



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

**Notice of Public Meeting
At North Hampton Town Hall and Zoom
231 Atlantic Ave
Wednesday, May 10, 2023, 6:30 pm**

Attendees:

Chair: Susan Leonardi
Treasurer: Jacqueline Brandt
Secretary: Kathleen Kilgore

Not In Attendance:

Library Director: Susan Grant
Assistant Director: Liz Herold

1. Call to Order by the Chair at 6:35 pm
 - 1.1. All in attendance recite the Pledge Allegiance.

2. Facilities Report provided by George Chauncey

Fire Sprinkler system was inspected, and any identified items were addressed and corrected. The fireproof cabinet has been installed as required by the Fire Department.

The lawn has a lot of dead grass in it, especially the front. Kathy and Emily Creighton raked the Alden side, and the lawn is looking better. Kathy, George and Wally spent last Sunday working to get the dead grass out, got a lot out but there is still a lot left. George suggested that this coming fall we do a better job of raking and we overseed the lawn. George is working with Mike to adjust the watering of the lawn to assist with the condition of the lawn.

George has contacted Longchamps to review our options of lighting the flagpole. He has requested quotes from Longchamps. George will forward the quotes to the board once he receives them.

The front walk railing is currently scheduled to be installed next week. There was a brief discussion on whether we should consider planting flowers long the railing.

Open Items with BPS on the facility.

Susan Leonardi has contacted Barrett about the outstanding issues with leaky doors and cracks. Barrett will be coming tomorrow to troubleshoot these issues. He will be bringing his sealant contractor to inspect the issues. Barrett has sent a link of soap dispenser to replace all of the soap dispensers.

3. Administrative

3.1 Approval of Meeting Minutes of April 12, 2023

Motion: I make a motion to approve the meeting minutes as presented.

Made by: Jacqui Brandt

Seconded by: Susan Leonardi

Vote: 3-0

3.2 Susan Leonardi presents the Librarian Reports and Treasurers Report since Susan Grant is not attendance tonight.

Motion: I make a motion to approve the Librarians' reports as presented.

Made by: Kathleen Kilgore

Seconded by: Jacqui Brandt

Vote: 3-0

4. Old Business

4.1 Exhibits Policy

The Town's Attorney, Stephen Bennett, has reviewed the policy and made edits.

Motion: I make a motion to approve the Exhibits Policy as edited by the Town Attorney.

Made by: Kathleen Kilgore

Seconded by: Jacqui Brandt

Vote: 3-0

Meeting Room Policy

Susan Grant forwarded a copy of the Meeting Room policy. She suggests that we modify the notice requirements for reserving a meeting room. Copy of policy attached.

Motion: I make a motion to approve suggested amended Meeting Room Policy as presented.

Made by: Jacqui Brandt

Seconded by: Susan Leonardi

Vote: 3-0

4.1 Audio Visual Training and Maintenance

Liz Herold has been working with Audio Visual Experience. Audio Visual Experience has suggested we purchase and install a PC board to be the interface between the Clear board and the camera. It appears the updates to the software, has been caused by the original interface not working. They have recommended this fix with other clients. Audio Visual Experience will forward a quote for this PC Board.

Maintenance Support contract was never executed. Audio Visual Experience will Forward an updated contract for view and approval.

4.2 Community Conversation Planning – Susan Leonardi has tabled this item since Susan Grant and Liz Herold are not in attendance.

5. New Business

5.1 Landscape Committee Report

Susan Leonardi reviews the committee's meeting minutes. Copy attached.

5.2 NHPL Friends Update

The Friends had their luncheon and made a great presentation.

5.3 NHLTA Conference

Susan Leonardi and Liz Herold attended the NHLTA Conference. It focused on censorship and advocacy. There were presentations of DEI J programming that other libraries are doing and how to recruit and retain staff.

