

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

**Public Meeting Meeting Minutes  
Town Hall**

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

**Wednesday, February 14, 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 - Presented by George Chauncey, Facilities Manager

First inspection with Denron & Hall was performed January 31 & February 1.

Ceiling filters were clogged – they were removed and washed

They inspected all the other inside units.

They did inspect the outside units and determine the maintenance

can wait until Spring and warmer weather.

They will be back in 6 months for the next maintenance cycle. George

will review with Denron after the next maintenance cycle whether

we should move to a quarterly cycle instead of a bi-annual cycle.

(2) Drains for the HVAC system have had an odor and George is treating with

adding vegetable oil to the open drain.

Barrett at BPS is coordinating repairs to all the leaking doors.

1. Administrative
   1. Approval of January Meeting Minutes

Motion: I make a motion we approve the January meeting minutes as presented.

Made: Brandt

Second: Leonardi

Vote: 3-0

* 1. Library Reports

Directors Report:

The Donor Wall mockup is on display in the Library. It will be up until March

15th. The Chair encourages that people come and review for accuracy.

We are halfway through the fiscal year.

Financials are trending within budget.

Andrea is going to meet with the (2) final candidates. The Director hopes to schedule a meeting for Monday with the candidate, Andrea and the Chair by Zoom.

Youth Services:

Preschool story time was packed during the month of February.

Maker Monday’s have been well attended.

Tween Time was well attended. Tween Time will be offered between January

and June next year. The Fall time frame does not seem to be well attended.

The teen interactive board in January centered around “What is your goal for the

New Year?” which received a lot of attention from the teens.

Andrea has reached out to North Hampton Parks and Rec to collaborate on programs during the summer break for school.

We will be hosting Magic Fred, Magic Show during Winter Carnival at the Library.

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

presented.

Made: Kilgore

Second: Brandt

Vote: 3-0

1. Old Business
   1. Audio Visual Maintenance

This continues to be an on going 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

A mock-up of the donor wall is on display in the library. It will be up until mid-

March for all to view and to provide feedback if there are errors.

* 1. Signature card updates – TD Bank

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* 1. 2024 Season - Lawn Fertilization

The Board review and discussed the (2) quotes received from Mainely Grass and

Wicked Green for the upcoming 2024 Season for Lawn fertilization.

Motion: I make a motion we approved the quote received from Wicked Green for the

2024 Season. Which includes conventional lawn care, grub maintenance,

soil test, fall limestone application for $ 988.00. The funding source to be

from account ending # 0790.

Made: Kilgore

Second: Brandt

Vote: 3-0

1. New Business
   1. Open House to Celebrate our New Library Director

Winterfest seems the perfect time to hold a meet and greet with the New Director. The Friends will be sponsoring this celebration by providing the decorations and paper goods. The Chair will organize cookies and donuts as refreshments.

* 1. Strategic Planning

The Chair and the Director discussed moving on this initiative. We have been waiting for the open position to be filled. Since we are getting close to a hire

we will plan to hold a work session before our March meeting at 5 pm do work on planning for the strategic plan.

* 1. The Trustee Manual Updated and Trustee 101 is available on the Library Trustee website.

They no longer are sending out a print copy of the manual.

1. Friends Update

The Friends met the other day. They approved funding summer programming for Andrea. They discussed increasing visibility of the Friends in the community.

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

Long Champ invoice for a service call performed in September came in early January.

Motion: I make a motion that we approve and pay Long Champ Electric LLC Invoice #

60214 dated 12-31-2024 for the power interior handicap door access for

$ 1,448.00. Funding to come from account ending in 0790.

Made: Leonari

Second: Brandt

Vote: 3-0

1. Next meeting/adjournment

The next meeting of the Board will be Wednesday, March 13, 2024

Chair adjourns meeting at 7:22 pm