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

**Meeting Minutes**

**Notice of Public Meeting**

**At North Hampton Public Library**

**239 Atlantic Ave**

**Thursday, July 20, 6:00 pm**

**Attendees:**

Chair: Susan Leonardi

Treasurer: Jacqueline Brandt

Secretary: Kathleen Kilgore

Library Director: Susan Grant

Assistant Director: Liz Herold

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1. Call to Order by the Chair. Chair called the meeting to order at 6:05pm. Pledge of Alliance.
2. Facilities report. George has a new quote for staining the front entrance $1500. Columns and braces. Emerald Painting. Mike recommended talking to him about transparent paint or lacquer it. George can set up meeting and we can review all the options. George is looking for HVAC unit contract for maintenance.
   1. Exterior caulking and painting. SMC/BPS has finished the exterior caulking and painting. Back door has been fine with all tthe rain, we will continue to check the patio door this week.
   2. Solar light for the flagpole (George said we are waiting on Longchamps)
   3. Interior entrance handicap door access switch (George said we are waiting on Longchamps). They will reprogram the large program room timing switch. George will ask Longchamp to add an electrical outlet under the large program room television for presenter laptops.
   4. Defibrillator battery arrived and has been replaced.
   5. Hub and NHDPW has dug the washout area out in the back of the building and replaced it will large rocks.
   6. Fire Alarm battery. Lithium battery is not charging. They will be coming out to check on it. Mike inquired about the temperature of the rooms during this heat and humidity.
3. Administrative
   1. Approval of Meeting Minutes. Brandt motion to approve. Second by Leonardi. All approve. Leonardi Motion to return unspent budget funds Fiscal year ‘23 in the amount of $343.24 to Town of North Hampton. Brandt seconded.
   2. Library reports
4. Old Business
   1. Audio Visual Maintenance update

Kilgore reported no new information from Audio Video Experience, will follow up again.

with Andrea

* 1. Landscaping update

Reviewed Landscaping Committee minutes dated June 29, 2023.

* 1. CIP meeting update

Brandt has been attending CIP meetings as representative for Library. The CIP meeting on July 14th was the review of Fire Department and Department of Public Works Capital Plans for FY2025-2030. The next scheduled meeting of CIP is this Friday. Town Administration, Police Department and North Hampton School Capital Plans for FY2025-2030 will be reviewed.

1. New Business
   1. Review Employee Dress Code

The Board reviewed the draft of policy and agreed by consensus Town Council should review.

* 1. Review Personnel Policy

The Board reviewed the draft of policy and agreed by consensus Town Council should review.

* 1. Budget workshop & Community Conversation planning date

The Board reviewed the draft of the budget and agreed by consensus to try and scheduled a meeting later in July or in August to review in more detail

* 1. Old Home Day on August 12th

Andrea has arranged for a face painter at the Library for Old Home Day.

1. NHPL Friends update.
2. Any Other Item that may legally come before the Board.
3. Next meeting/adjournment

Tentative Date, Tuesday, August 15, 2023

Chair closes the meeting at 7:35 pm