**Motion**: Jacqueline Brandt makes a motion to accept the policy as presented. Kathy Kilgore seconded the motion. All approved Vote 3-0.

* 1. NHPL Friends update.

Spring Volunteer Lunch sponsored by the Friends of the Library will be Wednesday, April 20th at 11:00am in the Library. The Friends have sponsored many items for the Youth Librarian and youth services programs. These include the new bulletin boards, display shelving, supplies for sensory programming, toys, and materials for Opus Scopus, Maker Mondays, and the Kindergarten program. Thank you.

* 1. NHLTA conference May 10th

Susan Leonardi shared information about the NHLTA conference on May 10th.

Other item – organize storage.

Dedicated cleaning space. Open Shelving. Coakley Landfill – next meeting; investigate storage options.

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.

Since the mechanical door is installed, Kathy Kilgore asked that we organize the storage room space. We will investigate storage options for our next meeting.

1. Next Meeting/Adjournment. Meeting adjourned at 7:42pm. Jacqueline Brandt will contact Jan Facella about changing the regular meeting dates for June, July, and August as requested by Kathy Kilgore.

Youth Services Report- MARCH 2022

March was an extremely busy month in the Youth Department.

We debuted our new Family Place Program, Play, Learn & Grow. Over the 5 weekly sessions, 84 children and 56 adults participated. We set up educational toys and other materials, purchased with the Family Place Grant, throughout the large program room. Each week, we had a local professional attend to answer questions on topics of importance to young families. The topics ranged from Nutrition to Speech Development. The program was very well received as noted by positive comments during the program as well as a post program survey. We will be offering another 5 week session in the fall as well as monthly “playdates” with the Family Place materials.

104 children and 85 adults attended Storytime this month. We had themes such as St. Patrick’s Day, Spring and Hibernation. Sensory bins are still extremely popular. This past week, the children got to unearth plastic bugs from containers of dirt. The tile floor in the Creation Station is very much appreciated as it makes it possible for us to offer these messy activities.

The second 6 week session of READ+ART=FUN concluded last week. Barbara read *Flora & Ulysses* to the students and they made art with the theme of superheroes. They created capes, cuffs, and power pendants. As comic illustrations were central to the text, the children also learned about comic book features, working to tell a story and illustrate it in comic strip format. The children created characters, worked on their character's facial expressions, and created onomatopoeia art. We are using the far bulletin board in the Creation Station to highlight the program. The next session of READ+ART is already fully booked and begins on April 13th. They will focus on a different artist each week.

Maker Mondays was attended by 20 children and 3 adults stayed to participate. Tinker Tuesdays only saw 8 attendees over the 4 weeks we offered it. We will not be continuing Tinker Tuesdays in our Spring Programming. The materials that I put out for Maker Mondays are left up for the week so that patrons who are unable to attend on Monday, can try the “Idea of the Week” at other times.

We tried a Dungeons & Dragons program for the teens but we only had two attendees over the 4 weeks. Nick continues to try different ideas each month in an effort to find something that they will be interested in.

11 students attended Opus Scopus over the 5 weeks in March. They spend 1 or 2 weeks discussing each Graphic Novel and do a variety of activities, everything from playing Wordle to making slime.

The Youth areas were busier than ever this month, especially once school gets out in the afternoon. Our youth patrons have been spilling over into other areas of the library as the Teen Room is consistently full, with as many as 15 patrons in there at a time. We have implemented some new rules regarding food and drink in an effort to minimize the mess left behind. We hope that the reminders by staff and more frequent monitoring will encourage our young patrons to continue to enjoy our wonderful space, but treat it with respect.

Social Media statistics:

Facebook: 7 Youth posts- 1,235 reached, 68 engaged, 21 reactions, 9 shared, 1 comment

Instagram (youth and adult): 15 posts, 4 stories, 2 reels- 759 accounts reached, 113 engagements. We reached 126% more accounts in March vs. February.

Circulation statistics:

Children’s: 1,489 items checked out or renewed

YA: 33 items checked out or renewed

Librarian’s Report

April 13, 2022

Susan Grant, Director

**Building**

There was another bad smell in the program room. An open drain is in the wall next to the drinking fountains. George poured some vegetable oil down it to keep it from smelling, same as the break room drain. He’s going to see if there are any other drains in the building to potentially cause the same problem.

The door to the mechanical room was finally installed.

The magazine shelving was installed in the café area.

The caps on the septic system were broken by Public Works and will be replaced by the town.

**Operations**

TDBank Operating Account ending balance 3/31/2022 **$67,633.50**

TDBank Non-appropriated Account ending balance 3/31/2022 **$53,719.42**

People’s Bank Account 8667 ending balance **$14,259.10** March statement

People’s Bank Account 0790 ending balance  **$38,766.84** March statement

We are creating a Business section and a Travel section in the library for easy browsing.

Our electricity bill went down $2147.72 in February to $1548.22 in March, a decrease of almost $600, which is good news.

We have had issues with food and drink in the Teen Room and have had to eliminate food and drink in the library except in designated areas such as the Reading Room for occasional meetings, and the Program Room during programs. The kids can eat their food before coming into the library and get drinks at the fountain in the entryway.

**Staff**

We hired two part-time staff, Sherry Castle, and Lauren Collis. Nick Lewis has taken a job in Hooksett but will stay on with us 2 days a week. Sherry worked in a library in college and is planning a career change to library science from working as a quality assurance director for a pharmaceutical company with a degree in chemistry. Lauren is a UNH graduate also planning a career change to library science and has worked for the Dover Public Library in the past.

**Statistics**

We are seeing more foot traffic in the library every week. The number of meetings being held is increasing as well as public computer use, and museum passes checked out.. We signed up 18 new patrons in March and continue to get an average of 3 new hoopla users per month. Digital audio and ebooks account for an average of 18% of our total circulation this year so far. Database and digital book usage accounts for an average of about 29% of our total circulation meaning that physical books checked out account for only 71% of our circulation. Meetings held in the library or on Zoom have doubled since December (26) to 64 in March.

**Programs**

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| April 14 | 6:30 pm | Golden Age of Entertainment: Radio Turns 100 | Mike Morin | In Library |
| April 21 | 7 :00 pm | Bigfoot in NH & ME | Michelle Souliere | Zoom |
| May 3 | 4:30-6:30 | Mosaic flower pot - age 10 and up | Leslie Doherty | In Library |
| May 9 | 7:00 PM | Ku Klux Klan in New England in the 1920s | David Vermette | Zoom |
| May 18 | 1-2, 7-8 | WorkReady NH - Great Bay College | Dawn Hamdi | In Library |
| May 24 | 7:00 PM | Finding Easy Walks Wherever You Are | Marjorie Turner Hollman | Zoom |
| June 7 | 7:00 PM | NH's Wildlife History - UNH Speaking for Wildlife | Jean Eno | In library |
| June 14 | 1:00 PM | Rye Garden Club - John Forti | Mary Flowers | In library |
| June 30 | 5:30 - 7:30 | Paint party | Jody Mueller | in library |
| July 19 | 7:00 PM | Breeding Season of Backyard Birds | Steve Hale | in library |