6. Any Other Item that may legally come before the Board.

7. Next Meeting / Adjournment

Wednesday, June 14, 2023

Susan Leonardi, the Chair closes the meeting at 7:26 pm

Minutes by Recording Secretary: Kathleen Kilgore

Approved: Wednesday, June 14, 2023

Librarian's Report
May 10, 2023
Susan Grant, Director

Building

- Doors are still leaking when it rains by the fireplace and patio.
- We had trouble with the fire alarm ground fault triggered by the sprinkler system inspection but it was fixed 5/8/2023 by BK Systems.
- Barrett is going to order some more soap dispensers– the ones he got he said weren't going to work in our restrooms.
- We got the paint cabinet for the storage room.
- We had the Program Room and Teen Room carpets cleaned 4/29.

March 2023

TDBank Operating Account ending balance **\$49,710.81**

TDBank Non-appropriated Account ending balance **\$54,406.65**

M&T Bank Account 8667 ending balance **\$14,143.43**

M&T Bank Account 0790 ending balance **\$43,523.87**

April

TDBank Operating account ending balance **\$40,210.08**

TDBank Non-appropriated account ending balance **\$51,715.76**

M&T Bank account 8667 ending balance **\$14,144.60**

M&T Bank account 0790 ending balance **\$42,546.46**. Check for \$980.92 to Mainely Grass 4/1/2023.

Operations

We hired a new library assistant, Patti Olson who is also an accountant and can help with our accounting needs. She will be filling in on Saturdays and other shifts when needed.

Added the Children's Museum & Theatre of Maine back to our list of passes. They have a new building that is more accessible than the old one.

Programs

The Friends had a luncheon May 4th. Liz and I enjoyed talking with those who attended.

John Perrault and Friends performed April 27 with about 30 people attending, which was a nice way to celebrate National Poetry Month and National Library Week as well. Thank you to the Friends of the Library for funding this concert/program.

Ongoing programs

- Friday Flix Fridays at 2 pm.
- Wellness Book Club 1st Monday at 3.

- Hooked on Books, 4th Thursday at 6 pm.
- Classic Film Discussion 2nd & 4th Thursdays at 10 a.m.
- Cookbook Club, May 11 and June 8 at 6 pm.
- Genealogy Club May 18th 6 pm.

Upcoming programs

May 13	10:00 AM	Make your own terrarium	
May 17	6:30 PM	Owls of New England	Martin Culpepper
June 6	6:30PM	Politics of the Hive: an overview of how honey bees vote on a new home	Joe Marttila of SeaBee Honey
Aug 9	6 pm	Lotus Lantern workshop	

Statistics

FY2023	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	April
NHPL circulation	3248	3495	2953	2748	2854	2581	2855	2898	3170	2816
ebooks downloaded	289	323	252	251	256	274	315	255	236	212
audiobooks downloaded	167	195	236	248	213	228	204	179	257	267
Overdrive Magazine	22	21	30	36	25	33	51	26	13	24
EBSCO usage/searches	13	18	53	23	61	20	7	41	74	7
Kanopy - plays	85	82	96	77	80	117	136	212	173	216
Valueline log ins	190	201	239	250	278	325	296	284	363	356
hoopla	167	159	127	116	108	145	153	233	141	147
AtoZdatabases- log ins	2	7	6	0	3	12	8	7	3	10
Total Database, streaming & downloadable materials	935	1006	1039	1001	1024	1154	1170	1237	1260	1239
Total Circulation	4183	4501	3992	3749	3878	3735	4025	4135	4430	4055
Digital materials percentage of total circulation	22.3%	22.3%	26.0%	26.7%	26.4%	30.8%	29.0%	29.9%	28.4%	28.0%

