



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

### **Public Meeting Agenda North Hampton Public Library 239 Atlantic Ave, North Hampton, NH 03862 Wednesday, November 15, 2023 6:30 PM**

#### **Attendees:**

Chair: Susan Leonardi  
Treasurer: Jacqueline Brandt  
Secretary: Kathleen Kilgore  
Director: Liz Herold

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#### **1. Call to Order by the Chair**

The Chair called the meeting to order at 6:30 pm  
All in attendance stand for the Pledge of Allegiance

#### **2. Facilities Report - Presented by George Chauncey**

Capitol Fire Protection was here today to fix a couple of broken sprinkler heads.

Denron-Hall was here to tour the facility with the intent to quote a maintenance contract for maintaining our HVAC system.

The wall in the business had to be repaired due to damage from chair use. The computer desk has been rearranged to prevent future wall damage.

#### **3. Administrative**

##### **3.1 Library reports**

The Director and the Board reviewed the librarian reports.

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

Made: Kilgore

Second: Brandt

Vote: 3-0

#### **4. Old Business**

##### **4.1 Audio Visual Maintenance**

Leonardi has called around to quite a few different Audio-Visual companies and have been unable to find a company to maintain our equipment. Susan has another company to follow up with. She will keep the board advised.

4.2 Review Preliminary FY25 budget for Budget Committee meeting.

Our meeting with the Budget Committee has been rescheduled to Wednesday, November 29, 2023, for the first review of our proposed budget.

4.3 Strategic Planning

Leonardi will contact the identified strategic planners to start the process of interviewing.

5. New Business

5.1 Marketing & Programming Librarian

The Director is working through the process of reviewing resumes for the position and will be scheduling interview in the near future with potential candidates.

5.2 Landscaping proposal

Per the request of the retiring Landscape Committee. Chair Leonardi presented the

Board with (2) proposal from Piscataqua Landscaping & Tree Service. One proposal

Is to replant Yews from along the patio to a new bed to screen the dumpster and

replace the Yews with (7) Arborvitaes, Mission size 6' to 7' and perform turf repair in

identified areas of the lawn. A second proposal was for the service agreement for

for the 2024 contract year which would include Spring and Fall Cleanups, Mulching,

Weekly Lawn Maintenance, Plant Fertilizing, Irrigation Startup and Winterization.

The Board discussed both proposals and decided by consensus to request a revision

to the proposal for the moving and replacement of the Yews with a goal of not exceeding \$ 10K and tabled for the time being the proposal for the service agreement

for the 2024 contract year.

5.3 Signature card updates

The Director has been working with TD Bank to update the signature cards.

The Board

each need to go into the bank to assist with this task.

6. NHPLCC

6.1 Donor wall update

Members of the Foundation are in attendance to update the Board on the status of

the Donor wall and present the design as drafted for approval.

Members in attendance:

Kelly Parrot  
Dana Hooper  
Cynthia Burke

Once the design is approved by the Board, there will be a mockup of the wall, essentially will be a poster board and will be hung for review and input. The actual finish wall is being targeted for installation in Q-1 2024. The Foundation has hired Timberland Signs of North Hampton to build the wall.

Motion: I make motion that we authorized the Foundation to spend up to \$ 5K

to design, build and install the donor wall as presented with the target date of installation being Q-1 2024. The funding source to be NHPL Checking Account 0790.

Made: Kilgore

Seconded:

Vote: 3-0

The Foundation is also working on designing a display to showcase a quote requested by a generous donor.

7. Friends Update

The customer has \$ 12K and they just approved funding for youth programs \$ 2.6K.

8. Any Other Item that may legally come before the Board.

9. Public Comment

10. Next meeting/adjournment