

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

**Public Meeting Agenda**

**North Hampton Town Hall**

**231 Atlantic Ave**

**Wednesday, December 14, 2022**

**6:30 PM**

Chair: Jacqueline Brandt Library Director: Susan Grant

Treasurer: Kathleen Kilgore Assistant Director: Liz Herold

Secretary: Susan Leonardi

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1. Call to Order by the Chair.

Meeting called to order at 6:35pm. Pledge of Alliance

1. Facilities Update
   1. George Chauncey reported that the lights have been turning on again. They are supposed to turn off after a 15-minute time delay. George and Michael Castagna are waiting for the pin number from the programmer to reset all the lights. Susan Leonardi will contact Barrett about the threshold resolution. Chauncey will contact Hub to pick up a 10ft ladder for the library. The ladder is needed to change ceiling lights. Doug Shilo followed up with recommended contractors for Daikon service and maintenance.
2. Administrative
   1. Approval of Meeting Minutes. Kilgore motions to approve November minutes. Brandt seconded. All approve.
   2. Library Reports. Library Director Susan Grant will update the ending balances. Portsmouth Signs is creating shelving signage for the library book stacks. Grant is waiting for final quotes for the art hanging system. The Full-time Youth Librarian position was approved by Budget Committee.
   3. Youth Report. Kilgore motions to accept reports as presented. Brandt seconded. All agree.
   4. Town Annual report. Chair Brandt will write the library year-end review. Jan Facella requests that the Microsoft word document be submitted to her by the close of business on January 8, 2023.
   5. Community Newsletter article. The Friends have requested that articles be submitted Tuesday January 24, 2023. Mailing date of approximately February 22nd.
3. Old Business
   1. Donor Wall Status – Donor names and correct spellings are being reviewed by the Foundation now before submission to StoryWall.
   2. Mainely Grass Renewal. Kilgore asked this be tabled until the January meeting with Landscaping Committee. The Sculpture installation is still on track for March 2023.
4. New Business
   1. Volunteer Policy approval. Town counsel has reviewed the policy. We need to formally approve the policy. Susan Grant has emailed the final copy. Leonardi motions to approve policy. Kathy seconded. All approved.
   2. Budget Committee process. Susan Leonardi presented a suggested Budget Committee procedure for the library. The Library Board agreed that adopting the Budget Committee Guidelines will help inform members of the committee before the meetings to review the library budget are scheduled. Kilgore suggested that we add library budget information to the website for the community.
   3. Prioritizing Building Improvements. Susan Leonardi asked that the Board consider an order of importance for the following library building improvements in 2023.

Landscaping

Handrails

Generator

Dumpster

Walkway lighting

Sun shade patio coverage

* 1. Marketing Plan/Strategic Plan. Susan Leonardi asked that the Board review the most recent strategic plan for our January 2023 meeting.

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

The Board reserves the right to act on any item relative to the prudential administration of the library’s affairs, which circumstances may require.

Susan Leonardi will contact the Friends and ask if they would like to submit any updates to our agenda. Kathy Kilgore will ask the Landscaping committee about when they would like to meet in January.

1. Next Meeting/Adjournment. Meeting adjourned at 7:35pm. Next meeting will be January 11, 2023.