

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

**Public Meeting Agenda Minutes**

**North Hampton Town Hall**

**231 Atlantic Ave**

**Thursday, August 11, 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 6:35pm.
2. Administrative
   1. Approval of Meeting Minutes.

**Motion**: Kathleen Kilgore motion to approve minutes from July 14, 2022. Seconded by Jacqueline Brandt. All approved 3-0.

* 1. Facilities Overview
     1. Patio repair status.
     2. Shelving install

The patio has been repaired. George Chauncey reported that the irrigation system and drip hoses are working properly now. Bonnette, Page, & Stone are working on a plan to address the cracks in the building. Susan Leonardi noted that the cracks are gaps created by the building settling and caulking. Project Manager Barrett Salta contacted Susan Leonardi to let us know that Doug Shilo from Lavallee Brensinger Architects was also contacted and the extra space issue will be addressed. Chauncey spoke with NHDPW about the slab being moved for the dumpster. Shelving will be installed next Wednesday, but there is a program happening Tuesday night. The timing may present an issue. Director Susan Grant said that she will begin moving items out of the storage closet areas. The Trustees offered to help if more hands were needed. Michael Castnaga asked about payment sent to the shelving installers. Castnaga and Chauncey have created a suggested maintanence budget for the Trustees to review.

* 1. North Hampton Public Library & Cultural Center Foundation.

Foundation Chair Kelly Parrrott and Fundraising Chair Dana Hooper presented a series of possible mock up images on several library walls as possible mural sites for donor recognition. The donor walls will be paid for by the Foundation to recognize all the individuals who generously contributed to the library’s capital campaign fund. The Board will request the funds from the Foundation. They asked that the Trustees approve a contract with Sam Malpass from Rye, NH to create 2 mock up designs for the Board. They would like to secure her installation for this September. The Trustees agree that the mural scenes should be unique to North Hampton’s fish houses, beach, and marshes. **Motion:** Jacqueline Brandt motions to hire Sam Malpass to create original library artwork for $5,000, not to exceed 7,500 to be taken from account #0790. Kathleen Kilgore seconds. All approve 3-0.

* 1. Library Reports.

**Motion:** Jacqueline Brandt motions to accept reports as presented, Susan Leonardi

seconded. All approve 3-0.

1. Old Business
   1. Patio Furniture. Jacqueline Brandt commented that the patio furniture looks beautiful and compliments the new sign. North Hampton residents have shared positive comments with library staff members about the library building and patio furniture.
   2. NHPL Policies to review/approve

Meeting Room/Drop in-reservations policy need to be amended. Liz Herold explained that drop-in patrons are staying all day in the meeting rooms, but others want to use the rooms. These are not individuals making reservations. Since other patrons are also waiting use the rooms, the policy will be amended to limit drop-in to 2 hours. Patrons can still reserve the rooms for longer period of time, but this will make the rooms more accessible to everyone that want to use them. Kathleen Kilgore stated that we knew that changes would be made after we saw how the meeting rooms would be used by the community. **Motion:** Susan Leonardi motions to add the paragraph “Same Day Drop-Ins

Those who drop-in and request to use a meeting room the same day may do so for a

two-hour period. If the room is not needed after the two-hour period has expired, they

may continue to use the room. North Hampton residents and NHPL Library cardholders

will be given priority over non-residents or non-cardholders.” Kathleen Kilgore seconded. All approve 3-0.

* 1. Old Home Day

We will provide snacks and water for families and community members that happen to stop in the library on Old Home Day.

* 1. Director’s Review

Susan Leonardi has reviewed the Director’s previous review goals and job description. She is creating a form to be presented at the Trustees work session.

* 1. Community Newsletter update

Kathleen Kilgore is working on the article. Jacqueline Brandt will share pictures of the library sign installation for the article.

1. New Business
   1. Parking during construction

Jacqueline Brandt does not have any news, but will check in with the Town Administrator.

* 1. Work session will be held Monday, August 22nd at the library. We will discuss serving as a temporary shelter for the school, director evaluation, and budget.

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.

Next agenda item. One year anniversary date and celebration in October.

1. Next Meeting/Adjournment. Meeting adjourned at 7:39pm.