difference from previous year	-635	1,293	545	1,143	154	411	706	1,028	91	331
percentage up/down/previous year	- 15.18 %	40.31 %	15.81 %	43.86 %	4.14%	12.36 %	21.27 %	33.09 %	2.10%	8.89%
difference from previous month	114	318	-77	-243	129	-143	290	110	295	-375
percentage up/down previous month	2.80%	7.60%	- 1.71%	- 6.09%	3.44%	-3.69%	7.76%	2.73%	7.13%	-8.47%
Monthly number of people visiting the library	2173	2443	2018	2054	2062	1890	1947	1879	2295	1894
Meeting Room Reserved in the library	41	25	22	14	17	11	17	24	23	17
Library Programs			23	24	32	30	38	39	46	35
Meeting Rooms used-drop-in	67	73	66	50	37	47	62	61	66	43
Public Computer Users	126	183	128	126	128	116	130	82	108	90
Museum passes used	27	27	9	7	10	11	8	13	10	20
Number of unique NHPL patrons who checked items out per month	436	457	411	407	412	392	381	406	425	402
New NHPL Patrons	26	37	26	25	10	14	17	23	20	25
Deleted Patrons	6	4	2	15	17	3	3	0	4	2
Total Patrons	2869	2903	2921	2931	2933	2946	2957	2982	2997	3019
New Overdrive users	9	5	7	3	10	3	10	4	9	7
Unique Users Overdrive	108	111	121	122	127	122	140	118	137	130
Kanopy Users					13	15	11	17	14	7
hoopla users	42	45	35	34	33	42	44	48	40	42
New hoopla users	5	3	6	6	2	3	5	3	6	4

Exhibits Policy

Exhibits in public library buildings offer the community an opportunity to share in the enjoyment of the visual arts, allow artists and community residents to share creative talents and information, and enhance the visual environment of the library. The library reserves the right to contact organizations and individuals to maintain diversity. Artists must fill out an application and release form if they wish to display art in the library.

Display space for community groups is available ~~at in~~ the library in the Program Room, Small Meeting Room, Business Center and Reading Room and is for educational, artistic and cultural materials that promote interest in the use of books, library materials and information, or that share information about local art and cultural groups. Preference will be given to exhibits that are timely and of general interest. ~~Displays that are solely commercial or partisan in focus are not appropriate.~~

The library encourages free expression and free access to ideas as described in the *Library Bill of Rights*, and the *Freedom to Read* and *Freedom to View* statements. Artists and exhibitors must consider that the viewing audience will include all ages with diverse backgrounds, and is not self-selected as in a museum or a commercial art gallery, and the exhibit often is not their primary purpose for visiting the library. The Library Director, at their sole discretion, may reject any exhibit or display that does not fit with the mission of the library or that is not neat and presented attractively. Display of items in the library does not indicate endorsement, by the Library's Trustees or staff, of the issues, events or services promoted by those materials.

The artist or sponsoring organization is responsible for hanging the art collection with appropriate signage. In rooms where ~~using~~ the library's display system has been installed, the artist/sponsor must use the system as it was designed to be used. ~~in the appropriate rooms where the system has been installed.~~ Signage content and placement must be pre-approved by the Library Director. with ~~regard to content and placement.~~ When a display is not created by library staff, ~~the group or individual responsible shall be clearly indicated.~~

~~The library will take reasonable care to ensure the safety and security of items displayed, however the library has no insurance liability to cover exhibit items and assumes~~ The library assumes no responsibility or liability in the event of loss, theft, or damage of items on display. Artists and exhibitors are responsible for their own insurance coverage and will be required to sign a form ~~that~~ releasing the library from any responsibility or liability for the loss, damage or destruction of items on display. Items must be removed from display as scheduled. Should

the exhibit materials not be picked up at the end of the exhibit, the library will attempt to contact the exhibitor. ~~or they will~~ Items will be removed and stored for thirty days after which ~~thirty days~~ they will be disposed of without further notice to the exhibitor. in accordance with local law. Exhibits ~~shall~~ may not contain materials that will decay, become hazardous, or leave stains. Exhibitors will be charged for any damage to library property caused by their displays. Signs accompanying exhibits must be legible, correctly spelled, and neat in appearance. The artist may post their name and contact information, and the price of the pieces for sale. Items may not be sold or removed from a display during the exhibition without the permission of the Library Director.

Display Case

Displays of collections or grouped items on a common theme may be housed in the library's display case. Displays will generally be changed monthly unless a shorter duration is approved by the library director. Groups or individuals desiring to use library display space must fill out an application and release form for the Library Director to approve before any display is set up.

