

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

**Public Meeting Agenda  
Town Hall**

**231 Atlantic Ave, North Hampton, NH 03862**

**Wednesday, December 13, 2023**

**6:30 PM**

**Attendees:**

Chair: Susan Leonardi

Treasurer: Jacqueline Brandt

Secretary: Kathleen Kilgore

Director: Liz Herold

1. Call to Order by the Chair

The Chair called the meeting to order at 6:35 pm

All in attendance stand for the Pledge of Allegiance

1. Facilities Report - Presented by George Chauncey

The only unresolved issue right now are the leaking doors.

We have received (2) proposed agreement presented by Denron Hall Peak Performance

Preventive Maintenance Agreement. Date of Agreement: January 2024 Period of 1 year

for 2 visits per year $ 4,900.00 and Preventive Maintenance Agreement. Date of Agreement: January 2024 Period of 1 year for 4 visits per year $ 6,500.00. George recommends the (2) visit per year proposal.

Motion: I make a motion we accept the Denron Hall Peak Performance

Preventive Maintenance Agreement. Date of Agreement: January 2024 Period of 1 year

for 2 visits per year $ 4,900.00 and Preventive Maintenance Agreement.

Made: Brandt

Second: Leonardi.

Vote: 3-0

1. Administrative
   1. Approval of November Meeting Minutes

Motion: I make a motion to approve the meeting minutes of November 15, 2023, as presented.

Made: Brandt

Second: Leonardi

Vote: 3-0

* 1. Library Reports

Library Director Herold reviewed the highlights of the Librarians reports and the Treasurer’s report with the Board.

Bob Southworth delivered the restored 1857 Map of Rockingham County which the Southworth family donated to the library. The map has been hung in the Business Center.

NH Budget Committee passed the library’s proposed budget on Monday December 4, 2023, at their regular.

Library Director Herold attended a state library conference on December 1, 2023, in Concord.

Library Director Herold has interviewed (3) candidates for the open position and is preparing for a second round of interviews with final candidates.

We are currently at 42% of the yearly budget spent. The Director pointed out that our current spending includes the Sprinkler system inspection for the year. This is a bit early in the fiscal year but shouldn’t be an issue because it is in the same fiscal year.

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

Made: Kilgore

Second: Brandt

Vote: 3-0

1. Old Business
   1. Audio Visual Maintenance

Susan Leonardi and Liz Herold met with a representative from Red Thread to put together an Audio-Visual Maintenance Contract. He confirmed we have high-end quality equipment which should have a lifespan of 10 years before needing to be replaced. Red Thread will work up a quote for a maintenance agreement for the Board to review and vote on.

* 1. Budget Committee Presentation

The meetings with the committee went well. The Budget Committee passed the library’s proposed budget on Monday December 4, 2023 without any changes.

* 1. Marketing & Programming Librarian Update

The Director has identified (2) finalists for the position. She is looking for guidance on how to proceed. The Board agreed by consensus that a 2nd round of interviews should be held. Library Staff should participate in the interviews.

* 1. Landscaping Proposal

The Board reviewed the revised proposal.

Motion: I make a motion we approve Piscataqua Landscaping & Tree Service

Proposal No 38950 dated November 21, 2023, Landscape Enhancement

2024 for $ 9,247.00. Funding Source to be account ending in 0790.

Made: Brandt

Second: Leonardi

Vote: 3-0

* 1. Patio Lighting Proposal

Motion: I make a motion we approve the quote from Coastal Source for patio

lighting. Funding Source to be account ending in 0790.

Made: Brandt

Second: Leonardi

Vote: 2-0; 1-Abstention

* 1. Signature Card Updates

Library Director Herold is working with the bank to update the signature cards. She will confirm when the Board needs to go to the Bank to sign the cards.

1. New Business
   1. New Library Director January Celebration

By consensus the boar selected January 27, 2023, for the celebration. Detail of the celebration will be worked out during the Board’s January meeting.

* 1. Strategic Planning

Discussion on strategic planning are tabled to the January meeting.

* 1. Rockingham County Map Donation

Bob Southworth delivered the restored 1857 Map of Rockingham County which the Southworth family donated to the library. The map has been hung in the Business Center.

* 1. Annual Town Report

The annual reports for the Town Report are due by Monday, January 8, 2024. Library Director Herold and the Chair are working on the submissions.

1. Friends Update

The Friends met yesterday. The Friends are anticipating that they will be given 10 days of charitable gaming next year. They anticipate confirmation of this in January. The Friends are brainstorming ideas of a annual signature event of fundraising.

1. Public Comment
2. Any Other Item that may legally come before the Board.

The Director would like to close early on December 22, 2023 at 4:00 pm so the staff

1. Next meeting/adjournment

The next meeting of the Board will be Wednesday, January 10, 2024.

Chair adjourns meeting at 7:30 pm