

# Trustees of North Hampton Public Library

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

Minutes of Monday APRIL 16, 2013 @ 6:30 PM

1. Call to Order- Kelly Parrott, John Kollmorgen, Susan Leonardi, Director Susan Grant, Youth Services Librarian/Assistant Director Lorreen Keating, and Opus Advisor Jamie Forbes were present.
2. Approval of Previous Minutes: Minutes were approved from meeting on April 8, 2013.
3. Capital Campaign - Opus Advisors, LLC – Jamie Forbes
  - Review the next steps on External Interviews and New Library Campaign Planning Session
  - Communication Planning for Campaign: Would like to create a proactive document for sharing information. The Building Program time line can be extended and brought up to date in this. Develop a communication plan for the next couple of months this entails proactively putting out press releases, thinking of events and gathering places where the library can have a presence.
  - Ideas for engaging all ages in the Campaign- Consider a presence at the Bandstand series this summer. Propose an ongoing Creative Designing contest to keep the kids informed about what is happening here.
  - Review Press Release – We reviewed a draft press release on our progress on the campaign. Trustees and Directors to provide edits.
  - Update Calendar of Activities
4. Architectural Proposal Review Process/ Updates- New NHPL Building Committee will meet Wednesday 7pm to narrow down our final two architects for selection.
5. Other New Business:
  - Public Communication
    - Library website needs Updated E-Newsletter & Vacation Week Offerings – Currently there is an issue with the website having a virus and changes cannot be made. Barbara is looking into it.
  - Review Draft Program Policy and Program Proposal Form- Susan Grant & Lorreen Keating will provide edits and suggested changes.
  - Policies and Procedures Documentation- We will be reviewing two library policies and procedure documents a week.
  - Emulate/Leverage Local Libraries Suggestion

- Would like to share what local libraries are doing right in the area at our meetings: Look at Rye, Stratham, Portsmouth, Hampton, Hampton Falls, Exeter, Brentwood, Durham, etc.
  - Discuss more at next meeting.
6. Determine Date/time for next meeting: Next Board meeting will be Monday, April 29, 2013 at 6:30pm.
  7. ADJOURN MEETING. Meeting was adjourned at 8:20pm.
  8. Upcoming Library Milestones, Meetings and Town Meeting
    - Wednesday April 17, 2013 @7pm
      - Building Committee – Proposal Evaluation Committee meet at the Library.
      - Goal of the meeting is to narrow 5 firms down to 2.
      - Coordinate date for interviews -- either April 25 or April 30 – or other
    - Friday - April 19, 2013
      - Send out Non-Selects letter and Request for Interview for final 2.
    - Thursday, April 25 or Tuesday April 30, 2013 or other date
      - Interviews with Final 2 Architects
    - Wednesday May 1, 2013 or future – dependent on interviews.
      - Notify Non Select and Finalist.
    - Thursday May 9, 2013 New Library Campaign Planning Session