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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, February, 9 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

1-14-2022

1-18-2022

Motion: I make a motion that we approve the meeting minutes for January 14,

2022 and January 18, 2022 as presented.

Made by: Jacqui Brandt

Second by: Susan Leonardi

Vote: 3-0

Librarian’s Report

February 9, 2022

Susan Grant, Director

### Building

Palmer Gas set the pressure for the fireplaces Monday. Architectural Fireplaces will be getting the new logs and embers to set and the fireplaces should be functioning again then.

The salt tracking in and salt stains on the flooring has been a bit of an issue. We are trying to keep up with it and remove the salt stains as well.

An engineer from alliantgroup in Texas, associated with Lavallee Brensinger Architects visited the library Feb 1st to take pictures of our mechanical systems.

All the blinds have been installed and also the audio visual equipment. We just need a tutorial on how to use both. I received a brief tutorial on the blinds, and Portsmouth Blind will send us a cheat sheet.

During the severe rainstorm water leaked in from the café door to the patio and covered about 2-3 square feet. George cleaned it up.

There was a very bad smell in the staff break room for about 2 weeks until it was determined to be a drain problem. A plumber was called in and it was taken care of for the moment. George (Chauncey) and Mike (Castagna) are looking into a better system than the one under the sink in the break room.

Because the public computers are not all in one place near the circulation desk as they were in the old library where we were able to oversee usage, we installed privacy screens on the monitors of some of the computers, and are checking the history for any inappropriate viewing. We had an incident of inappropriate viewing by a public computer user and that person was given a warning. We propose an addition to the computer use policy to indicate that a patron’s computer privileges may be suspended if they violate our computer use policy.

### Operations

TDBank Operating Account ending balance 1/31/2022 $64,061.03

TDBank Non-appropriated Account ending balance 1/31/2022 $44,965.37

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

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

We are requiring masks to be worn in the library again. COVID cases did go down from 43 active on 1/25 to only 14 active cases 2/8/22. Most people were wearing masks anyway, but with decreasing numbers we may be able to go back to voluntary mask wearing.

We have another Aquarion monthly bill for the hydrant account. We accrued $1283.39 in charges we paid at the end of January and $169.01 in new charges. For the first first quarter of 2022.

Kathy will contact Carl at Aquarion for a detail explanation of the hydrant account.

The library was closed Jan 3rd and Jan 29th due to snow storms.

### Statistics

The number of meetings and programs scheduled for January almost doubled from the previous month. We signed up 22 new patrons and are averaging 32 new patrons a month since the new library opened. Overall circulation was the same as previous year and previous month

### Programs

*What is Crypto* was held on Zoom 1/26 and 16 people signed. John Holt gave a fast and furious overview of this emerging currency.

February 23rd & March 9th 6:30 pm Travel to Morocco with Eve Fralick on Zoom.

*Do You Know Where Your DNA Is?* Program by Buzz Scherr talked about how our DNA is being used in criminology and by other institutions and businesses. We had 13 people sign up for this Zoom presentation sponsored by the Friends.

March 2nd at 6 pm in person we will have Anders Morely talk about his experience that he wrote about in his book “This Land of Snow: a journey across the north in winter.” Registration is required.

March 21st at 7 pm Ted Reinstein, a reporter for WCVB will do a Zoom program called *New England Road Trip: no mask or gas required,* sponsored by the Friends.

YOUTH SERVICES REPORT- JANUARY 2022

We saw a slight slow down in activity in the Youth areas in January.

The preschool crowd are definitely our best customers. We seem to be filling the need for parents to have a place to take their children during the colder weather as well as an opportunity to be around other young families.

Storytime was still very popular. We had 8 storytimes with 65 adults and 75 children attending. Word of mouth as well as posts by some “mommy influencers” have people very excited about the sensory activities we offer after the stories and songs. Melody noticed that Hampton is now starting their own Sensory Play program.

We now have 30 children signed up for 1000 Books Before Kindergarten, with 3 children having reached 100 books and 2 having reached 200.

We are starting to promote our Play, Learn & Grow (Family Place) program, which will take place on Wednesdays this March. So far, everyone I mention it to seems very interested. We have four community “experts” lined up to be present for any questions the parents might have on their respective topics- Nutrition, Language Development, Music/Movement and Child Development.

