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

**Public Meeting Minutes  
North Hampton Town Hall**

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

**Wednesday, June 12, 2024**

**6:30 PM**

Chair: Susan Leonardi Secretary: Jacqueline Brandt

Treasurer: Kathleen Kilgore Library Director: Liz Herold

1. **Call to Order by the Chair**  
   Kathleen Kilgore, acting as chair in S. Leonardi’s absence, called the meeting to order at 6:35pm. Pledge of Allegiance followed.
2. **Facilities report**

George Chauncey presented the faculties report. Repairs on doors to the building have been completed. He indicated that we would not be sure if the fix is working until there is a driving rain. New sweeps were put on the bottom of the doors. Two outlet extensions are required for the outdoor patio lighting and flag lighting . W. Kilgore to facilitate outlets with Longchamp’s Electrical. Last weekend the lawn was fertilized. Filters need to be changed due to pollen counts. George to pick up filters and change them Sunday morning. George will also do touch up paint on Sunday as well. Several spots are in the large meeting room. Cleaning crew has been asked help to clean prior to cleaning.

1. **Administrative**
   1. Approval of May Meeting Minutes. Motion to accept the Work Session Minutes (May 8) and regular Meeting Minutes for 16 May 2024 made by K. Kilgore. All in favor. Motion passes.
   2. Library reports (*see reports below*)

**Director’s Report**

**June 12, 2024**

**Building**

* BPS came out on May 23 to repair the exterior door in the program room - the screws on the hinges had come loose.
* Pentucket came out to repair door issues on May 22 and again on Monday, June 3rd to reset so that the patio door exit and the emergency exit door in the back would swing shut completely.  Also came back 6/7/2024 to adjust the patio door.
* There was very minimal water on the Alden Ave exterior door the morning after the 6/5 thunderstorms and no water from the patio exterior door.
* Fire extinguishers were inspected by Impact Fire and they do have a recommendation on the extinguisher in the Maintenance closet - have called NHFD to confirm and am waiting to hear back from them with guidance.
* Portable AV speaker has arrived.
* Library carpet will be cleaned on Friday, June

**Operations**

* NHPL had 1,889 visitors in the month of May which was somewhat slower than previous month but we were closed for 2 days for the Memorial Day weekend. In comparison, in May of 2023 we counted 1,998 visitors.
* We also had 29 new patrons sign up for library cards in May
* Meeting rooms used in May:  64 drop-ins, 24 reservations and 34 library related programs.
* I attended a Primax conference May 15
* Attended NHLTA conference June 5

**Financial**

* TD Bank Operating account ending balance $ 98,859.39
* TD Bank Non-appropriated account ending balance $ 54,672.80
* M&T Bank account 8667 ending balance $ 14,159.99
* M&T Bank account 0790 ending balance $ 17,340.06

**Staff**

* Have started accepting applications for Youth Librarian with hoping to have a new hire sometime in August.

**Programs**

* Becoming a Wolf with Chris Schadler will be Thursday, June 13
* Book Event: Disillusioned with Author Ben Herold will be Tuesday, June 18
* LGBT History Program on Thursday, June 20

**Ongoing Programs**

* Golden Fitness program begins Thursday, June 27 at 1pm
* Currently we are hosting an Art Exhibit by Effie Velardo in the program room with a reception held on June 6 funded by the Friends of NHPL
* 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 - this group takes a hiatus in the summer.
* The Genealogy club meets the second Wednesday evening of each month.
* Crafternoons will be the last Wednesday of each month beginning May 29 at 5pm.
* Classics book club begins Monday, June 17
* Mystery book club begins Thursday, June 13.

**Youth Services Report - May 2024**

We kicked off the month of May with Star Wars Day on Saturday, May 4th.  11 children and 9 adults attended.  There were art activities, trivia sheets, a light saber challenge, a Millenium Falcon bean bag toss, and a scavenger hunt.  The adults seemed to enjoy it as much as the children did. Families stayed long after the program was over.

