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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, September 12, 6:30 pm**

**Notice of Non-Public Session**

**Tuesday, September 12, 2023**

**7:30 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 6:31 pm. Pledge of Allegiance.
2. Facilities report
   1. Emerald Painting- canopy staining completed.
   2. Bonnette, Page, & Stone. Soap dispensers will be delivered on Wednesday, 9-13-2023. Patio doors are still leaking. Barrett has requested the glass contractor to come out to look at the doors to see if the leaking is coming from the glass. Received an invoice from Bonnette, Page & Stone for the installation of the mechanical room door installation on March 22, 2023. The door installation was identified in our annual Fire Department inspection. Board members are questioning whether this invoice had already paid for. Will need to confirm payment has not already been made before releasing.
   3. American Security Alarm had been scheduled to come Tuesday, September 12 to assess issues with the panic button alarm. It stopped for a while but has started beeping again. Liz will be contacting them again to come back out.
   4. George’s Report

A sprinkler in the children’s collection area dripped on the desk. George contacted Capitol Protection Fire and they did not respond. There is no other sign of dripping or leaking. He will be following up with them to inquire on response accessibility.

George proposes to the Board to put in a protective panel 4 feet high in the program storage closet. Currently the walls in the storage closet are getting damaged quite frequently with the movement of the chairs in and out of the closet. The panel will prevent this going forward and will eliminate the need for regular repairs.

I make a motion that we approve the proposal/contract for services received from Richard A Ross dated 8-15-2023 for $ 1.284.00 to purchase and install the 4 feet high protective payment in the program storage closet. The source of funding to be Account 0790.

Motion by Kilgore

Seconded by Brandt

Vote: 3-0

1. Administrative
   1. Library reports
2. Old Business
   1. Audio Visual Maintenance

We continue to have no response from Audio Visual Experience. By consensus the Board

has decided to pursue other vendors for the Audio Visual maintenance needed. A few

suggested prospects are Adrienne Biasioli of ProAV Systems and Access AV Concord, NH. Leonardi will provide contact information for each and Kilgore will reach out to each.

* 1. Library Policies
     1. Personnel Policy

Dress Code Policy

I make a motion that we amend and adopt the Personnel Policy and Dress Code Policy as

presented. Both policies have been reviewed and edited by Town Counsel.

Motion by Brandt

Seconded by Leonardi

Vote: 3-0

* + 1. Patron Conduct
    2. Photography, Filming and Videography in the library: First Amendment Audits

[First Amendment “Audits”: What Are They and How Do You Handle One?](https://www.nhmunicipal.org/town-city-article/first-amendment-%E2%80%9Caudits%E2%80%9D-what-are-they-and-how-do-you-handle-one)

[Webinar PPT:](https://www.nhmunicipal.org/town-city-article/first-amendment-%E2%80%9Caudits%E2%80%9D-what-are-they-and-how-do-you-handle-one) <https://www.nhmunicipal.org/sites/default/files/uploads/webinars/how_to_handle_first_amendment_audit_03.29.23.pdf>

The Board has reviewed the edited drafts of both the Patron Conduct and

Photography, Filming and Videography in the library policies. The next step

Is to have Town Counsel review. The Director will forward to Town Counsel for

Review.

1. Nonpublic session pursuant RSA 91-A:3, II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted. <https://www.nhmunicipal.org/town-city-article/non-public-sessions-under-right-know-law-practical-issues#:~:text=Non%2Dpublic%20sessions%E2%80%94for%20discussion,Right%2Dto%2DKnow%20Law>.

I make a motion to enter Nonpublic Session – Entering under RSA 91-A:3 II (a) The dismissal, promotion, or compensation of any public employee or the discipling of such,

employee, or the investigation of any charges against him or her, unless the employee

affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in

which case the request shall be granted.

Made by Brandt

Seconded by Leonardi

Roll Call: Brandt – Yes

Kilgore - Yes

Leonardi – Yes

Entered at: 7:34 pm

Return to public session at 7:46 pm

1. New Business
   1. Library Director retirement

An email will go out to the library community announcing Susan’s departure and confirming open house for Saturday, September 23, 2023, 10:00 – 1:00 for the opportunity to say goodbye to Susan. Light refreshments to will be provided. Susan will write a letter to the community. The Trustees to take Susan to dinner on Sunday, September 24, 2023.

* 1. Leonardi asks Director if the library has NHMA login information – Director confirms we

have a login, she will forward it to the board.

* 1. Library Director succession

Liz Herold has been promoted to Library Director effective November 3, 2023. The last

day in the library for Susan Grant will be September 29, 2023, and then she will be on

vacation until November 3, 2023.

The Board discusses the open position and job description. The suggestion to create a dedicated position to manage adult programming and manage the marketing of the library and programs with the expectation that this position would grow into the Assistant Director position.

* 1. Strategic Planning

The Board with the Assistant Director discussed the need to revise the Strategic Plan. All agree by consensus we should hire consultants to assist. A few have been recommended:

[Maxine Bleiweis](https://www.linkedin.com/in/maxinebleiweis/) (Hampstead Public Library) attached.

[Ruth Kowal](https://www.linkedin.com/in/ruth-kowal-693a7018/) (Durham Public Library)

[Deb Hoadley](https://www.linkedin.com/in/debhoadley/) (NHLTA) recently retired as the Library Director of the Moultonborough Public Library

Leonardi will reach out to each to see about meeting in October.

* 1. Review updated Preliminary FY25 budget.

The Director continues to work on the draft of the proposed FY2025 budget. The Board should have a copy of the most recent draft to review. Leonardi will reach out to the Chair of the Budget Committee to confirm due dates of materials and get guidance on expectations. Kilgore will contact Ryan to inquire on the towns position on COLA.

* 1. Budget Committee meeting dates

October 30 - Review Town Library and School Year-End and Default Budgets meeting

Thursday November 16, 1st Review of Town and Library Proposed budget.

Monday December 4, 2nd Review of Library and Town Proposed budgets.

1. NHPLCC
   1. Sculpture installation has been completed and a dedication ceremony was held on Wednesday, August 23, 2023. A small lawn plaque with names will be installed at a future date. There is a seacoast online article: <https://www.seacoastonline.com/story/news/local/2023/08/22/mahoney-family-donates-sculpture-to-north-hampton-library/70635338007/>
   2. Donor wall update

The Foundation is looking for a comprehensive list of Kind in Services received directly by the library. The Foundation has been working on finalizing the donor wall information. Once completed Cindy Burke will design the wall.

* 1. The Foundation has requested a report of Account 0790 items purchased by the Library in

during the project. Kilgore to generate a report from the project financials.

1. NHPL Friends update.

The Friends met Tuesday, September 12, 2023. They are reporting (5) new members Rachel Robie, Lori Chabot, Amy Choate, Marge Schrier, Carolina Vinicia.

* 1. Election of officers – All officers were re-elected to their positions.
  2. The Friends continue to work with Andrea to set up Teen focused programming.
  3. The Friends are currently working on updates to the Annual Membership drive flier.

1. Landscaping Committee update
   1. Dumpster screening – Green Penguin
   2. Fertilizer quotes – Kilgore will obtain next season quotes for conventional programs and organic programs.
2. Any Other Item that may legally come before the Board.
3. Next meeting/adjournment

Tuesday October 10, 2023.

Chair closes the meeting at 8:34 pm

Recording Secretary: Kilgore

Approved, October 10, 2023