Read+Art=Fun has been very well received. The feedback from the children attending as well as their families has been wonderful. The program is offered in 6-week sessions. This session we had four children signed up. All but one of those children have already signed up for the next 6-week session as well as some newcomers. That session is now full.

We had 5 Maker Mondays with 15 children attending.

Tinker Tuesdays have not been as popular with only 4 children attending total during the 4 weeks it was offered.

We held 4 meetings of Opus Scopus with 11 students attending.

We did not have any takers on the Teen Writing Club. We are trying a Manga Club for February.

The Monday and Tuesday of February break we will have a Tinker Box program. Basically, providing students with a box of materials for them to create with. We already have a couple of students signed up.

The Creation Station continues to be popular, with parents and grandparents spending extended time there with their young ones. We have added a couple new components this month: a science corner (currently an avocado seed planting) and a “Did You Know?” weekly fact. We are adding a third bulletin board which will provide us more space to display things like this.

We continue to have a consistent patron presence in the Youth areas of the library, with lunch time and evenings being the slowest times.

We have made a concerted effort to increase our social media posts.

Social Media Statistics:

Facebook: 6 Youth posts- 1,369 reached, 72 engaged, 38 reactions, 3 comments and 7 shared

Instagram: (youth and adult) 13 posts, 6 stories, 1 video - We reached 46.1% more accounts this month compared to last.

Circulation Statistics:

Children: 1,135 items checked out or renewed

YA: 33 items checked out or renewed

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**Treasurer’s Report**

We are tracking within our budget.

Motion: I make a motion that we approve the Librarian Reports, Youth Librarian

and Treasurer’s report as presented.

Made by: Jacqui Brandt

Second by: Susan Leonardi

Vote: 3-0

1. Old Business
   1. Library Sign proposal

Susan Leonardi followed up with Christian St Jean to check in on the

sign project. We will schedule a time next week to meet with Christian

St Jean and the Eagle Scout Board to meet and discuss the project.

* 1. Bonnette, Page, & Stone

The final payment has been made to Bonnette, Page & Stone.

* + 1. Testimonial letter

Jacqui will take the lead.

* 1. COP – Library Outdoor furniture & magazine holders

Susan has requested an update from Creative Office Pavilion on

the installation of the magazine holders. It has been on hold

due to needed parts due to supply chain challenges. They will

be getting back to her to advise when we can expect to have

installation complete.

Susan has requested an updated quote from Creative Office

Pavilion on the suggested patio furniture. We anticipate a

10% increase in price from the original quote.

* 1. LBA/Alliant Group Energy 179D Study

Alliant Group Energy has been in to conduct the energy study

on the completed building. If the study reports meet an

certain energy efficient rating, Lavallee Brensinger Arcitects will

receive a tax rebate / incentive.

1. New Business
   1. NHPL Policies to review

Motion: I make a motion that we approved the suggested edits

to the Internet and Computer Use Policy as presented

with the addition of page numbers, the date of the revision

and individual Trustee signatures.

Made – Susan Leonardi

Seconded by: Jacqui Brandt

Vote: 3-0

* 1. Additional signage for the library

The Board reviews the discussing Kathy had with John Hubbard

about parking and traffic signage for the upper parking lot.

* 1. Audio Visual Experience and Longchamp invoices

Motion: I make a motion that we approved payment of Audio Video

Experience, Inc. invoice 8169 dated August 4, 2021 for

$1,550.00. The funding source to be from the Library

Capital Reserve Fund.

Made – Kathleen Kilgore

Seconded by: Jacqui Brandt

Vote: 3-0

Motion: I make a motion that we approved payment of Longchamps

Electric LLC invoice 55776 dated January 14, 2022 for

$ 4,491.00. The funding source to be from the Library

Capital Reserve Fund.

Made – Kathleen Kilgore

Seconded by: Jacqui Brandt

Vote: 3-0

Motion: I make a motion that we approved payment of Longchamps

Electric LLC invoice 55818 dated January 21, 2022 for

$ 568.00. The funding source to be from the Library

Capital Reserve Fund.

Made – Kathleen Kilgore

Seconded by: Jacqui Brandt

Vote: 3-0

* 1. Moving and disposal fees

Kathy will follow up with Ryan Cornwell to seek re-imbursement

of the disposal fees.

* 1. U.S. Green Building Council – NH Chapter visit

1. Correspondence
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 adjourned the meeting at 7:38 pm.

*Minutes by Recording Secretary: Kathleen Kilgore*