

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

**Public Meeting Meeting Minutes
Town Hall**

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

**Wednesday, March 13, 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

 Chair Leonardi thanks the public for their vote at yesterday’s election for another 3-year term.

 I make a motion to allow Trustee Brandt to participate in this meeting remotely by Zoom.

 Made: Leonardi

 Second: Kilgore

 Roll Call Vote

 Leonardi – Yes

 Kilgore - Yes

1. Facilities Report -Building

We have moved some comfortable seating from the Reading Room to the large open area in front of the mural and have received a lot of positive feedback about the change.

1. Administrative
	1. Approval of February 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 Director will be coordinating the purchase of a replacement American flag and will coordinate changing out the old flag with the new with George.

We had a great Turnout for Magic Fred and New Director’s Meet and Greet, over 140 people of all ages turned out for Magic Fred.

NHPL had 2418 visitors in the month of February which is about a 28% increase of the 1879 people who visited in February of last year.

We also had 17 new patrons sign up for library cards in February.

Our meeting rooms continue to be put to great use with 72 drop-ins, 17 reservations and 31 library related programs.

 We have received our annual Hobbs family charitable donation for $ 7,684.50.

 The funds have been deposited in the non-appropriate fund. The Director and

 the Board will need to review the parameter of how the funds can be spent.

 We have always earmarked the contribution each year to go to the new

 building.

 Tory Simpson Tucker will begin, Monday March 25, 2024, as the Programming

 and Marketing Librarian.

 Programs

The Terrarium program was a great success, at least half of the attendees had not visited the library previously so it was a great way to bring in some new faces.

Wednesday April 3 @11am – Healthy Living for Your Brain and Body- Alzheimer’s Association Program

Saturday, April 13 @11am Needle Felting Craft with Julie Cyr -Chicks and Eggs 15+

Ongoing Programs

Friday Flix- every Friday at 2pm a new release or noteworthy film for adults.

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.

Spoke with Kiana about starting a knitting group and she is willing to facilitate one.

Trustee Brandt joins the meeting by Zoom.

I make a motion to allow Trustee Brandt to participate in this meeting remotely by Zoom.

 Made: Leonardi

 Second: Kilgore

 Roll Call Vote

 Leonardi – Yes

 Kilgore – Yes

Youth Services:

February was a busy month for the youth department. It was second only to November so far this fiscal year with regards to use of the youth areas of the library. In addition to our weekly programs, we had quite a few special programs.

On one of the early release days at NHS we held a Candy Olympics. 17 children attended. Events included an obstacle course, moving Hershey kisses with chopsticks, a candy toss and candy shuffleboard.

The Center for Wildlife came back and presented their Birds of Prey program. 33

children and 40 adults were able to meet a merlin falcon, red-tailed hawk and barred owl. We had quite a few adults attend the program without children. It was nice to see patrons of all ages share the common interest of learning about the birds. CFW did a wonderful job as always. They will be back this summer to present New England Natives.

As part of North Hampton’s Winterfest, we hosted Magic Fred here at NHPL. It was standing room only. 84 children and 59 adults attended.

During February break we held our annual Cardboard Kingdom. 70 children spent the week constructing everything you can imagine out of cardboard. There was a miniature obstacle course, a bakery with baked goods and currency, another store with various goods to “sell”, and many houses with secret rooms and entrances. 11 adults also joined in the fun. I was told by parents that the children had been talking about it for several weeks at school, planning what they wanted to make. A couple of children even gave up ski trips so they could attend.

Our weekly programs were well attended this month.

Babytime was busy with 31 children and 30 adults attending. We are having to get stricter about limiting the number of people who do not have a NHPL library card. It started to get a little out of hand, with large numbers of people showing up. We’ve found it’s a much calmer environment for the littles if we keep the numbers attending lower.

Preschool Storytime was attended by 64 children and 54 adults. Construction, Valentine’s Day and Penguins were the themes this month. The Valentine’s red rice sensory bin is always a favorite and the children also enjoyed playing with toy penguins in fake snow.

16 children attended Maker Monday. They made cardboard tube dragons, Mardi Gras masks, and attempted various Lego challenges.

Tweentime was attended by 17 children. We made duct tape pouches, played Valentine’s games, decorated cookies and made fidget toys.

The interactive bulletin board in the teen room asked “What’s your favorite candy?” We had a lot of responses but Twix and M&Ms were mentioned the most.

Upcoming programs:

* Play, Learn & Grow workshops will be held on Wednesday mornings in March. BKS Dance, Miracle Farm Speech Therapy, Coastal Family Nutrition and Seacoast Pediatric Sleep will be the professionals attending.

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.

Financial Reports:

 We are currently at 61% spent. Administrative expenses up because of legal

 expenses. The has been a bit of an increase for newspaper and periodical

 subscription but we have been able to absorb in our budget.

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

 presented.

 Made: Leonardi

 Second: Brandt

 Roll Call Vote

 Brandt - Yes

 Kilgore – Yes

 Leonardi – Yes

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 donor wall is in production. Tentatively we should be considering an unveiling

 event in May or June and introducing Tory to the community.

* 1. Signature card updates – TD Bank

 This is still in process; we are waiting on the bank to complete the process.

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* 1. Winterfest was very successful. The Chair would like to thank Donut Love and The

Friends for their contributions to the day. The library was filled with

people all day.

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. Friends Update

The Friends met yesterday. They are doing great. They just received their latest infusion from Charitable Gaming and they their annual appeal has been well responded to. They are working on staff appreciations which will be shared during National Library week. Friends have formed a sub-committee to work on public relations with the community.

1. Public Comment
2. Any Other Item that may legally come before the Board.
3. Next meeting/adjournment

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

 The Director will put the agenda together for the next meeting

 and work session.

Chair adjourns meeting at 7:28 pm