**North Hampton Public Library**

**Board of Trustees Meeting**

**Public Meeting**

**6:30 pm, Wednesday 16 August 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: *Nancy Moynihan, Larry Miller & Cynthia Swank*

**Administrative**

**Call to Order:**

Meeting called to order by Chair Judy Day at 6:35 pm.

**Approval of July 12, 2017 Meeting Minutes:**

Clarification as to whether a firm will be hired to assist in the strategic planning was discussed. If it is determined necessary a firm will be hired. Slated for future discussion based on needs.

**Motion:**

Motion to accept meeting minutes with clarification made by Ms. Day, seconded by Ms. Leonardi and unanimously agreed.

**Non-Public Meeting Minutes Unsealed:**

A motion was made by Chair Judy Day to unseal the non-public meeting minutes. Motion seconded by Ms. Leonardi and unanimously agreed.

**Library Directions Report**

Ms. Grant discussed the highlights of her detailed report. New staff has been hired to replace outgoing staff. The library will be closed for renovations from September 14 through 25. It will be operating out of the Town Hall during this timeframe. New books will be made available. Ms. Grant has negotiated a reciprocal agreement with Wiggen Library in Stratham. Ms. Grant will also contact other area libraries such as Newington and Rye with regard to public computer usage. She will ensure that there is proper signage and notice for the North Hampton Library patrons during this time.

Ms. Grant mentioned that the IT staff would be working from home during renovations and also taking advantage of the time to train staff.

Ms. Leonardi ask if it would be appropriate to do a bit of strategic planning during the renovations. Ms. Grant indicated that we are probably not prepared to begin any type of community outreach or the researching of local business contacts. It was agreed that more planning was needed.

Ms. Day asked about the number of hours the new person would be working. Ms. Grant estimated between 16 and 20 hours per week as needs dictated.

**Youth Service Report:**

The success of the summer youth services programs were discussed. These included, the reading program, Spanish camp and the garden. There are plans to purchase and install a Smart TV for the teen room. Noah Barraza has been contracted to do the install. A generous donation for this has been made by donor Ed Moran.

Of special note, Story Hour at Fox Run Mall was very successful. It was noted that this was good visibility for all seacoast libraries and that this should be repeated in subsequent years.

**Treasurer’s Report:**

Ms. Grant indicated that the board had all the usual reports but the format of one of the reports had to be updated to show more of a detailed breakdown of costs. She will send the board the update when available.

**Old Business:**

**Library Alternates**

Discussion as to the necessity of alternates, as well as the process of nominating and selecting alternates occurred. Ms. Leonardi noted that this would have to be presented to the Board of Selectman. It was also discussed and agreed that more research on the possibility of adding alternates to the board had to be done.

**Motion:** A motion was made by Ms. Leonardi to research how other libraries in NH go about selecting, governing and utilizing alternates. Seconded by Ms. Day and unanimously agreed.

**ACTION:** Board members to research how other libraries utilize alternates, review State Statues and Trustee Bylaws to formulate options for selecting alternates to the board. This will be the first agenda item at the next regularly scheduled meeting.

**Strategic Plan**There was continued discussion regarding the need for a strategic plan. It was suggested that goals similar to that of the Stratham Public library be considered for review. The need for goals with clarity, attainment and measurement were also stressed. Ms. Day suggested that between the board, staff and other volunteers much of the work could be accomplished without hiring a professional facilitator. Ms. Grant indicated that this could be done for a portion of the planning but suggested that to get a proper community needs assessment that an outside person should be utilized. Ms. Leonardi further added that in order to obtain unbiased opinions from community members that someone outside of the Board and staff should be utilized. Ms. Day asked where the long range plan was and the dates it covered. Ms. Grant indicated that there are several areas of availably both electronic and actual hard copies at the library. The plan covers 2006 through 2010. Ms. Grant indicated that she would send the board an electronic copy for review.

Ms. Day discussed the need to begin and outline the steps needed. Ms. Brandt said that she very much liked the strategic plan of the Massachusetts Library System and suggested the board begin the process by reviewing that plan and then modifying it for use in planning. It was suggested that the board meet to formulate a plan of action regarding the Strategic Plan.

**ACTION:** Board to meet regarding Strategic Plan. Review SOURs assessment. August 29, 2017. 5pm at the Library. Ms. Grant to arrange for a meeting space.