Another special program we had this month was a Mario Kart tournament for an NHS early release day.  This is the second time that we have held a Mario Kart tournament and both times it has been extremely popular.  This time, 29 children and one adult attended.  16 children competed in the actual tournament.  The others, as well as one parent, watched the tournament and played games during the free-play time.

This month, attendance was slightly lower for our regular programs. Use of the children’s areas was also down a little bit from last month.

Babytime was attended by 28 children and 28 adults.

62 children and 50 adults attended Preschool Storytime this month. Themes included Eric Carle, Beach/Ocean, Rocks, Flowers and Be You.  Favorite activities included oatmeal sensory bins, “gardening” with toy carrots buried in pool noodle pieces, and corn sensory bins using muffin tins and scoops.

Our PLG Playdate was attended by one family.  We have one more scheduled before the summer when we will take a break.

Maker Monday was attended by 12 children.  Activities included Morse code bracelets, magnetic sculptures and butterflies from yarn and popsicle sticks.

8 children attended Tweentime.  We had a game day on the patio, a Lego day, and another day with food-based challenges (always a favorite).

We had quite a few school visits this month. Kindergarten, 1st grade, 2nd grade, 3rd grade, and 7th grade visited this month. The 7th grade came over to do research for a project and learn about the Summer Learning Program.  The other grades heard about the program and then got to do a maker challenge and have free time in the Creation Station. Several teachers mentioned that they would like to come over more often.  The 4th, 5th and 6th grades will be visiting in June.

Our Summer Learning Program, “Adventure Begins at Your Library,” begins on Monday, June 17th.  It will last for 5 weeks.  In addition to in-house programs, we have a science show by Talewise, a puppet show by Carol Sanborn, and presentations by the Center for Wildlife, the Seacoast Science Center, and the McAuliffe-Shepard Discovery Center.  Children will also have an opportunity to read to a therapy dog named Pumpkin.  We will close out the summer program at a Patio Party with lots of fun activities, Kona Ice, and our prize wheel.

**Motion:** to accept reports as presented. We are at 81% of expenditures as of the end of May. We anticipate that we will have unexpended funds to return to the town. Motion to accept reports. K. Kilgore seconded. All approved, passed.

1. **Old Business**
   1. NHPLCC Foundation donor wall update Is installed. NH Staff Trustees and Foundation will be hosting a Summer Open House on Monday, June 24, form 5:30-6:30 pm.
   2. Strategic planning update: Hired Deb Hoadley. Expected to take July until November or December to completion. Looking forward to getting community input. Having a vision to providing more to the community and any blind spots. Community input will be sought to
   3. Confirm Summer Meeting dates.

Update Tuesday, 9 July at the library 6:30 pm and 13 August same time same location.

* 1. Door updates: East and West doors were repaired.
  2. Changing tables have arrived. Delivered Monday. Michael Castagna will help with finding an installer.
  3. QuickBooks Online migration update Discussed in work session. Staff member is assisting in the process. Should be completed in a couple of weeks. Liz leaning in the best accounting practices in the process.

1. **New Business**
   1. Social Media policy- table for discussion. S. Leonardi will be contributing input. Modeled after other libraries policies.
   2. NHLTA conference update. Susan and Liz both attended separate workshops. Digital AI & tech and how it is affecting libraries and how people will look to libraries for guidance. Susan Leonardi went to legal seminars. Liz attended one for communication skills and HR orientation. Mental Health first aid was suggested for a staff training.
2. **Friends Update**

The friends met yesterday and had a good turnout. A few new members. They funded a reception for Velado. They are going to fund money for each artist who is showing their work in the library. Credit to tory who developed the idea. They will continue to fund the children’s programs and supplies. Life of Isabella Stewart Gardner. Author will come out and give a talk on the book. There is also a falconry program to be funded. Now accepting PayPal donations and have a QR code. Thank you to the Friends for the continue support and funding. They are a vital part of the library.

1. Public comment  
   There was no public comment.
2. Any Other Item that may legally come before the Board  
   No items were presented
3. Next meeting/adjournment.  
    Next meeting July 9, 6:30 pm at the library. Meeting adjourned at 7:14pm.