

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

**Meeting Minutes**

**Notice of Public Meeting**

**At North Hampton Public Library**

**239 Atlantic Ave**

**Tuesday, October 10, 2023, 6:30 pm**

**Notice of Non-Public Session**

**Tuesday, October 10, 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. **The Chair called the meeting to order at 6:34 pm**

**Pledge of Allegiance**

**2. Facilities Report – Presented by George Chauncey**

 Closet is complete – it came in under $ 200.00

The irrigation system has been winterized. The town has replaced the sprinkler head they

 damaged.

 Handicap interior access has been installed.

 Filters have been replaced.

 DPW has replaced the mulch with crush stone to prevent washout.

 George and Mike have been having a hard-time finding someone to maintain the HVAC system.

 George has arranged to use Denron out of Nashua to service our building. Denron will be

 maintaining the new Safety Facility.

George spoke with Emily Creighton about having the contractor who did the statue work to

 come pick up the hose they have left on Atlantic Ave side of the building.

 Update on lighting the of the flag – Solar lighting does not really work.

 The doors are still leaking. Susan will follow up with Barrett on the status of fixing the leaking.

 The new soap dispensers have been installed.

**3. Administrative**

 Liz Herold presented the Librarian reports. The yearly reviews of the staff have been completed.

 She will be setting up a regular staff meeting shooting for every 6-8 weeks. Meeting rooms are

in high demand. Liz met with Ryan to review the budget. We will get in more detail later in the

agenda.

 NH Library Association is holding a conference on Friday which Liz will be attending.

 Liz met with Ryan Cronwell to review the draft of our budget. She is currently working on

putting our budget in the same format as the towns. Liz will put together a narrative for the town to include in their budget book. It was decided that Liz will submit the final approved budget and narrative to the Budget committee.

 Default is due October 18, 2023, reviewed on the meeting on October 30, 2023.

 The proposed budget is due to the Budget committee on October 30, 2023.

 Healthcare costs are increasing 25%.

 FY2024 spending is tracking within budgeted spend. We are currently at 25% spend of the budget

 year. There was discussion of reviewing magazine and newspaper subscriptions.

 Motion: I make the motion to accept the Librarian reports as presented tonight.

Made by: Brandt

 Seconded by: Kilgore

 Vote: 3-0

**4. Old Business**

 4.1 Audio Visual Maintenance

 Leonardi will forward to Kilgore suggested vendors to contact to secure an annual contract for

 Maintenance, Training and Support that John Savastano recommended.

 4.2 Library Policies

 4.2.1 Patron Conduct

 4.2.2 Photography, Filming and Videography in the Library

Motion: I make the motion to approve the Photography, Filming and Videography and Patron Conduct Library policies as edited by Town Counsel.

Made by: Leonardi

 Seconded by: Brandt

 Vote: 3-0

 Liz will issue final copies with an adopted date of October 10, 2023

4.3 Review updated Preliminary FY2025 Budget. By consensus the board agreed to is to increase the Healthcare line in the budget by 25% as per the quoted increase from Health Trust.

 Motion: I make the motion we approved the Default Budget as presented.

 Made by: Kilgore

 Seconded by: Brandt

 Vote: 3-0

 **5. Non-public Session pursuant RSA 91-A:3 II (a)**

 Motion: I make the motion to enter Non-public Session pursuant to 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.

Made by: Brandt

Seconded by: Kilgore

 Vote: 3-0

 Entered at 7:50 pm

 Motion: I make a motion that effective with the payroll period beginning

 November 5, 2023, we set the salary for Liz Herold, the new Library

 Director at $ 78,440.00, with $ 74,000.00 as salary and $ 4,440.00 as

 Retirement.

 Made by: Kilgore

 Seconded by: Leonardi

 Vote – By Roll Call:

 Kilgore – Yes

 Brandt – Yes

 Leonardi - Yes

 Motion: I make the motion we exit Non-public Session pursuant to 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.

Made by: Brandt

Seconded by: Kilgore

 Vote – By Roll Call:

 Kilgore – Yes

 Brandt – Yes

 Leonardi - Yes

 Exited at 8:24 pm

 **6. New Business**

6.1 Library Director succession

 As per our last meeting Liz Herold will become the Director of North Hampton Public

 Library effective November 5, 2023.

6.2 Marketing & Events Librarian –

Motion: I make a motion to approve the position of the Marketing & Programing

 Librarian as drafted.

 Made by: Leonardi

 Seconded by: Brandt

 Vote: 3-0

 Motion: I make a motion to approve the new Marketing & Programing Librarian position

with a salary of $ 53,820, with $ 52,000.00 as salary and $ 1,820.00 as

retirement.

 Made by: Leonardi

 Seconded by: Brandt

 Vote: 3-0

**7. NHPLCC**

* 1. Donor wall update

**8. Friends Update**

* 1. The Friends met Tuesday, October 10, 2023. They are currently working on their annual membership drive. They had a successful night at The Brook, charity gaming. They have

a few more nights scheduled.

**9. Landscaping Committee update**

* 1. Thank you. They have officially shut down the committee.

**10. Any Other Item that may legally come before the Board**

**Meeting Minutes**

August 15, 2023

September 12, 2023

Motion: I make a motion to approve the meeting minutes of August 15, 2023 and September

 12, 2023.

 Made by: Leonardi

 Seconded by: Brandt

 Vote: 3-0

**11. Next meeting/adjournment**

 NHPL Budget Work Session – October 19, 2023, at 5:00 pm

Chair adjourns meeting at 9:00 pm