**North Hampton Public Library**

**Board of Trustees Meeting**

**Public Meeting**

**6:30 pm, Wednesday, 12 July 2017**

**North Hampton Town Hall**

***The intent of these minutes is to provide a summary of the essential meeting content and not a transcription.***

Present:  Judy Day, Susan Leonardi, Jacquie Brandt, Susan Grant, Library Director;

Present in Audience: Chief Tully, Chief North Hampton Fire Department, Ron Lamarre, Lavallee Brensinger and Cynthia Swank, Friends of the Library

**Call to Order:**

Meeting called to order by Judy Day at 6:30 pm.

**New Business:**

Discussion with Chief Tully regarding the purchase of a defibrillator and the general topic of safety and the direction of the department. Chief Tully presented that there were currently 14 full-time members of the departments working in three shifts to insure around-the-clock coverage. He indicated that most calls were medical and fire related. There is a push toward para-medicine due to the needs of the aging population in the area. The most recent hires were very well trained and received additional training prior to being hired by the town. Thus, the town benefitted, having good candidates to choose from. There are currently two available positions for paramedics which will eventually be filled.

Regionalization is occurring in our area. Chief Tully spoke of negotiations between several towns indicating that Rye and Portsmouth have been in negotiations for years. He continued by saying that several communities have done this with varying degrees of success and that it is a very long process. It is his belief that in some communities this can be done to provide better service.

Regarding the purchase of the defibrillator for the library, there is a grant program available. He recommends the Defibtech over the Zoll defibrillator. These are made to be utilized by someone with no training. He indicated that there is a “save” rating system and that Seattle, Washington has the best save rate nationally.

Chief Tully said, that it is important to have such a devise because if someone can be shocked within the first 4 minute of a cardiac event there is a 90% save rate. Chief Tully indicated that he would offer a class to train the library staff in its use. The department will be purchasing a number of these in bulk to obtain a discount.

**Questions: from board members**

Ms. Leonardi asked if defibrillators were common in town offices. Chief Tully indicated that we can become a “heart safe” community and that he anticipates the certification for August or September. Ms. Leonardi asked if the defibrillators expire. Chief Tully indicated that they do not but that the batteries have about a year lifespan. Pads costing approximately $60-$70 would have to be replaced as needed and that the machine can last up to 10 years. Technology may make it obsolete as new innovations occur. Ms. Day asked about the cost of the machine. Chief Tully estimated that the machine would cost $750 or $845 for the machine in a hard case.

Ms. Brandt asked if New Hampshire was a Good Samaritan state and what that actually meant with regards to using the defibrillator. Chief Tully indicated that if you render aid to the best of your abilities to an individual that you are protected, theoretically.

Ms. Day had a question regarding regionalization and whether it was difficult to find towns that are comparable to North Hampton and if towns found it difficult to regionalize their services. Chief Tully gave Derry and East Derry as an example of a successful merging some 12-14 years ago. He indicated that talks between Portsmouth and Rye have broken down.

Ms. Leonardi commented that because not all towns make statistics available, it may be difficult to compare one towns needs to another. Chief Tully indicated that manpower if difficult to access because the expectation level of service may vary. Stratham and Greenland do not have paramedics available.

**B. Architect Ron Lamarre- Next steps in process**.

A plan was done in 2014 detailing the spaces needed. i.e., children’s room, research room and space to house achieves. Ron briefly reviewed some of the highlights of how the design was established and how the square footage was estimated. The selectmen visited the Kingston Library and wanted to use it as a basis to begin the design. Ron suggested a “lean design strategy”, indicating there are definite needs and then other spaces be on a wish list. We need to define what we are building. He estimates square footage for a building to be built on a site similar to the size of the “homestead” property range from 10K square feet to 14K sq. ft. Discussion as to flexible building design, movable partitions that would enable spaces to be reconfigured and allow for separation of spaces for multiple for programs occurred. Examples of libraries having these features were briefly reviewed and discussed. The Kingston library and Newington Library expansions were noted as having some desirable features.

Ron indicated that special consideration must be given to shelf-heights and flexibility with regard to housing collections. “Collections, he said, can change so, flexibility is important.” Ms. Day asked if there was a problem with the design of the Kingston library with regard to workflow. Ms. Leonardi indicated that there may be an issue with the circulation desk, workflow and sightlines. It was mentioned that the existing Kingston library has two stories. Ms. Grant said that this could present an issue in that they would have to staff both floors at all times. Mr. Lamarre commented that builders may believe that two stories are more cost effective however, in public buildings this is not the case due to more requirements.

Mr. Lamarre presented a number of questions that should be answered when thinking of design. We must define what we are doing. How large of a building is needed? He suggested we start with staff needs and look at how the spaces will work and connect. How might the community utilize the space, are there general meeting spaces that must be accessible at all times to different groups, for example? Ms. Leonardi commented on the Kingston library meeting room being a desirable attribute.

