

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

**Public Meeting Agenda**

**North Hampton Public Library**

**239 Atlantic Ave**

**Wednesday, February 22, 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

Chair Brandt called the meeting to order at 6:30 pm. Pledge of Allegiance.

1. Town Project Update w/ Michael Tully, Town Administrator
   1. Safety Facility Project update

Town Administrator Tully reported that the new town offices are settled into the renovated building. Current construction work includes drainage and tank installation on the safety complex. The building inspector's car and recreation van are parked in the lower parking lot. Once the electrical work is buried, the parking issues will be alleviated for residents, and these vehicles will be moved to other parts of the campus. Construction workers will be parking on the safety complex site. The Town Administrator anticipates that the construction project will finish this year. The police and fire departments have a tentative move-in date for this December. Susan Leonardi noted that the Library's Landscaping Committee had inquired if the town had any additional landscaping plans for the Stone Building or Town offices. Town Administrator Tully said the memorial gardens will be saved for replanting, but there are no further landscaping plans. Landscaping volunteers can contact Tully. The rounded driveway in front of the Stone building will be addressed after the safety complex is built.

2.2 Collaboration projects/programs

Chair Brandt and Town Administrator Tully discussed how the library and recreation department could work together this year. Library Director Susan Grant, Town Administrator Tully, Youth Department, and Recreation Department will meet to communicate and discuss future programs. The Babysitting course is a potential collaboration. We recognize that the Recreation Dept. and Library have different mission statements in the community. One of the challenges is that the library provides free and low-cost programming to the community, but the recreation programs charge fees.

1. The North Hampton Public Library and Cultural Center Foundation (NHPL&CC Foundation) Update w/ Dana Hooper
   1. Donor wall.

The Foundation continues to review donor names. Dana Hooper shared a mock-up design of the donor wall created by Cyndi Burke with the Board. She suggests a temporary printed design on the wall so residents and patrons can help us review the names for corrections. She will contact Timberline and explore different types of wood samples, engraving, spacing of names, and donor wall mounting.

1. Public Hearing -- Acceptance of Foundation Funds. Chair Brandt opens the public hearing at February 22nd at 7:20pm and welcomes comments.

Notice was given that in accordance with the requirements of RSA chapter 202-A:4-c III. (a), for the purpose of accepting donations over $5,000, a public hearing of the North Hampton Public Library Board of Trustees will be held on the 22nd day of February at 6:30 P.M. at the North Hampton Public Library in North Hampton, NH.

The purpose of the hearing is to consider acceptance of the following unanticipated revenues:

* Acceptance of funds in the amount of $50,000 from the North Hampton Public Library & Cultural Center Foundation.

No comments were heard. Brandt motion to close the public hearing at 7:25pm. Seconded by Kilgore. All approved.

1. Facilities Update w/ George Chauncey.

There was an air pressure issue making the entryway doors open and close. This was resolved when George noticed a switch was turned off. Mike Castagna will provide an overview of the library's systems to the Trustees and all library staff members. Chauncey shared the handrail design and asked for approval so the company will have time to make the handrails and install them once the weather improves in the spring. Kilgore motions to contract RSI Metal Fabrication LLC to build a custom metal hand rail for the library. George Chauncey will secure the contract not to exceed $5000. Brandt seconded. All approved.

1. Administrative
   1. Approval of Meeting Minutes.

Brandt motions to approve the work session minutes with the landscaping committee on January 19th. Seconded by Leonardi. All approved.

* 1. Library Reports.

Library Director Susan Grant reported that the electricity bill was $700 cheaper, but still higher than expected this month. We may need to increase the utility line item in our budget. She asked if the Board to explore solar options again, but the Board agreed that the discussion should be with the town once the safety complex is finished. The Library Director suggested closing the library on Monday, June 19th, for Juneteenth. The Board discussed the other holidays that the library is closed and the holidays that the library is open. Library Director Susan Grant will check if library staff members are willing to work that day. We decided to table this issue until our next meeting.

1. Old Business
   1. Mainely Grass Renewal.

Kilgore motions to renew Mainely Grass' annual contract for this year. Brandt seconded. All approved. Kilgore has asked Mainely Grass to offer additional pricing for shrubs and trees.

1. New Business
   1. Marketing Plan/Strategic Plan –Town Collaboration.

The Board would like to gather community leaders and discuss the community's needs. Our goal will be to educate everyone on why the library is valuable to the community. The Board will work on a list of names for the gathering.

1. NHPL Friends

Assistant Library Director Liz Herold attended the Friends meeting. The Friends will be Paypal, Square, or Venmo so that patrons can access a QR code for immediate donations. The Friends will host a Spring Appreciation Day on Thursday, May 4th, from 11:30 am– 1:30 pm at 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.

The Board received a correspondence from the Southworth Family Trust to donate a map collection and collaborate on an experience display for North Hampton. The Board agreed that we should meet with the family for more information.

Susan Leonardi spoke with Seavie Rideout. He would also like to discuss with the Board about donating to the library. Leonardi will contact him to schedule a date to meet.

1. Next Meeting/Adjournment. Meeting Adjourned at 8:40pm.