

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

**Meeting Agenda**

**Notice of Public Meeting**

**At North Hampton Town Hall**

**231 Atlantic Ave**

**Wednesday, June 8, 2022**

**6:30 PM**

**Notice of Non-public Session**

**At North Hampton Town Hall**

**231 Atlantic Avenue**

**7:15 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. Call to order at 6:34 pm.
2. Administrative
   1. Approval of May 25th Meeting Minutes. **Motion:** Kathleen Kilgore motion to approve May 25th minutes as presented and posted on the library website. Jacqueline Brandt seconded. All approved 3-0.
   2. Facilities Overview from George Chauncey and Michael Castagna. The chair rail has been installed. Filters were changed last week, but the pollen has been extreme this spring. Water filters were ordered. DPW will move the dumpster next month. Patio repair is in the process of being coordinated and scheduled in the next few weeks. It will take two days and will be weather dependent. The shelving units will be installed to organize the library storage areas. The installation will take about two weeks.

**Motion:** Jacqueline Brandt motion made to pay invoices from #0790 for shelving and chair rail install. Kathleen Kilgore seconded. All approved 3-0.

**Motion:** Kathleen Kilgore motion to approve shelving quote for library storage areas. Jacqueline Brandt seconds. All approved 3-0.

* 1. Library Reports. See attached. Additional programs include a book talk and music on the patio.

**Motion:** Jacqueline Brandt motion to accept all reports, Susan Leonardi seconded. All approved 3-0.

1. Old Business
   1. Library Sign. The Eagle Scout is working to finish this project by the end of June.
   2. Patio Furniture update. The furniture will ship on the June 23rd Lowry’s will build the furniture and deliver it.
   3. NHPL Policies to review/approve
      1. Children Policy. **Motion:** Jacqueline Brandt motion to approve as reviewed by the Town Attorney. Kathleen Kilgore seconded. All approve 3-0. Susan Grant will share the policy with Chief Mone. The library will share the policy with North Hampton School before the summer break.
      2. Collection Development & Maintenance Policy. Susan Grant will send a clean copy without markups to the Board. **Motion:** Jacqueline Motion to move policy for review to old business at the next meeting. Susan Leonardi seconded. All approve 3-0.
      3. Personnel Policy. Moved policy to next meeting’s agenda.
      4. Volunteer Policy. **Motion**: Kathleen Kilgore motion for legal counsel to review the Volunteer Policy. Jacqueline Brandt seconded. All approve 3-0.
      5. Old Home Day. Kathleen Kilgore will contact Joe Manzi.
2. New Business
   1. Furniture additions. Susan Grant will research buying 65 chairs for the large Program room. The reading room needs 2 additional chairs, New Hampshire room needs 4 more chairs. Susan Grant is asking to purchase 6 additional chairs. She will contact vendors for sample chairs.
   2. Library parking during construction on town buildings. Kathleen Kilgore asked if the Select Board has contacted us about the start date and the effect on the library parking. Jacqueline Brandt will reach out to the Town Administrator. The library parking sign has been installed, but we feel like patrons cannot see the sign at its current location. Request to move will be explored. Kathleen Kilgore will contact DPW about the handicap parking sign.
   3. Director’s review. Kathleen Kilgore asked that we begin the review process since the town employees have started the review. Susan Grant will conduct a self-assessment in August. The Director will have her review in September with the Board. It is the month she was hired.
3. 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.

Kathleen Kilgore said that the soil test for the lawn was been received with suggestions for a lime amendment program of $128 and an additional Organic matter deficit of $375. Castagna noted that the price is competitive. Chauncey suggests that we look at the dying grass near the leaching field. Kilgore will ask Mainely Grass for recommendations.

**Motion:** Kathleen Kilgore motion made to accept the recommendation to approve Mainely Grass soil and organic matter funding source #0790. Jacqueline Brandt seconded. All approved 3-0.

**Public Comment:** no comments

1. Non-Public Session 7:15 pm

RSA 91-A:3 (i) Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.

**Motion:** Jacqueline Brandt motion to go into non-public session per RSA 91-A:3 (i) Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life. Kathleen Kilgore seconded. All approved 3-0.

1. Resume Public Session 7:30 pm

**Motion:** Kathleen Kilgore motion out of non-public at 7:38 pm. Jacqueline Brandt seconded. NHPLBOT Meeting Minutes 06.08.22All approved 3-0.