Mr. Lamarre referred to the matrix in the back of the building plan. He suggested that a matrix be distributed to the staff and for the most important features to be given priority. Ms. Grant felt that flexibility in the utilization of space was important.

Ms. Day indicated that sustainability was also important. The less it will cost to operate in the future, the better. Ms. Brandt asked about light harvesting and the ability to use solar panels. Ms. Grant asked about the possibility of geothermal for heating and cooling.

Mr. Lamarre will put together a matrix and distribute it to the staff. He indicated that we were now looking at an October deadline. The goal is to have the design and information in time for the March ballot. There should be ample time to solicit feedback and comments from the community.

**Action**: Meeting to be held Thursday, July 27, at 4:40 pm at the Library. Sue Grant to arrange the room.

Public Comment and questions for Mr. Lamarre came from Cynthia Swank of the Friends for the Library. She noted that the Kingston Library has an area that can be expanded and would it be possible to take this into consideration for the proposed new library. She also asked if a second floor would be a possibility as well. Staffing considerations were again mentioned as a possible issue.

**Administrative:**

**Approval of Meeting Minutes:**

It was discussed and unanimously agreed that the minutes of May 24 public, June 14 public and June 14 non-public, be accepted.

**Library Director’s Report:**

S. Grant went over report highlights. Electrician took care of issue with outlet in the floor. No longer a trip hazard. The new water fountain is in full operation. It is the end of the fiscal year and yearly reports and statistics are being compiled and analyzed. More books were check out this year as did the number of meetings held. Computer usage has remained steady, which indicates a continued need for the service. Volunteer hours are also up.

**Youth Service Report:**

The programs continue to be a great success with so many participants some people are being turned away. There were 43 participants in the cupcake decoration and a full house for painting on Saturday. Ms. Grant stated that Connie has great programs and that they are very well attended.

**Treasure’s Report:**

Ms. Grant explained that there were no real surprises in the report. Some costs went up while others went down. The Morningstar database was purchased with unencumbered funds. She will be considering the increased cost of health insurance when setting the new budget.

**Old Business:**

 **Strategic Planning Goals**

Ms. Grant has spoken to a strategic plan facilitator. She suggested that we begin by looking at a plan that may work well and then build upon that. The Stratham Library Strategic Plan was mentioned as a good example. Ms. Grant suggested and it was generally agreed that the plan should be easy to follow, have measurable and attainable goals which are easily implemented, to include SWAT analysis and development of a mission statement. Ms. Leonardi stressed that the plan should have a clear mission statement and that the staff should be heavily involved with the process as they have more access to the public or end users.

It was discussed and agreed that the Stratham plan be used as outline and that a consultant can them help guide the process further. It was also stated that the plan be for a five-year period, and include the involvement of small community groups, library staff, and members of the Friends.

**Library Policies and bylaw Review**

Reviews are ongoing and are being updated. Good progress is being made. Review of policies to include defining internal library loan. S. Leonardi is concerned that funding for this may be eliminated.

**AGs Library Trustee Workshop**

Ms. Brandt & Ms. Day briefly discussed the Trustees Workshop they attended. It was found to be valuable in helping to understand the interpretations of several items that had been questioned in past meetings. For example, the addition of alternates to the board and how they are utilized with regard to voting rights. The Board of Selectmen must approve the addition of alternates to the Library Board of Trustees. There are several advantages to having more than three trustees, specifically with regard to quorum notices. It was explained by Ms. Brandt that with only three Trustees, two is considered a quorum and public notice is required. So, under the current structure, anytime two trustees discuss anything even remotely library related, a quorum is formed. This makes some things more difficult than practical.

Ms. Day mentioned that she would like to require that a Trustee missing two or more unexcused meetings be made to resign their appointment. Ms. Day and Ms. Brandt discussed how this was a topic of discussion at the workshop and that under the RSAs governing Trustees this was difficult to achieve.

**ACTION:** Trustees to discuss alternates to be presented to the Board of Selectman in next meeting.

**Foundation Presentation and Meeting:**

There was brief discussion regarding the Foundation presentation last meeting. Ms. Brandt indicated that the presentation was extremely informative and had clarified the organizations goals and roles with regard to fundraising. Ms. Day had a few questions regarding how people would donate to the library. How would one know where to donate funds, for example? Ms. Leonardi indicated that because of lack or direction for the new library, efforts for a capital campaign have been suspended but that individuals wishing to donate to the new library may still contribute at any time.

**Public Comment**

Cynthia Swank asked if the Trustees had the opportunity to look at the spreadsheet she sent via-email regarding a guide to gifts. She asked that it be considered by the Foundation and the Trustees as it may be helpful in clarifying the purpose and goals of each group.

Next regular meeting scheduled for August 9 at 6:30 pm

**Adjournment**
The meeting was adjourned by Ms. Day at 8:20 pm.

Respectfully submitted,

Jacqueline Brandt, secretary