

Trustees of the Library Minutes

Trustees of the North Hampton Library

Meeting Date: 4/20/16

North Hampton Public Library, NH Room

Present: Chair, Susan Leonardi; Treasurer, Kelly Parrott; Secretary, Judy Day; Library Director, Susan Grant; Tech Advisor, Barbara Dewing; Connie Margowsky, Children's Librarian; Marge Schreier, North Hampton Resident

Call to Order

Kelly gave a summary of the minutes from the last meeting. She will be writing them up for further review and acceptance at the next meeting.

At this time there is not much information about the 275 Anniversary Celebration. Susan will check further into this. There are old pamphlets from the last celebration—250th that were found in the NH Room.

Extreme Library Makeover : Susan G. and Barbara and Connie have been enthusiastically working to create a new configuration in the library including a possible new circulation desk! Susan Grant is working on a plan for this makeover. Judy Day volunteered to help with whatever was needed. Susan indicated that she had to have a plan before there could be volunteers.

- Attic: Susan and members of the staff will be cleaning out the attic and will store some unused materials that they find and throw some of the materials out. Susan G. is coordinating with Paul Apple to have Hub and the Highway Department help to remove the articles from the attic which may be a difficult task because of the configuration of the stairs which are the only egress. Susan and Connie will be categorizing the materials in order to make such a move easier. There are still decisions about which books are to be stored, which to be thrown away or re-shelved and whether it is worthwhile to have some type of a book sale. Susan feels that once a year book sales are no longer very profitable and can require much effort to carry out. Susan will contact Paul as a follow-up to her previous conversation with him about cleaning the attic and storage.

- **Bubbler /Water Fountain:** The fountain is broken. It was decided that it would be expensive to replace it and the library could be better served by obtaining another monthly delivered water service and placing it in the main part of the library so that children would not have to go into the Craig Room which has such a container.
- **Blinds:** Susan will call to find out the cost of replacement blinds.
- **Possible Mold in Library:** Judy believes there is still mold in the library. In reviewing the last two reports that were done after the major leak in the roof, she considers that it is not clear from the reporting that all of the mold was removed. Apparently, after remediation of conditions in march, at a minimum, mold was found to continue to exist in the Craig room which is called “the children’s room” because that is also where the children’s activities occur. She would like further testing to be done. After some discussion and input from staff who feel they may be experiencing some affects from the air quality, it was decided that we would seek another person to do testing again. Judy indicated that she would work on finding one to three companies who might do this. Kelly stated that suggestions for remediation were not part of the previous reports. She believes remediation is very important. She would like this to be one part of upcoming testing/reporting.
- **Report on Budget by Library Director:** The report was reviewed by Susan G. and Kelly. There were no outstanding differences from last year. The Dan Brown fund still needs to be used up by the end of this year, as the donation requires. There continue to be problematic interactions with TD North Bank. The suggestion was made that the accounts be moved to a different bank. Susan L. will look into this.
- **Library Director’s Report:** There is a new small shed to contain the recycling cans located outside the side door as the fire department requested last year. The building inspector is working with an electrician to fix the emergency lighting in the

restrooms and other areas of the library. Perimeter pest control has been completed. Susan G. and the staff have been brainstorming about changes that could be made to improve the library. Circulation figures were reviewed. Financial report was reviewed. We are at 75% of our budget for the fiscal year. Two new volunteers: Jane Cummings is covering books and Eli Levy is helping with weeding out deletions from the state library catalog. There is a third volunteer, Mona Bissonnette. Max Kidd is the community volunteer. The staff is taking a more active role in aspects of the library. Past and upcoming library events were reviewed.

- **Children's Librarian Report:** Connie is planning new activities every day! Upcoming will be a renamed pre-school story time. It will now be known as *Movement and Storytime*.

Several single events are planned for the future. The new Summer Spanish Camp will happen!! There is a new teen volunteer worker and a teen who is interviewing for the paid internship program. Connie is continuing to review the children's book collection to consider what needs to be refreshed, replaced, etc. She is also developing many new displays that reflect specific themes. Connie has developed a blueprint for redesigns the Youth Area. She will be working with Susan Grant and others to determine new paint colors for the interior of the library. Stay tuned for continued updates on the Extreme Library Makeover.

There was a brief discussion about what is to happen next with the town buildings. There seems to be a hiatus at this time. There was discussion of the idea that possibly the library should be expanded in the current place. There was some concern about engineering issues with the building and also the amount of money that would need to be spent to repair the building. This could be as much as two hundred thousand dollars.

Action Items (possible agenda items)

*Susan and Staff will continue to work on the Library Makeover including:

- 1) Organization of attic will be done to reorganize it, in order to throw or give away some items and store others

- 2) Removing needed items that have been stored there
- 3) Organization of materials to be moved and stored
- 4) A lock for the bathroom door may be installed depending on safety issues.
- 5) Ways to improve the circulation desk will be considered. This will be done because it is hard to see who comes into the library if you are working at the circulation desk.
- 6) Plans will be made to paint (or have painted) parts of the library to help brighten it up. A painter will be located.
- 7) Current books owned by the library will be reviewed (how often are they used) with the idea of considering either storing or throwing away those that are not often used. This would allow greater seating in the library.
- 8) The broken bubbler will be temporarily replaced by bottled water. Kelly has found information about the repair/replacement of the bubbler. She will have more details on this at the next meeting.
- 9) Ways to improve the outside of the library and entranceway

* Judy will contact two companies in order to consider follow-up testing and necessary remediation relative to mold in the library (which occurred following last year's roof leaks).

* Connie will continue reviewing children's books and materials.

* Susan L. will consider which bank to move monies to from TD Bank that has been somewhat unresponsive to phone calls.

* Susan G will find out if there is any more information about the 275th anniversary celebration.

* Judy will contact Chief Tully to determine what the plastic bag is that is at the entrance to the library's front door and see whether it can be removed.

* Judy will contact the Athenaeum regarding having some coordination between it and the North Hampton Public Library.

Respectfully submitted

Judy Day, secretary