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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**

**Tuesday, August 15, 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. Meeting called to order 6:04pm. Pledge of Allegiance.
2. Facilities report

Emerald Painting finished staining the canopy this week. He will bring the invoice in this week. George replaced six HVAC filters, only 3 are dirty so he will rotate them to save money. Longchamp is scheduled to come this week for the solar panel and light programming in the rooms. Susan Leonardi spoke to Barrett from BPS about the soap dispensers and leaking doors. They will deliver the soap dispensers and George can install them. Micheal Castagna has a suggested plan for the leaking doors, but Barrett is contacting the glass company, Pentucket glass to come out. George suggests the storage area in the large program room is getting damaged from the chairs. We can cover the walls with 4x8 fiberglass and plastic paneling (called FPR) to protect sheet rock walls – textured white, smooth white, and grey. The quote to do this work from local installer, Richard Ross $1,284. 00. Closet would need to be cleaned out for two days. Mondays & Tuesdays the library does not have programming. September 23rd is a possibility. The room can be emptied out on a Saturday afternoon, he could work all day Sunday & Monday. George will work on replacing the American Security Alarm; panic alarm battery. It is saying low temp/battery replace. The panic alarm should be tested. We should call the North Hampton Police Dept to schedule a time for testing.

1. Administrative
   1. Library reports
   2. Art Exhibit/need for more paintings/reception. Susan will pick up one more painting from Chum Steele. Keep until September. Motion to accept library reports by Jacqui, Susan seconded. All approve.
2. Old Business
   1. Audio Visual Maintenance update. Kathy will meet them and meet with DC systems.
   2. Landscaping update. We can post for community hours in a weekend for fall clean up. Tentative date set for Sunday, October 22nd. Trustees discussed removing some of the Yew hedges and replacing them with arborvitae. Also, plant arborvitae around waste management dumpster. Kathy will remove the damaged boxwood next to the patio. NHPLCC will be posting a mock donor wall.
   3. CIP meeting update; meetings are over. Final report due September 15th. Everyone agreed on the agenda items.
   4. Employee Dress Code. Table final September
   5. Personnel Policy. Table final review for September
3. New Business
   1. Library Director announcement; Susan’s letter of resignation. Susan’s final day will be September 29th. We will plan to have an event on the first day of Autumn, Friday afternoon, September 22nd.
   2. Succession planning. Non-public meeting on Tuesday, September 12th at Town Hall. Liz starts Oct 1. Look at the Director’s job description. Talk about the open full-time position.
   3. Text Bob Southworth about Maps
4. NHPL Friends update
   1. Friends minutes.
5. Landscaping Committee update; submitted minutes
   1. Sculpture installation update
   2. Dedication planning
      * 1. Food/drink/fruit
           1. Emily/sparkling water
        2. Attendance
        3. Flowers
        4. Press Release (Review/email Kelly)
   3. Dumpster screening
6. Any Other Item that may legally come before the Board.
7. Next meeting/adjournment . Meeting adjourned 7:30.

Tentative Date, Tuesday, September 12, 2023

Chair closes the meeting at 7:35 pm

Recording Secretary: Kilgore

Approved, October 10, 2023