



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

**Notice of Public Meeting
At North Hampton Town Hall and Zoom
231 Atlantic Ave
Wednesday, June 14, 6:30 pm**

Attendees:

Chair: Susan Leonardi
Secretary: Kathleen Kilgore
Library Director: Susan Grant
Assistant Director: Liz Herold

Not In Attendance:

Treasurer: Jacqueline Brandt

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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
 - 2.1 Handrail Installation

The handrail has been installed.
 - 2.2 Solar Light for Flagpole – need to request a quote from Longchamps
 - 2.3 Electrical Work – Additional work needed, quotes need to be requested from Longchamps.
 1. Interior entrance handicap door access switch
 2. Extra power outlets in the large room
 3. Reprogram the lights in the big program room
 - 2.4 The cracks in the siding have been ground out. SMC Caulking will start June 19, 2023 filling in the cracks. Mike Castagna has requested that we confirm what caulking will be used to make sure it is the correct product.
 - 2.5 The Boy Scout Troop came this past Saturday morning and raked the remaining dead out of grass.

- 2.6 NH DPW has pulled the poison ivy in the corner of the property at Atlantic Ave and Alden Rd and have covered the area with mulch.
- 2.7 Rocks at Alden Ave
- 2.8 George repaired a significant wall crack in the library by the back door. Mike Castagna believe it may be a stress crack
- 2.9 George completed is monthly touchup of the paint through out the building.
- 2.10 George and Mike changed the water cooler filter. The red light is still on but the filter has been changed. They need to figure out how to reset it
- 2.11 George is going to wait to change the air filters for another couple of weeks because pollen is still falling.
- 2.12 George requested the Trustees consider installing steps up to the building ' from Alden Ave. Susan Leonardi will inquire with the Town Administrator to find if there is a plan for pedestrian walkways on the campus
- 2.13 George requested an update on the leaky doors. Susan Leonardi has spoken to Barrett. He is still trying to get the vendor out to address the issue.
- 2.14 Kathleen Kilgore mentioned we need to have the wood beams sealed. George will reach out to Emerald Painting to see if they can paint/seal the beams. This will be an annual maintenance that would be done.

3. Administrative

3.1 Approval of Meeting Minutes of May 10, 2023

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

Made by: Jacqui Brandt

Seconded by: Kathleen Kilgore

Vote: 2-0

3.2 Librarian Reports and Treasurers Report

Susan Grant presented the Librarian reports. Please see attached reports.

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

Made by: Kathleen Kilgore

Seconded by: Susan Leonardi

Vote: 2-0

4. Old Business

4.1 NHPL&CC Donor Wall Update

The Foundation is currently reaching out to the donors to the capital campaign to confirm

4.2 Audio Visual Training and Maintenance

We are waiting on the quote for the annual maintenance contract and the PC board. Kathleen Kilgore will follow up with Audio Visual Experience.

4.3 Landscaping Update

The landscaping committee met in May. Please see attached Landscaping meeting minutes.

5. New Business
 - 5.1 Community Conversation planning
 - 5.2 Interior entrance handicap door access switch
Discussed under the facilities update.
 - 5.3 Old Home Day, August 12, 2023
Andrea has hired a face painter for Old Home Day festivities
 - 5.4 CIP Meeting
Nancy Monaghan reached out to confirm who the Trustees representative will be.
Jacqui will be the representative and meetings will be July.
6. NHPL Friends Update
They have moved their monthly meetings to the second Tuesday of each month at 12:30 pm

The Community Newsletter is being currently printed and should mail out soon to the community.

The Friends have requested Andrea to attend their next meeting to discuss programming for the teens in our community and how they can support.

Susan Leonardi submitted the article for the Community Newsletter
7. Any Other Item that may legally come before the Board.
Mike Castagna forwarded the invoice from Longchamps for charges related to troubleshoot the fire alarm.

Motion: I make a motion to approved payment of Longchamps invoice 59053 dated 6-13-2023 for \$ 545.00, payment to be from M&T Bank account ending in 0790.
Made by: Kathleen Kilgore
Seconded by: Susan Leonardi
Vote: 2-0
8. Next Meeting / Adjournment
Tentative Date, Tuesday, July 11, 2023

Susan Leonardi, the Chair closes the meeting at 7:20 pm

Minutes by Recording Secretary: Kathleen Kilgore

Approved: