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

**Public Meeting Agenda
North Hampton Town Hall**

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

**Wednesday, November 13, 2024**

**6:30 PM**

Chair: Susan Leonardi Library Director: Liz Herold

Treasurer: Kathleen Kilgore

Secretary: Jacqueline Brandt

1. Chair Susan Leonardi called the meeting to order at 6:36 pm. Pledge of Allegiance followed.
2. Facilities report

Liz reported on behalf of George Chauncey. Circuit breaker went out in the vestibule area. George reset the breaker. Liz took the opportunity to review the circuit breakers. Doors were adjusted due to building settling. Carpet in the program room was cleaned November 2. George has resigned from his Maintenance position as he is officially retiring November 30, 2024. Trustees and library staff are extremely grateful for his service.

1. **Administrative**
	1. Approval of October meeting minutes. K. Kilgore made a motion to approve the October Meeting Minutes as published. S. Leonardi seconded. All approved motion passed.
	2. Library reports

**Operations**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FY2025** | **July 2024** | **Aug** | **Sep** | **Oct** |
| **NHPL circulation** | **3286** | **2836** | **2212** | **2495** |
| **ebooks downloaded** | **279** | **271** | **229** | **197** |
| **audiobooks downloaded** | **327** | **281** | **275** | **254** |
| **Overdrive Magazine** | **73** | **84** | **98** | **118** |
| **EBSCO usage/searches** | **97** | **57** | **38** | **2** |
| **Kanopy - plays** | **248** | **310** | **219** | **186** |
| **Valueline log ins** | **384** | **315** | **362** | **377** |
| **hoopla audio downloads** | **59** | **45** | **54** | **79** |
| **hoopla ebook downloads** | **37** | **35** | **34** | **27** |
| **hoopla video downloads** | **0** | **4** | **4** | **2** |
| **hoopla music downloads** | **1** | **0** | **0** | **1** |
| **AtoZdatabases- log ins** | **11** | **2** | **1** | **3** |
| **Total Database, streaming & downloadable materials** | **1516** | **1404** | **1314** | **1246** |
| **Total Circulation including databases, streaming, downloadables materials.** | **4802** | **4240** | **3526** | **3741** |

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| --- | --- | --- | --- | --- |
| **FY2025** | **July2024** | **Aug** | **Sep** | **Oct** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monthly number of people visiting the library** | **2546** | **2066** | **1791** | **2112** |
| **Meeting Room Reserved in the library** | **30** | **20** | **17** | **16** |
| **Library Programs** | **27** | **20** | **35** | **51** |
| **Meeting Rooms used-drop-in** | **84** | **76** | **57** | **72** |
| **Public Computer Users** | **109** | **118** | **91** | **93** |
| **Museum passes used** | **43** | **32** | **21** | **18** |
| **Number of unique NHPL patrons who checked items out per month** | **503** | **462** | **397** | **414** |
| **New NHPL Patrons** | **30** | **24** | **19** | **23** |
| **Deleted Patrons** | **1** | **94** | **3** | **4** |
| **Total Patrons** | **3089** | **3023** | **3020** | **3058** |
| **New Overdrive users** | **17** | **7** | **4** | **8** |
| **Unique Users Overdrive** | **168** | **161** | **153** | **164** |
| **Kanopy Users** | **11** | **14** | **10** | **11** |
| **hoopla users** | **38** | **37** | **42** | **36** |
| **New hoopla users** | **7** | **3** | **4** | 0 |
| **items added to collection** | **128** | **101** | **106** | **121** |
| **items deleted from collection** | **7** | **263** | **35** | **53** |
| **Total items in collection** | **28923** | **28784** | **28831** | **28897** |
| **Value of collection** | **$608,616.54** | **$606,198.29** | **$607,904.69** | **$609,687.01** |

**Financial**

* TD Bank Operating account ending balance $ 55,435.15
* TD Bank Non-appropriated account ending balance $ 53,580.22
* M&T Bank account 8667 ending balance $ 14,165.92
* M&T Bank account 0790 ending balance $ 58,854.45
* We have received several donations in the honor of Mary White, who passed away recently. Thank you to her family for thinking of the library to honor Mary’s legacy, we very much appreciate it.

**Staff**

* I have been attending a management series at primex: Creating and Leading a Positive Workplace Culture
* Attended the NHLA Conference November 6

**Programs**

* 20 people attended the David McPhail exhibit reception and storytime program
* Haunted New England- sponsored by the Friends had 21 people attend
* Contra Dancing in New Hampshire - NH Humanities program had 10 attendees

**Upcoming Programs**

* Preparing for Climate Change- Thursday, Nov 14 6pm
* Boxwood Trees Thursday November 21 6pm
* Brianna Cash musical performance Saturday, Nov 23 1pm
* Makers Market Saturday, Nov 30 11-1pm
* Pontine Theatre Holiday performance-Wednesday, December 4 6pm

**Ongoing Programs**

* Golden Fitness program first and third Thursday At 1pm
* Wellness Book Club- break until Jan 2025
* Hooked on Books- breaking until Jan. 2025
* The Genealogy club meets the second Wednesday evening of each month.
* Mystery book club meets the second Thursday of the month
* Wednesday crafternoon, last Wednesday of the month drop in crafts

3.2 **Youth report- October 2024**

Submitted by: Katy Wuerker, Youth Librarian

Things are rolling right along in the Youth Department. As always, preschool and baby story times are a hit and very well attended. (We are still only requiring registration for non-card holders and capping that number at 7 children per session.) Our 1000 Books Before Kindergarten program continues to grow, and I have asked the (Friends of the Library) FOL for funds for more books, bags, and bag labels. Just last week we had two graduations! Huzzah!

