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

**Minutes of Public Work Session**

**North Hampton Public Library**

**239 Atlantic Ave**

**Thursday, June 12 , 2024**

**4:00 PM**

Chair: Susan Leonardi

Treasurer: Jacqueline Brandt

Secretary: Kathleen Kilgore

Director: Liz Herold

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* + 1. **Call to Order by the Chair**   
       Chair, Susan Leonardi opened the meeting at 4:10 pm.
    2. **Review Strategic Planner**
       1. **Timeline adjustments**- Briefly discussed what strategic planning work proposed should be done. Leonardi proposed doing both options. Could staff and trustee sessions be done in August to give Deb Hoadley, the consultant, more time. Perhaps concentrate on the focus group in July. Trustee’s meeting in August proposed. Open house may be an opportunity to get some additional community members. Kick off meeting for the strategic plan could happen during Summer Open House.
       2. **What does the library want to include in our process?** Discussed inviting 12-15 key community stakeholders to participate in two meetings to gather information. Brainstorming with community members to ask for their participation.
       3. **Budget**  
          Reviewed breakdown of project cost and agreed to negotiate.

**Motion** approve spending up to $10,000.00 for the strategic planning session we are entering into with Deb Hoadley. Funding source to be from account ending in 0790 S. Leonardi seconded the motion. It is desired that the consultant write and prepare the report. Unanimously agreed, motion passed.

Proposed start date proposed would be the date of the Summer open house on 23 June. Liz to discuss with Deb. K. Kilgore proposed setting up a video of the process or information on what the library is doing for the strategic plan. Timing may be advantageous during the October budget committee sessions to present. S. Leonardi would like to make the announcement.   
  
Open house review: Discussion of logistics and items needed for the reception. Liz to make arrangement or plants on Monday. Dr. Yassini’s quote is now calligraphy in a framed presentation. To be placed on the mantle initially.

* + 1. Foundation member meeting was on Monday. They agreed to $50K. Liz to do public hearing for July acceptance. Foundation is exploring a wrap-up. Foundation has new elected officers and are active for another year. Future funds distribution could be used for programing and enrichment. Could Tori create a how to guide for all AV in the rooms. Liz indicated that there is a cheat sheet. New Hampshire has changed its documentation on 501C-3. Filing is now 26 pages. Lois will be filing all be it late.
    2. **Budget Check- In** QuickBooks migrated on May 21.
       1. Health care costs

Surplus- Unexpended funds due to healthcare costs due to a staff member not utilizing. Liz researched and sought the advice of the NH Municipal Associate. All funds must be returned to the town. Budget surplus amount will be about $15,000.

**Motion:** Any unexpended funds at the end of fiscal 2024, are to be returned to the town’s general fund. Seconded by S. Leonardi. All agreed, motion passes. Funds would be returned at physical year end. Liz to check with Ryan of timing and record requirements.

* + 1. **Hiring process for Youth Librarian**  
       Liz inquired about process with first and second round interviews. Trustees request to be involved in second round of interviews. Trustees to coordinate questions.
    2. **Public Safety Policy**   
       Trustees suggested meeting with police chief regarding public safety. Library is seeking guidelines and skills on how to ensure safety of staff and patrons. Mental health first aid training was discussed. Liz to contact the Chief to schedule a meeting.
    3. **Any Other Item that may legally come before the Board**

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

* + 1. **Next meeting/adjournment**  
       Regular meeting to follow at 6:30 pm. Meeting adjourned 5:26 pm