Exhibit Space

~~The Craig Meeting spaces is available for exhibiting art works that can be hung on the picture rail. Exhibitors must fill out an application and release form for the Library Director to approve before any exhibit is hung.~~

Bulletin Board

Library bulletin boards are available to inform the public of events of interest. They are not for the display of profit-making materials, personal messages, ~~or~~ endorsements of political candidates or issues or similar materials. All materials must be submitted to the library staff for posting or display. No one other than library staff may add or remove any material from ~~the boards.~~ display. All materials to be posted are subject to final approval by the Library Director. Materials not approved, or material not placed on the bulletin board by a library staff member, will be removed ~~discarded~~ without notification.

*Approved by Library Board of Trustees, December, 2000. Revised June, 2004.
Amended 2017. Revised April 12, 2023.*

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NHPL LANDSCAPING ADVISORY COMMITTEE MEETING MINUTES

April 19, 2023 10:30AM

Committee Members: John Bottomley, Lisa Cote, Dana Hooper, Audrey Prior

Chair: Emily Creighton; Trustee Rep Kathleen Kilgore; Maintenance Mgr. George Chauncey

Meeting came to order at 10:37AM

Members present: John Bottomley, Lisa Cote, Audrey Prior, Emily Creighton

- I. Approval of Meeting Minutes:
January 19, 2023– Approval Motion made by Mr. Bottomley; second by Ms. Prior; unanimous
- II. Committee reviewed Landscaping Action Items: See pages 2-4
- III. Other Items that came before the Committee: See pages 3-4
- IV. Meeting adjourned at 11:55AM
- V. Next meeting: Thursday, May 25, 2023, 10AM in the Library Reading Room

Minutes prepared by Emily Creighton

NHPL LANDSCAPING ADVISORY COMMITTEE

January 19, 2023 ACTION ITEMS

I. Assess Monitor and Maintain

A. Irrigation – Sprinkler system check of each zone, Fall/Winter maintenance

Per George Chauncey, Sprinkler system has been turned on and tested.

B.Yew Hedges (left side of terrace) – Fertilize, water, trim, possible replacement in 2 years

Need spring fertilizing. Ms. Kilgore is searching for a company to fertilize all hedges, shrubs, trees

Discussion ensued about replacing Yews with Pencil like arborvitae and using the Yews as a fence for the trash bin. Committee thinks this is a good idea, but too costly at this time – estimates are at the upper end of a \$5-10K to change the Yews out. They agreed the Yews are looking much better and beginning to fill out. Again, they also need fertilizing. **Recommendation:** Committee suggests waiting another year and discuss again.

C. Boxwoods (front and right side of building) – Replace 3 at \$200 each, fertilize, water, trim

Status: Approved by Trustees; replacement contingent on their recovery status. Committee decided to replace the original three damaged Boxwoods. Ms. Creighton will contact Mark Olson.

D.Trees bordering Atlantic Ave (east and north end) – Spring cleanup of these two corners

Status: Ms. Kilgore and Ms Creighton will rake and pick up leaves and debris along the Alden Ave side of the Library, Sat., April 22. Ms. Kilgore will bring debris to the brush dump. Mr. Hubbard (DPW) said his staff will lay mulch as soon as the plants, shrubs and trees are fertilized. They will also trim trees of dead branches and tidy up for Memorial Day. Ms Creighton is also asking Mr. Hubbard if his crew will also clear the vines beneath the two front corners of the Atlantic and Alden tree stands and to include spraying the poison ivy.

E. Rain Garden and Plantings – Spring fertilizing needed. **STATUS:** Trustees seeking vendors

F. Japanese Maple in Circle – Fertilize, water **STATUS:** Trustees seeking vendors

G. Utility Equipment Structure along Alden Road

Plant five closely staggered Arborvitae for screening (\$8-900 per tree)

Status: Approved; Trustees awaiting contract from Mark Olson. The Trustees continue to discuss a three sided fence placed around the trash area bin to screen it from the neighborhood.

II. Spring Items

A. Conifer Christmas Tree - dwarf Balsam 10-14ft

Status: Item Closed

Committee decided this is a Town Campus Project. Ms. Creighton spoke with TA Tully who said that a tree was a possibility. He asked that the Library Landscaping Committee think about the possibility of taking on the landscaping task for the entire Town Complex. This committee discussed and because of their personal commitments, they are not interested at this time.