This month, we had an up-tick in teen attendance. I have moved a desk into the teen room and that seems to be well received, and I am making a continual effort to be present in that room after school is let out until about 4:30pm.

All three of us started book clubs - teen (middle and high) and 3rd/4th grade. Attendance was low but that is not surprising for the time of year and that the groups are just starting out. We will be having groups in November and then taking a break in December due to the general business of the holidays season.

Overall, 280 patrons participated in 27 youth events in October:

|  |  |
| --- | --- |
| **Program Age Group # of Programs**  | **# of Participants** |
| Children’s (Babies through 4th grade) 16  | 156 |
| Teen (5th through 12th grade) 5  | 3 |
| All Ages Youth Programs 3  | 4 |
| Other Youth Events 3  | 106 |
| **October Youth Totals 27**  | **280** |

We are starting to find our after summer/new person rhythm, and I am hopeful we will continue to offer more staff run events. Mel will be leading her first teen program in November, so that will be exciting for her to work with an age group she often misses out on. Communications with the school librarian continue to go well and I hope in the next month or so to ramp up communications with the recreation department (Joe). We had a great turnout at the town Trunk or Treat event, with many people excited to see the library at the event, so I hope to be able to show support by similar participation in the future.

Katie has been visiting the North Hampton School and meeting with the librarian there. She enjoys taking the outreach opportunities.

* 1. **Financial report**
	Liz indicated that we are right about where we should be. The only item that is a bit higher is the bookkeeping line. Propane tank rental fee is noted at $330 per year. Probably should bid propane soon.

Motion: J Brandt made a motion to accept the Library Director’s report, Youth Librarian Report and Financial Reports as presented. Seconded by K. Kilgore. All approved motion passed.

1. **Old Business**
	1. **Library Survey update.** Liz inquired about mass mailing cost for the survey world be approximately $1800. Trustees reviewed and modified post card for survey. Cards can be placed around town as well. K. Kilgore made a motion to approve the quote received from the UPS store in North Hampton for the printing of the survey cards not to exceed $2300. J Brandt seconded. All approved, motion passes.
	2. **Youth Policy update**
	Legal reviewed the proposed youth policy. Most changes were language related. Patron conduct policy also discussed and should be updated. A more structure operating protocol might be helpful. As part of the protocol, the staff member flags a conduct issue with a youth patron’s behavior, and each behavior incident is also reviewed by the Library Director and if necessary, the Trustees. K. Kilgore made a motion to approve the Youth Policy update with as presented with the procedural review protocol. Seconded by J. Brandt. All approved, motion passed.
	3. Library Budget meeting update

18 November 2024, 6:30 pm is the date and time for the presentation for the Budget Committee. Liz to post a quorum notice for the Trustees. Discussion on having a tech advisor added to the budget. UNH internship program was floated as a possibility.

1. **New Business**
	1. Foundation update
	Met last week. All is well and the doors are open. They are looking for a way to acknowledge one of the donors. Reached out to Doris Rice, and there is something in the works. Foundation wanted to know what the trustees are working on and what the library may need.
	At the library staff focus group meeting the addition of more ADA compliant doors could were suggested. A site plan could be used for patrons. S. Leonardi to investigate doors with George Chauncey.
	2. Renewal Wicked Green services
	Liz presented the renewal of service. Pre-pay would save 5% The rate is $954.75.
	K. Kilgore made a motion to approve the quote from Wicked Green, for the 2025 season for fertilization, grub removal and preventative with application for the amount of $954.75. S. Leonardi Seconded, All approved, motion passes.
	3. A/V
	K. Kilgore proposed that we have a vendor from Boie Systems of Hampton. Liz to coordinate a meeting with representative, Jameson and Susan Leonardi.
	4. Meeting room discussion
	Budget committee members ask Liz to investigate charging a fee for our meeting room use. In the past this was discussed, and town council may have advised against it. Trustees discussed the nature of a free public library and the mission of the library.
2. **Friends update**
Met November 12. Funding of things in the youth department were discussed. They are changing their bylaws to incorporate a scholarship. Very similar to what Rye is currently doing. Scholarship would be for continuing education.

They are looking for an awareness event or a Strawberry type social. Rockingham county did a meeting of different friends groups. This was hosted at the Exeter Library. They received donations on behalf of Mary White.

1. **Public comment**

No public comment

1. **Any Other Item that may legally come before the Board**
S. Leonardi asked if there was going to be holiday event. Liz indicated that it was in the works for staff. Next month Trustees to discuss a new sign.
2. **Next meeting/adjournment**

December 11, 2024, 6:30pm Meeting adjourned at 8:11 pm. Special thanks to John Salvastano and channel 22.