**Minutes**

**Trustees of the North Hampton Library**

**Meeting Date: 8/11/16 6:00**

**North Hampton Public Library, NH Room**

**Present: Treasurer Kelly Parrott; Secretary, Judy Day; Present in the audience: Ina and Michael Castagna, residents, Cynthia Swank, Chair CIP Committee; Nancy Monaghan, Member CIP Committee**

8/11/Library Meeting

In the absence of Chair, Susan Leonardi, Kelly called the meeting to order at 8:16.

Minutes of June 27, 2016 were accepted by Judy and Kelly. Final acceptance will be done at the next meeting so that Susan L and Susan G are able to have input.

 Library Policy Manual Review and The Classification of Salary Plan

 The above documents were considered for review during the Select Board and Library Trustees’ review of the MOU at the joint meeting of the two boards. It was decided by all present that these two documents should not be a part of the MOU. Consequently, having been prompted by this joint meeting at the 8/11 Library meeting Kelly suggested that it might be a good time to review these two documents as documents separate from the MOU. She suggested that the end of August might be a time to do this. Both policies and review of salaries would be the topics. She indicated that a review of the salaries of surrounding towns indicates that North Hampton Salaries for staff are lower than all surrounding towns of similar size. The Trustee’s has given yearly raises. However they have not been seen as actually raises for performance but as cost of living raises. She indicated that this should be a question. One reason we should be attending to this issue is that all staff members have Masters degrees She suggested that we bring this up for further discussion at the next meeting. Judy agreed.

 CIP

Judy, who is the CIP representative from the Library Trustees, reported that Susan Grant submitted the completed CIP paperwork to the CIP on behalf of the Trustees. The Chairman of the CIP and other members of the committee indicated that they needed more specific and updated information from Susan G and the library, that is the report needed further work to be complete. Paul and Susan will be meeting with John Ricci to review and update financial estimates for projects referenced in the CIP report. This will allow a more specific and accurate updates. Mr. Ricci will provide Mr. Apple and Ms. Grant updated, and therefore, more correct numbers for the projects required by the library in the coming year(s). He will also provide further information related to possible approaches to problematic/unhealthy/unsafe aspects of the inside and possible outside areas of the building. Ms. Day asked if she could be present at these meetings with Mr. Ricci in order to be clearer about these situations. Mr. Apple indicated that this would be possible. Susan also indicated at the CIP meeting that the Mold report had indicated there was no presence of mold at the time of the testing. This was not discussed further.

Further Discussion Related to CIP Committee

Judy stated that the Town, School and Library are the facilities that are listed as priorities this year. Ms. Parrott asked approximately when the Budget Committee would hear the Library. It was suggested by Cynthia Swank, Chair of the CIP committee who was present in the audience, that the library approach the Budget committee chair, Kari Schmitz regarding their calendar.

Kelly asked if there is a way to compare CIP informational reports from previous years. Cynthia Swank said this could only be done for the past three years (in a format easy to access).

  Kelly pointed out that if you review past year’s ballots, with very few exceptions, smaller projects passed while larger projects, such as the Facilities Complex, most often did not pass. In some cases this may be because of the need for sixty percent of the votes, a super majority, for passage.  In general, however, it seems to be a trend related to the passage of items over $100,000. This may indicate that projects may need to be broken down into relatively smaller project to give them a greater chance of passing.

Reports from Librarians

 In the interest of time and because of the absent members, the Treasurer’s Report, Librarian’s Report, Youth Librarians Report and the Adult Librarian’s report will be reviewed at the next meetings.  Kelly suggested that Trustees might want to talk together and pick different library events to go to.  Judy said she could do some that occur during the day and Kelly and Susan L. might visit some events at night.  The idea was felt to be a good one. We will discuss this at greater length at the next meeting.

Library Makeover

The pod, blinds, Interior painting of the library and the bubbler will be discussed at the next meeting.

Mold Report

The report on the mold testing by RPF had been received.  Judy had received a copy. Kelly did not think she had and so was not familiar with the report. Susan G.had indicated at the CIP meeting that there was no problem with mold.  Judy felt that the report should be considered more thoroughly because of the serious affects that mold can have on people’s health, especially that of children.  Kelly and Susan L. will obtain copies before the next meeting.  Kelly suggested that we might have a conference call with the author of the report, Mr. Francouer.  Judy agreed.  We also need to look at the questions that were posed and the responses to the survey given to employees.

Guest

Michael Castagna accompanied by his wife, Ina, came to the meeting at the request of Ms. Parrott to discuss current plans for the fire station and also ideas for building the library.

