

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

**Public Meeting Meeting Minutes  
Town Hall**

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

**Wednesday, April 10, 2024**

**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 – Building:

George installed a new wooden ledge for our OPAC computer at the front of the

library.

George took the old flag down until our new one arrives. A patron generously

offered to replace the flag for the library.

Our sprinkler inspection is scheduled for for May 9

1. Administrative
   1. Approval of February Meeting Minutes

Tabled, will review and approved during May’s meeting.

* 1. Library Reports

Directors Report:

The library had to close at 5pm (instead of 7pm) on Tuesday, April 2 due to a staffing issue and we were closed on Thursday, April 4 due to the inclement weather.

NHPL had 2111 visitors in the month of March.

15 new patrons sign up for library cards in the Month of March

Meeting usage in March were: 71 drop-ins, 16 reservations and 30 library-related programs.

This week is National Library week. The library is hosting a raffle for a book

bundle.

The State Library Survey has been completed and submitted to the state.

Tory Simpson started March 25, 2025. She has been active on all social

media platforms. She met with the Friends Group this week.

On Monday, April 8 staff fielded over 135 phone calls dealing with our distribution of eclipse glasses. We also handed out over 500 free eclipse glasses beginning on Friday, March 29.

Programs:

Needle felting program for Adults will be on Sat, April 13.

Ongoing Programs

Wellness Book Club- 1st Monday of each month at 2pm.

Hooked on Books- Fourth Thursday of each month at 2pm and 6pm, will have an afternoon and evening meeting on the same day, to discuss the same book in each session.

The Genealogy club has begun a regular meeting schedule, the second Wednesday evening of each month.

Tori is going to facilitate a new regularly occurring crafting program called crafternoons, that will take place once a month.

Tori will also start a classics book club and Cheryl is interested in starting a mystery book club.

Youth Services:

We hosted our biannual Play, Learn & Grow workshop series this month. 64 children and 54 adults attended. BKS dance and Miracle Farm Speech Therapy are repeat presenters and always do a great job. This was the first time for Coastal Family Nutrition and Seacoast Pediatric Sleep. Parents had a lot of questions for them, especially on the topic of sleep. We are fortunate to have so many great local resources. As a part of the Family Place Libraries network, we also now have access to Parent TV, a website with over 2000 videos on topics of interest to parents and caregivers. A link to the site is on our children’s page and patrons can log in with their library card number.

Our regular programs were well attended this month.

* 43 adults and 41 children attended Babytime.
* Preschool Storytime was only held once a week this month due to the PLG workshops. 54 children and 41 adults attended. Themes included Pajamas/Sleep, The Outdoors, Spring, and Easter.
* Maker Monday was attended by 24 children this month. Activities included making leprechaun houses, paper chain snakes, decorating styrofoam eggs, and making robots out of cardboard.
* 12 children attended Tweentime this month. We had a game day for one week. Activities the other weeks included making luminaries and pine cone bird feeders as well as Peep catapults out of pencils, rubber bands and spoons. The catapults were definitely the hit of the month. The children spent the entire hour reworking their designs to see if they could get the Peeps to fly further. We didn’t even get to the other two activities I had planned.

The Teen bulletin board this month posed the question “What Makes You Feel Lucky?” Answers included “my friends,” “school,” “my mother and dad,” “my house,” and “books.”

Andrea was able to attend a CLOSE meeting for the first time. In the past, they have always conflicted with Tweentime. It was nice to be able to meet some of the other youth librarians in the area. We were able to tour the Seabrook library and discuss our upcoming summer programs. NHPL will be hosting the next CLOSE meeting in May.

We put up a display for the April 8th eclipse. It contains books and information about solar eclipses and lets patrons know they can pick up free eclipse glasses at the circulation desk. We have 560 pairs to give out. On Saturday, 4/6, we will have special eclipse activities in the Creation Station.

Most of the NHS classes are already signed up to come over to the library in May and June to learn about the Summer Learning Program and spend some time in the Creation Station. The Kindergartners will also be receiving their library cards.

Upcoming programs:

* In April we will be having a Week of Creativity during the school break. Activities will include Earth Day button pin making, process art painting, a tutu making workshop, make a t-shirt into a bag workshop, black out poetry and a needle felting program led by Pop Up Art. Several of these programs are open to adults as well as children.
* May 4th we will be celebrating Star Wars Day with special activities.