**Review of Library Policies**

Ms. Grant indicated that the review of policies is generally completed. She will scan the edits to the board members for review prior to entering the final changes. Ms. Leonardi reviewed and clarified policies specific to internal library loan. Most importantly defining what internal library loan is. Limitation of the number of items loaned was discussed. Patrons are told that they will be allowed to borrow what they can reasonably read in a month’s time. That said, Ms. Grant indicated that she would be hesitant to limit the requests because it does increase circulation figures. Ms. Leonardi said that she would remove the limitation from the policy in light of this. Ms. Leonardi further believes that the collection development policy required a complete re-write as it needs to be more understandable for the patrons. She believes the current policy to be written from a staff perspective. It was further discussed that policies be eliminated for those items and services no longer in existence generally with regard to advancing technology such as MP3 players and DLP projector. It was noted that the associated equipment policy needed to be modified.

**ACTION:** Ms. Grant to scan edited policies for trustee’s review. Ms. Leonardi to re-write new collections development policies. Board to review all policies with comment by next regular meeting.

**Review of Bylaws/RSA 202-A**

Ms. Day expressed the need for the Trustees to review the RSA and the Bylaw to insure consistence and adherence to the law.

**ACTION:**

Trustees to review RSA 202-A and bylaws and provide comment by next regularly scheduled meeting.

**Meeting with Ron Lamarre & Library Staff**

Library staff was provided with a matrix and asked to rank needs and the importance of those needs. That assessment was then reviewed at a subsequent meeting with Ron Lamarre and the Library Trustees. Those needs were then reviewed in light of how they would fit into a building program. Ms. Leonardi and Ron met at the Kingston library to garner an idea of what could be done with regard to space utilization. The staff survey reviewed that stand alone study areas were desired. Ron showed what could be done to achieve this. The Atkinson library was also discussed with regard to building plan and the size of the building needed. It was agreed that the trustees should visit the Atkinson library to get a feel for the space.

Ms. Brandt indicated that the purpose of this was to come up with an estimate for what a stand-alone library would cost for the CIP. That number was about $3.2 million. Ms. Day asked about the number of hours utilized on the contract thus far. Ms. Leonardi to request invoice and notes from Kingston Library meeting with Ron.

**ACTION:**

Trustees (individually) to visit Atkinson Library. Ms. Leonardi to obtain meeting notes from R. Lamarre and obtain an invoice for services/hours rendered thus far.

**New Business:**

**Vision for the Library:**

Ms. Day suggested that the trustees come up with a vision of the library from their viewpoint. To be presented at next meeting.

**ACTION:**

Trustees to individually contribute their vision of an ideal North Hampton Library by next regularly scheduled meeting.

**Capital Improvement Plan (CIP)**

Ms. Grant indicated that the plan will be revised to include capital projects that might be needed for the library for example, the heating system, lighting, etc. Many of these improvements were passed by Warrant Article. Ms. Grant indicated that she was waiting for a revised estimate for Ricci regarding the HVAC work needed. A cost breakdown has been requested and an update is pending.

**ACTION:**

Ms. Grant to complete final CIP and submit to committee. Obtain revised detailed estimate from RICCI when available.

**Staff Evaluations:**

Ms. Day stated that we need to evaluate the librarian and that, by law, it is the board’s obligation to do so. Ms. Day asked about evaluation formats and what format Ms. Grant is utilizing for staff and what she liked about it. Ms. Grant indicated that she utilizes a format that she has customized because library staff evaluations are unique.

**ACTION:**

Ms. Grant to send evaluation format to Trustees. Trustees to review.

**Memorandum of Understanding (MOU) Library and Foundation**

Ms. Day mentioned that in her review she found it to be very positive. There are however still some questions in her mind regarding RSA-202A and the foundation. Ms. Leonardi said that the document was transparent in its intent. After some discussion it was agreed that a separate work session for the trustees should be held. There was a question as to whether this session would be public or non-public as the foundation is a private organization. Ms. Day to research what type of work-session this can be.

**ACTION:** Ms. Day to research meeting format.

**Public Comment**

**Friend’s Annual Appeal**

Cynthia Swank spoke briefly regarding the Friend’s Annual Appeal. They are not quite ready to launch it yet. In the past it has been done in October or early November allowing potential donors to plan for their year-end contributions for tax purposes.

**Foundation –Library Funds**

Mr. Larry Miller, stated that it was his belief after reviewing RSA 202A that the funds which were transferred to the foundation that had been held by the library previously, would have to be returned to the library with interest. Those donations as well as future donations, he advised, need to be in the library’s possession. He indicated that he would have clarification and a resolution to this matter soon.

**ACTION:**

Trustees to review RSA 202-A

**Adjournment**
The meeting was adjourned by Ms. Day at 8:07 pm.

Respectfully submitted,

Jacqueline Brandt, secretary