 Mr. Castagna began by discussing the work that he is doing with a company from Price Sherborne from Winston Salem North Carolina. The company is a private company and was not solicited by the town to participate in this project. They came to the town and began explorations at the request of Mr. Castagna who was a member of one of the committees that worked to give input regarding options for the complex, at the request of the town. The company and Mr. Castagno are working on developing the fire station part of the town’s buildings. At some point in the future the company and town will have to decide whether they wish to enter into an MOU. The Land referenced by the company at the last select board meeting is no longer considered to be a possibility. That land was by the bank and C’est Cheese. They have identified another piece of land, on Route one across the street from Throwback. It is owned by a descendent of the Hobbs Family.   The project is predicated on the town voting to purchase the land. The bond rate will be considerably lower than the rate the Select Board was able to present last year, obviously making the project lest costly than last year, according to Mr. Castagno.

Kelly stated that three options for the library have been recently discussed:  Expansion of the current library, new library built on Homestead property and library built on Dearborn property. Important points:  It has been stated in recent discussions that the library should be central and near the school.  There needs to be parking and green space.

On Monday night, the fifteenth, the town is supposed to be signing an MOU that between the Select Board and company represented by Mr. Castagna.  This will allow them to move to the next stage of the development.

Mr. Castagna indicated that the same type of steps would be taken by the library, though the difference would be that both the library and the town would be involved in the financing and the consequent MOU. This would be for the stand-alone building.  He said that in order to discuss doing this project for the library, he would have to investigate the Homestead property further as well as the land around the library that would be used if expansion of the library were the chosen option.

Mr. Castagna indicated that the lower story of the police building will be empty and that could have an impact on decisions.  He pointed out that there would be a cost savings, as the company would take the place of hiring a clerk of the works. He has not reviewed paperwork relevant to either expanding the current library or building a stand-alone building on the Homestead.  He was considering connecting the yellow building and the current library. Kelly indicated this was not possible because of the historic nature of the yellow building.

Mr. Castagna gave an initial description of how the options would work. He has done work with libraries and could show some examples to the Trustees.

He would have to consider that best way to do an MOU with both the town and library involved.  The town would still have to vote to pass this project and necessary funding.

Mr. Castagna said that the bond rate would be considerably less than in the past. Since the library would be partially built with donations this would be a different type of financial agreement. He would have to look into this more.  He could put together some more information for the library in two or three weeks after he talks to Paul about the MOU and gathers more information.

Below are some of the events that occurred during the month:

*Noted with great sorrow: Jolynn Wilson, part time staff member who resigned in June, passed away August 1st. We are all deeply saddened by this loss.*

 **Adult Program**

* Adult Summer Reading program has had 15 participants this summer. Participants were asked to fill out a bingo card with different activities related to both reading and health/fitness.
* Participants are invited to a literary ice cream social, Tuesday, August 16 at 3pm to discuss books they have read over the summer and to celebrate another successful summer reading program.
* To go along with the Adult Summer Reading theme of Exercise Your Mind! Read!, the Friday Flicks shown have been sports themed. The schedule has been/is

July 15- ***Rudy***- PG, 1 hour 54 mins.
July 22- ***Chariots of Fire***-PG, 2 hrs. 4 mins.
July 29- ***Field of Dreams***- PG,1 hour 46 mins
August 5- ***The Natural***-NR, 2 hrs. 24 mins.
August 12- ***Seabiscuit***-PG-13, 2 hrs. 21 mins.
August 19-***The Pride of the Yankees***-NR,128 min
August 26- ***Bull Durham***, R, 1 hour 48 mins.

 • On Thursday, July 14 the library hosted Rev. Mary Westfall through the UNH Speakers’ Bureau and her presentation, The Gift of Awareness:  Daily Practices to Renew Heart and Restore Hope with 6 attendees.

• On Thursday mornings at 9am from June 16 to July 7th, the library held a Tai Chi for Beginners series led by Marsha Carr. This class was extremely popular with a full class of 12 and a waiting list.

**Librarian: Of Note for the Month:**

We received the check from the Sally Marcotte estate for $20,000 and it was turned over to the foundation – Lewis Roch will deposit it. I sent a personal thank you note to Eve Bullard, executor of the estate who kept me updated on the progress of the dealings with the estate.

We received a check for $5,000 from the NH Charitable Trust Foundation from the Dan & Blythe Brown Foundation for operational support. It was deposited into the Non-appropriated account at TDBank.

**Youth Librarian, Highlights of the month:**

July was a very busy month!  It included:

\* a summer book club weekly story times at the recreation department summer camp

\* weekly preschool story times

\* a story hour at Fuller Garden

\* music, art and animal shows

\* an "outdoor" game day

\* our weekly summer reading program themes, that included contests, games, crafts, movies, more parties, and of course books.

\* The Black Light Party, "Animal Invaders" from the Boston Museum of Science, and the Harry Potter parties were all smash hits.

Ms. Parrott adjourned the meeting at 8:25.

Submitted by Judy Day, Secretary