There is an early dismissal day on Wednesday, 5/15. We will be having another Mario Kart tournament funded by the Friends of the Library.

May 4th will be Star Wars Day. May the “4th” Be With You will the theme.

Financial Reports:

We are currently at 66% spent for the fiscal year. We are approaching budget

for electrical and we may exceed budget on this line item. Receive a $500.00

from The Fuller Foundation to be used on general operations.

Motion: I make a motion we approve the Librarians’ reports and Treasurer’s report as

presented.

Made: Leonardi

Second: Brandt

Vote: (3-0)

1. Old Business
   1. Audio Visual Maintenance

This continues to be an ongoing project. Lewis has offered to assist. Liz has reached

out to Audio Video Experience to address open items. Doug has forwarded the CAD

design of the system.

* 1. Marketing & Programming Librarian Update

This was reviewed in detail in the Librarians Report section of the meeting.

* 1. NHPLCC Foundation donor wall update

The wall is in the final edit. The wall will be moving into production shortly.

* 1. Rumi Quote

The Director suggested we put the quote on a raised wood board like

the donor wall. The Board by consensus request the Chair to speak to

the foundation about this suggestion and obtain their feedback. A location

* 1. Strategic

Maxine responded that she does not have any available time to work on the

project until late November. She requested us to advise if this work for us,

if it does she request we reach out request a formal proposal.

Deb Hoadley forwarded her proposal and professional qualifications. She confirmed she has availability to begin June and early July. The Board discusses the possible

challenges with meeting with community stakeholders during the summertime.

She outlines the process to be about 6 months.

Ruth Kowal

Work Session, Tuesday, April 16, 2024 at 5:00 pm at the library regarding Strategic Planning interviews.

* 1. Board of Trustees Organizational

Chair: I make a motion that we nominate Susan Leonardi

SL - KK JB (3-0)

KK, Treasurer – SL JB (3-0)

JB, Secretary – SL KK (3-0)

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* 1. Summer Meeting Schedule
  2. National Library Week – The Friends gave each staff members a $ 25 gift certificate to

Seacoast Soup along with sending flowers to the library in thank you.

1. New Business
   1. Maternity Leave Policy

The Director has researched this topic. Stratham, Hampton Lane, and Greenland have a policy. Stratham and Greenland are comparable to us in size and number of employees. The Board requests the Director to inquire whether the Town has a policy as well. The Director will put together a spreadsheet to compare area policies to consider.

* 1. Non-public minutes policy & schedule

The New Hampshire Library Trustee Association has forwarded information on RSA changes concerning managing non-public meeting minutes and best practices. The Chair feels the Board should review the reference material provided and the Hooksett’s policy in preparation of crafting our own policy at our next scheduled meeting.

* 1. Art Acceptance policy

A patron of the library would like to gift us a painting. The Director has researched how area libraries handle gift to the library. The Director is suggesting we consider adopting a policy to clarify acceptance / ownership

of a piece of artwork. The Director has forwarded a copy of the Rye Public

Library Art Acceptance and Display. The Board by consensus agrees to work on

crafting a policy for Art Acceptance. The Board believe we should have separate

policies for Art Acceptance and Art Display.

* 1. AV Purchase

I make a motion we purchase the Samson Expedition XP3110w-K: 470 to 494

MHz 10” 300W Portable PA System with Wireless Microphone (K) for $ 427.26

And Samson Concert 88a Wireless Lavalier Microphone System for XP310w or

XP312w PA System for $ 149.99. The funding source to be account ending in 0790.

Made By: Brandt

Seconded: Leonardi

Vote: (3-0)

1. Friends Update

The Friends sub-committee met yesterday to discuss on public relations with the community and discussion on planning an event.

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

NHPL Art Gift Acceptance Policy:

Motion: JB

2nd: KK

(3-0)

1. Next meeting/adjournment

The next meeting of the Board will be Tuesday, April 16, 2024 at 5:00 pm at NHPL

Our next regular meeting will be Wednesday, May 8th, 2024.

The Director will put the agenda together for the next meeting

and work session.

Chair adjourns meeting at 7:34 pm