**Motion:** Kathleen Kilgore motion to seal non-public minutes. Jacqueline Brandt seconded.

**Roll Call**: Kathleen Kilgore, yes. Jacqueline Brandt, yes. Susan Leonardi, yes.

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.

Kathleen Kilgore reported that the town accountant suggests changing the nature of the Library Building and Capital Fund next year. CIP will be meeting on two Fridays in July. In the past, we have listed a generator, security cameras, and Channel 22. Castagna noted that maintenance needs to be in this year’s library budget. He will research a company to perform the service.

Next Meeting/Adjournment. The meeting adjourned at 7:45 pm. Next meeting July 14th.Librarian’s Report

June 2022

Susan Grant, Director

### Building

The back panels for the magazine shelving should be ready in the next couple of weeks.

The A/C has been turned on and seems to be working well as we figure out the ideal temperature setting.

George Chauncy and Mike Castagna have installed the chair railing in the Program Room and will paint it this week. They are getting an estimate to have shelves installed in the storage areas.

We had the bike rack put in front of the library down by the parking lot.

The cleaning company will be doing carpet cleaning in the high traffic areas after Summer Reading is finished at the end of July.

### Operations

Replacing some of our old PCs and laptops that are outdated and not running well.

**April**

TDBank Operating Account ending balance 4/30/2022 **$50,292.80**

TDBank Non-appropriated Account ending balance 4/30/2022 **$52,351.09**

People’s Bank Account 8667 ending balance **$14,259.89**

People’s Bank Account 0790 ending balance  **$32,637.14**

TDBank Operating Account ending balance 5/31/2022 **$49,905.79**

TDBank Non-appropriated Account ending balance 5/312022 **$54,183.51**

People’s Bank Account 8667 ending balance  **(no statements yet for People’s accounts)**

People’s Bank Account 0790 ending balance See April

#### Programs

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| --- | --- | --- | --- | --- |
| June 15 & 22 | 6:00 PM | Norway Travelog with Eve Fralick |  | Zoom & in person |
| 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 |
| July 26 | 4:30-6:30 | Mosaic flower pot - age 10 and up | Leslie Doherty | In Library |
| July 27 | 4-6 pm | Medicare 101 | Lisa Hietala | in Library & zoom |
| August 16 | 7:00 PM | NH's Wildlife History - UNH Speaking for Wildlife | Jean Eno | In library |

Also have programs in the works on beekeeping and pollination with Joe Marttila of Sea Bee Honey for late July or August, and summer concerts on the patio with Seacoast Academy of Music. More info to come.

Youth Services Report- May 2022

May has flown by. Things were a little quieter toward the end of the month, probably due to so many “end of the year” activities at school and the nicer weather.

We have actively started promoting the Summer Learning Program, “Oceans of Possibilities.” I have interacted with many of the teachers at North Hampton School and we are figuring out dates for them to either bring their students to the library so I can tell them about the program or have me visit their classrooms.

144 caregivers and children attended Storytime this month. Themes included Birds, Yoga, and Pajamas. This summer, we will be holding Storytime only once a week and then having “Sensory Fun for Everyone” once a week. This will give older students a chance to have fun with the sensory activities that we have been having during Storytime. Melody will be leading both of these programs.

Barbara finished her third session of read+art=fun with a study of Van Gogh. She brought sunflowers in for the students to paint and their work is displayed in the Creation Station. Barbara has done an amazing job with this program and the students have been exposed to so many different types of art and artists. It is wonderful watching them express their creativity through so many different avenues.

Sherry is doing a great job with Opus Scopus. She has even added a couple of new members to the group, bringing us to 5 regular attendees. The students all seem very engaged with the books that Sherry is discussing with them as well as the activities that she does with them.

We hosted our second Play, Learn & Grow playdate. 3 families attended. Our volunteer, Carol White, has been a great help to Barbara in running the art activity at these playdates.

Maker Monday had 16 attendees this month. Our “ideas of the week” included code breaking some messages I gave them along with two different types of ciphers, making bugs out of Creation Station materials, and using pattern blocks to create different pictures.

Another child reached their goal of 1000 Books Before Kindergarten and several moved their fishes to the next 100 mark.

Social Media Statistics:

Facebook: 3 Youth posts- 144 reached, 13 engaged, 4 reactions

Instagram: 14 posts, 3 stories, 2 reels- 334 accounts reached, 58 engagements.

Circulation statistics:

Children’s: 1078 items checked out or renewed

YA: 62 items checked out or renewed