

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

**Meeting Agenda**

**Notice of Public Meeting**

**At North Hampton Town Hall**

**231 Atlantic Ave**

**Wednesday, May 25, 2022**

**6:30 PM**

Chair: Jacqueline Brandt Library Director: Susan Grant

Treasurer: Kathleen Kilgore Assistant Director: Liz Herold

Secretary: Susan Leonardi

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1. Call to Order by the Chair
   1. Pledge of Alliance. Meeting called to order at 6:34pm.
2. Administrative
   1. Approval of Meeting Minutes

**Motion**: Susan Leonardi motion to approve April 13th minutes, Jacqueline Brandt seconded. All approved. Vote 3-0

* 1. Facilities Report

Library Maintenance Advisor George Chauncey reported that the large program meeting room repairs are completed. Looking at chair rail of hard wood to prevent more damage from tables. Mike Castagna and George Chauncey are reaching a chair rail of hard wood to prevent more damage from the sharp corners of the tables. They will install and paint the rail the same color as wall.

**Motion:** Jacqueline Brandt motion to approve the chair rail budgeted amount not to exceed $1000, Kathleen Kilgore seconded. All approved. Vote 3-0

George Chauncey shared the patio quote repair. The matte finish works best. It is a two-day process of cleaning and overlay. Mike Castagna contacted Quality installation for shelving in the storage area located in the mechanical room. George Chauncey contacted DPW for pad to move the trash dumpster to the upper parking lot. George Chauncey will also order filters for HVAC system.

* 1. Library Reports. See Youth Report, Librarian’s Report, and Treasurer’s report attached.

**Motion**: Jacqueline Brandt motion to approve $1492.00 for door and window blinds in the large program room. Kathleen Kilgore seconded. All approved. Vote 3-0

**Motion**: Kathleen Kilgore motion to accept Reports as presented. Jacqueline Brandt approved. All approved. Vote 3-0.

1. Old Business
   1. Library Sign. Jacqueline Brandt and George Chauncey met with Eagle Scout Christian St. Jean. They discussed the materials, placement, and design with Eagle Scout Troop Leaders and Timberline Signs. Deadline for the project completion is June 27th. Mike Castagna commented that the Stratham Hill Park sign has a Timberline logo. Brandt said this was not mentioned at the meeting. Mike Castagna noted that the size and asked about lights. Kathleen Kilgore stated that the sign will not have a backlight because of town sign ordinances.
   2. Patio Furniture update. Kathleen Kilgore will contact Lowry’s to check on shipment and delivery.
   3. Lavallee Brensinger Architects - Amendment No. 6 update.

**Motion**: Kathleen Kilgore motion to approve payment of Amendment No 6 with remaining available funds in the Library Capital Building Fund and the remaining balance to be paid from 0790. Jacqueline Brandt seconded. All approved. Vote 3-0.

* 1. NHLTA conference report. Susan Leonardi shared information from the conference. She suggested that we work with Chief Mone to develop a staff training for First Amendment audits.
  2. NHPL Friends update. Jacqueline Brandt attended the Friends luncheon. It was very successful and enjoyed by current members and new community members. Kathleen Kilgore requested a Landscape committee update from Emily Creighton. She asked that the committee publish minutes and post meetings as subcommittee of the Board. She also shared that the daffodils taken in by Hope Miller would be planted near the stone wall soon.

1. New Business
   1. NHPL Policies to review

Library Director Susan Grant shared the draft Unattended Children Policy with the Board. NHMA has been consulted and offered suggestions. North Hampton School will help share the communication with parents before school is out on June 17th. Kathleen Kilgore asked Town counsel to review the policy. We will review the Unattended Children Policy and Collection Development & Maintenance Policy again on June 8th.

4.2. Old Home Day. - August 13th. Sponsor a bandstand or music program. Determine

location. Kathleen Kilgore will contact Joe Manzi and ask if there is a program that could add to the event that the library can host. George Chauncey suggested a craft fair in the future.

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.

5.1. Chief Lajoie would like to discuss utilizing the library as an alternate emergency evacuation site for the North Hampton School. Jacqueline Brandt will schedule a meeting with the Fire Chief Lajoie and Chief Mone to discuss the building capacity and generator.

Alliant group energy report.

5.2. Susan Leonardi will contact New Hampshire USGC for a possible site visit.

5.3. Jacqueline Brandt asked to add railing discussion to the June agenda. Kathleen Kilgore will check in with DPW about the handicap access sign.

5.4. Kathleen Kilgore announced the Memorial Day event will start at 10am.The ceremony will be in front of town offices followed by the town BBQ hosted by the Fire and Recreation departments. Happy Memorial Day.

1. Next Meeting/Adjournment. Adjourned at 7:58pm. Next meeting will be Wednesday, June 8th.