

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

**Public Meeting Agenda**

**North Hampton Town Hall**

**231 Atlantic Ave**

**Wednesday, January 11, 2023**

**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

Pledge of Alliance. Chair Brandt called the meeting to order at 6:35 pm.

1. Facilities Update:

George Chauncey reported that the book drop was damaged. He will be repairing the door. Library Director Susan Grant has researched other book cabinet inserts for the book drop. The building has been experiencing temperature fluctuations and lighting issues. George and Mike have adjusted the walkway lights to reflect daylight savings time. The lighting contractor is coming end of the week to discuss how we want the lighting controls set. The lighting contractor will address control settings and programming issues when the cleaners and other library staff members close the building. George set towels outside the doors during the last rainstorm. These effectively prevented the wind from blowing water into the building through the outside doors. Bonnette, Page, & Stone will address the damaged carpet and the door repair solution.

1. Administrative
   1. Approval of Meeting Minutes. Kilgore motions to approve December minutes with amendments. Brandt seconded. All approve.
   2. Library Reports: Kilgore motions to approve all the library reports with corrections noted for financials. Brandt seconded. All approve. Kilgore motions to approve the purchase of Kinsley Book drop, not to exceed $1150. Funding source 0790. Brandt seconded. All approved.
2. Old Business
   1. Donor Wall Status

A local company will be meeting with the Foundation members next week to discuss the donor wall installation.

* 1. Mainely Grass Renewal

The Board of Trustees tabled the approval of this renewal invoice until the meeting meet with the Landscape Committee.

* 1. Meeting with Landscape Committee

The Board of Trustees will meet with the Landscape Committee on Thursday, January 19th at 5pm at North Hampton Public Library to discuss landscaping needs for the year.

1. New Business
   1. Building Improvements Request for proposal

Leonardi presented a list of building improvements in December for the Board of Trustees to consider addressing in 2023. She asked that the Board consider prioritizing the list with handrails for the stairs and signage directing community members to handicapped parking in the upper lot. Leonardi shared the names of five recommended contractors for the hand railing installation. George Chauncey and Mike Castagna will review the list. Kilgore will follow up with North Hampton DPW about the sign. The Board discussed a generator installation in the future. The Board needs to meet with the Town Administrator about campus plans. The Board will discuss landscaping needs with the Landscaping Committee on Thursday.

* 1. Marketing Plan/Strategic Plan

Kilgore shared the library’s current marketing and strategic plan. This will be discussed at the workshop on January 19th at the library.

* 1. Foundation request.

Susan Leonardi motions that the Board of Trustee request $50,000 for building improvements. Brandt seconded. All approved. Leonardi will submit the request to the Foundation. Pending approval of the request, a public hearing can be held at the next library meeting on February 8th, 2023.

* 1. Art Hanging Quote.

Library Director Susan Grant shared the hanging system proposal for the library. Kilgore motions to approve and order STA art hanging system by Designworks proposal dated December 19, 2022. 5007 paid for by the account ending 0790 pending Foundation approval of fund request. Seconded by Jacquie Brandt. All approve.

* 1. A notable passing, Joanne Lamprey.

The Board acknowledged sadness in the passing of Joanne Lamprey. She was a pioneer, and advocate for our North Hampton community and a friend to the library.

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.

Assistant Library Director, Liz Herold officially announced that she will be the Friends Representative and work as liaison between the Board and Friends Group which will benefit both groups. We thank Liz for accepting this role.

1. Next Meeting/Adjournment.

Meeting adjourned at 7:41pm. The next Board meeting is Thursday, January 19th 5:00pm in Library.