B. Landscape Maintenance Professional – Estimated \$2K yearly

This hire will allow the Landscaping Committee to phase out its landscaping role.

Status: The Trustees continue to work on finding a company to take care of the landscaping maintenance responsibilities to include weeding and monitoring during the summer, fall cleanup /winter damage mitigation and spring fertilizing and cleanup. **Committee recommends concentrating on locally owned companies.**

C. Raised Planters (planting and maintenance)

Status: Committee discussed, and at this time, not in favor of using volunteers to support this effort. If the Library Staff can not support this effort, we do not recommend adding raised planters. **Recommendation: include planters in the maintenance contract so that the vendor takes responsibility for raised planters and or pots on the Terrace and by the front entrance of the Library.**

D. Mahoney Portrait Sculpture – Arrives in New Hampshire first week of August for Installation. Sean Mahoney, Erik Durant, Mark Olson – Bench sculpture, 18”x18”x54” Height 49”Oval Base: 5’x10”

Status: Trustees await further specifics of the base medium and installation date and details. Trustees’ approval is necessary before installation begins.

III. Other Items

- A. **STEPS W/RAILINGS:** George Chauncey’s concern over the current parking overflow on Alden Ave: Mr. Chauncey proposes steps with railing (for public safety) from Alden Ave up to the side parking lot. Committee agreed to Refer item to Trustees for their discussion.

RECOMMENDATION: Before the Trustees proceed further on this topic, we recommend a study of traffic flow in relationship to Library program needs during the entire Town Complex construction period.

- B. **NEW UTILITY POLE** behind the Library’s sign was discussed.

Three members of the committee, Mr. Bottomley, Ms. Kilgore and Ms. Creighton had conversations with either or both Town Administrator (TA) Tully and Selectman Sununu to ascertain the rationale for placement of an approximately 60 foot utility pole on Library property. These committee members were informed that Unitil gave the Town three possible sites for the pole. As we understand, the SelectBoard approved placement of the pole at the site behind the Library sign on the edge of the front parking lot.

The pole is the point at which utility equipment was attached and from which an underground trench was dug towards the new Town Complex. Although approximately eight feet of the 60 foot high pole was used to attach utility equipment, the rest of the pole is unused. Ms. Creighton asked TA Tully to talk with Unutil about “cutting” the pole shorter; he said he would but thinks that the company’s pole height guidelines may not allow shortening the pole. Both TA Tully and Selectman Sununu says the pole is on Town Property and that the Library sign is also on Town Property.

The committee did a site inspection and noted that the in ground piece of granite, with a bore hole at the end of the historical stone wall, appears to show that the Library sign and pole may in fact be on the Homestead lot and therefore, what happened there should have been controlled by the Library Trustees or, at a minimum, they should have been notified before pole placement. Both TA Tully and Selectman Sununu have stated that because the sign was placed on Town land, they did not think it was necessary to consult with the Trustees on the pole’s placement.

The Landscaping Committee believes the pole, particularly the unused 50+ feet, effects an aesthetically unappealing view from the east to west approach to the Library from Atlantic Avenue. Given the reality that the pole is “in place” and will not be moved, the ground area around the pole appears to be a walking safety hazard - an exposed hole with heavy laden different size rocks **Recommendation To The Trustees:** The committee believes the Town should ensure all holes are filled in, the ground mulched and landscape this newly created bed with low maintenance shrubs and ground cover. The idea is to mitigate a possible walking safety hazard and the negative aesthetic impact the pole and its utilities have on the Library’s landscape. Overall, the committee expressed disappointment that Town official(s), involved in this decision. did not extend a degree of professional courtesy to consult with Library Trustees before the placement of the utility pole.

- C. **Stone vs Mulch** around trees, shrubs and hedges – DPW Manager, Hubbard mentioned that his department was thinking about using stone rather than mulch for landscaping. The committee discussed, and based on cost and aesthetics, we prefer mulch. Mr. Hubbard has been advised.

Please return to Page 1, Item IV