

# Trustees of North Hampton Public Library

237 A Atlantic Avenue  
North Hampton, NH 03862  
[www.nhplib.org](http://www.nhplib.org)

## Minutes of January 2, 2013

1. Call to Order: Kelly Parrott, Susan Leonardi, John Kollmorgen, and Director Susan Grant were present. The meeting was called to order at 5:30pm.
2. Approval of Minutes from Last meeting: Minutes were approved from November 26, 2012.
3. Treasurer's Report: November's budget remains consistent. Fuel costs are a bit under as the weather has been warmer. There are no outstanding changes.
4. Non-appropriated Funds/Trust Funds Report: Susan Grant will consult with Tom about a better way to report the TD Bank 1853. It shows a negative balance, but it does balance out when considering the TD Bank (Non-appropriated).
5. Old Business:
  - Article for the Newsletter: The Library Article was written to update residents on our new library building progress. It should be in mailboxes by January 22<sup>nd</sup>. NHPL will have place a monitor in the library, which will stream and play an informational PowerPoint for the public.
6. Librarian's Report: Susan Grant will email the report out once she consults with Lorraine.
7. Building Program:
  - Status of Plan/Edits:
    - a. Historical Society Comments- Susan will make edits and send to Cynthia for review and final approval.
  - Warrant Article-The Select Board at its December 17 meeting reviewed the \$100,000 warrant article for the Library building project. In recognition of the recent \$150,000 warrant article to conserve the

Governor Dale Farm and at the recommendation of the Budget Committee, the Select Board voted to reduce the Library warrant article to \$50,000.00.

- a. Susan Leonardi will attend the next Budget Committee meeting on Wednesday, January 9<sup>th</sup>.
  - b. Article for Site Development- We should create a fact sheet to discuss what work will be done with the \$50,000. We can then inform the residents in a mailing before the vote.
  - b. RFQ Responses- We received 12 RFQs from interested firms. The Architectural Studio +LLC, Corzilius Matuszewski Krause Architects, P.A., David L. King Architects, Dennis Mires, P.A., Johnson Roberts Associates Inc., Lavalley/Brensinger Architects, Lincoln Architects LLC, Manypenny Murphy Architecture, SMP Architecture, Stenbak Design, Tennant/Wallace Architects, and Warrenstreet Architects, Inc. will be in consideration. NHPL Board of Trustees and library staff will review and choose a four qualified candidates by January 22<sup>nd</sup> for the Building Committee to look at. We will use the form from Nolan Lushington's book "Libraries Designed for Users, A Planning Handbook" (pages 194-197- Selection of the Architect) as our guide.
- Professional Fundraising- We will decide on a fundraiser to hire for a need's assessment the near future. In our consideration, we have the following:
    - i. Sandi Mitchell
    - ii. Alan Cantor Consulting LLC – Kelly Parrott will call and speak with this group.
    - iii. The Rust communications Group – Kelly will also reach out to Libby Rust.
    - iv. Christine Graham [www.cpgfundraising.com](http://www.cpgfundraising.com)
    - v. Opus Advisors- Kelly will contact this group, too.
  - Building Committee Member Candidates- Review our possible Building committee List. We hope to designate specific roles and identify a core group consisting of 4 to 5 people. We would like to have committee heads for long-term goals and have a Marketing group established to head smaller projects.

- Marketing the new library-Barbara is in the process of reworking the website. She will create a separate section on the website for the new library. We will create an invitation to the Building Committee meeting to show what our commitment expectations will be and what we are looking for. At the meeting, we will show a short Powerpoint presentation to everyone about these expectations. We will send an invitation and a copy of this month's library newsletter article to our short committee list asking them to come to the Building Committee meeting.

8. Determine Date/time for next meeting:

Friends Group Meeting will be Monday, January 28<sup>th</sup> at 6:30pm. Our next Board of Trustee meeting will be Tuesday, January 22<sup>nd</sup> at 5:30pm.