Trustees of North Hampton Public Library

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Library Trustees’ Minutes 11/16/16

Present: Susan Leonardi, Chair; Kelly Parrott, Treasurer; Judy Day, Secretary; Susan Grant, Library Director; in audience: Cynthia Swank, resident. The meeting was held at North Hampton Town Hall and televised.

I. Call to Order

The meeting was called to order at 6:37 by Susan Leonardi.

II. Approval of minutes from October

The minutes of October 16 were approved with amendments.

Motion made by Kelly Second by Judy Vote was unanimous

III. New Business

NHPL Library Policy Review:

Circulation Judy had reviewed the Circulation Policy and compared it with other library Circulation Policies. She felt that it was very clear, easy to read and covered what needed to be covered. The heading the word Renewal was placed next to the word Reserves in the fifth section. The email address were added to this section. This policy was approved as amended. “Amended and Approved, Nov 2016” was added to the last line of the policy.

Susan L. had worked on the policy of Collection Development. She was not finished and requested that this section be placed on next month’s agenda to be reviewed. The Board agreed.

*E*mployee Dress Code was reviewed by Kelly. Kelly made several changes to the policy. These were discussed. Judy indicated that some of the terms such as “appropriate” could be subjective. All agreed with Susan G. that there would be subjectivity in such policies and that required the judgment of the Library Director. The Board also decided that the revised policies should possibly be reviewed by the town attorney. Susan L. will contact Paul Apple, TA, to ask about this.

IV. Treasurer’s Report

The Treasurer’s Report was reviewed and accepted by the Trustees.

V. Librarian’s Report The carpets have been cleaned and sanitized. All felt a good job had been done. The library has had many fine events. One of the outstanding was a talk by Jeff Belanger about Supernatural events in a historical and social context in New England and also locally. We also had good attendance at the program about the Salem Witchcraft trials. The library will be having a Tech Fair in January. This will have stations available for people to explore and learn to use some of the fantastic digital resources and tech materials that are accessible through the library. Susan L. went to an activity at the library on Saturday. It involved choosing recipes from a cookbook, cooking, and then bringing the dish to the library. She said it was excellent. It will be an on-going program on Saturdays, several times a year. All praised Susan for her hard work and great results.

VI. Youth Librarian’s Report

The youth librarian, Connie, has developed new and wonderful programs that have been well received. Opus Scopus has been a huge success under Connie, the youth librarian’s direction. It has now been broken down to two groups of twelve because of the large attendance. Other programs included: Learn to Paint, and Drop in Poetry Writing. She attended a conference and one of sessions of particular interest was “getting your library noticed.” Connie was also praised for her fine work and creativity.

VII. Old Business

1. Extreme Make-over/Use of Library Space
2. NHPL name change Kelly has not been able to get a hold of Ed Moran. She will keep trying.
3. Architect plans for Library Building

Kelly contacted Lavallee Brensinger regarding working with the North Hampton library to create ideas for a new stand alone library on a place not to exceed the footprint of the Homestead Property. He said that he would do so. He indicated that there are complications if you do not know where the building will be situated, such as position of the sun, position of the door, no knowledge of specificity of the land. However, he will work with the understanding that there may be changes made once the actual placement is decided. He suggested that the Trustees and Director might go and revisit the Kingston Library and the Kimball library in Atkinson. He said he will put together what he would be capable of doing with a set amount of money. We paid $9,000 dollars in the past for library planning when Complex was being developed. The Trustees decided that we should begin working on this after the new year. We should have a work group of a reasonable size. We should reach out to contributors and have a design group that is a reasonable size.

Kelly reworded the article that is related to this action. She will send it to Judy for incorporation into the minutes. The new wording is as follows: Shall the Library Trustees agree to contract to develop and create a stand-alone design and associated marketing materials for a new, stand-alone library not to exceed the footprint of the Homestead Property?  The cost of such architectural plans not to exceed $10,000 and to be used from the non-appropriated funds account.

1. March Warrant Article regarding raising of money through the town. The article has been submitted to Paul for language review. He will submit it to the Select Board for review. He will suggest the Board have a join meeting with the trustees on the 12th of December. (Kelly will be out of town on that day.) If the article needs to be submitted as a petitioned article the deadline is the 9th of January. Kelly would like to have a petition in support of this article to present on the 12th at the joint meeting with the Board of Selectmen. The article will then be reviewed by the Budget committee. The Trustees want to make sure about any laws that would indicate whether petitions can be placed in the library or any other laws or regulations that would define what the library/ Trustees can do relative to this warrant article. Kelly will speak to Paul about this and inform the Trustees.
2. Water testing Judy said she thinks we should test the water as the DES has requested that schools do this, primarily to look for lead which is so dangerous to children. This is not related to Coakley Landfill. It is a request made across the state by the DES. The library has Aquarion water but lead can also be in old pipes. Kelly wanted to know if this is being done in the town and who would be responsible to pay for this relative to the MOU between the library and the town. Susan G. will look into this topic. She will contact Paul Apple, TA.
3. Trustees’ minutes Kelly spoke to the issue of the minutes. She stated that the Board has always posted draft minutes by the legal deadline for having them prepared. Judy had not done this. She had sent out a copy of the minutes to the Trustees and Susan and asked for feedback and she was concerned there might be some inaccuracies and Judy felt the topics were particularly important to report correctly. Susan L. and Kelly did not do this. Susan G. did respond very quickly to the request for help. Kelly pointed out that the Friends also wanted the minutes. Because of the change of date of the Trustees because of a conflict with one of the members, the Friends were meeting prior to the meeting of the Trustees. This made the question even more complicated as Judy did not want to send the draft out without a review by the other Trustees. She feels that these are a history of events and important and that, even when something says, “draft” and can be corrected, often people do not see the correction but do see the draft and that is what remains in their mind. She agreed to send out the draft within the deadline but said she hoped that if there was another set of minutes that she wished to be checked she hoped the Trustees would be willing to do so.

VIII. Determine Date/time for next meeting The next meeting will be on the week of the 5th. It cannot be on the 7th. Susan L. will determine this as soon as possible.

IX. Adjournment The meeting was adjourned at 8:13.

Respectfully submitted, Judy Day, secretary

Please see appendix below for info and dates.

The information for submission of articles can be found here:

<https://www.nhmunicipal.org/Resources/ViewDocument/728>

The bud com. calendar is on the website here:

<http://www.northhampton-nh.gov/budget-committee/pages/2016-2017-meeting-calendar>