North Hampton Public Library

Board of Trustees Meeting

Monday, April 5, 2017

North Hampton Town Hall (televised)

DRAFT MINUTES 2

Present:  Susan Leonardi Judy Day, Jacquie Brandt, Susan Grant, Library Director; Present in Audience: Peter Parker, Cynthia Swank, Nancy Monaghan, Vicky Jones.

Reorganization Meeting

I The meeting was called to order by Susan Leonardi at six-thirty.

II The BOT minutes from March were approved. Ms. Leonardi and Ms Day voted yes. Ms. Brandt abstained as she is a new board member and was not present for the last meeting.

III Ms. Leonardi read the Preamble to the town’s Code of Ethics. This is required by all board, commission and committee in town.

IV. New Business

1. Ms. Leonardi was appointed as Ethic’s Committee Representative from the BOT.
2. Susan Leonardi discussed the fact that it was customary for members of the BOT to rotate positions on the Board. She suggested that the rotation would be for Ms. Day to become Chair, Ms. Leonardi to become Treasurer, and Ms. Brandt become Secretary. All agreed to this rotation.
3. The need for a Strategic Plan was discussed. All agreed that it would be a positive thing for the library to develop such a plan. Susan Grant stated that the library had begun this process several years before and that she had purchased guidebooks for this process. They are available in the library for all Trustees to take out. She also said that she might be able to hire someone to lead the library in developing such a plan. All agreed that she should look into the details and cost of this before the next meeting. Ms. Day handed out some examples of goals that might be part of a Strategic Plan. One idea noted in the handout was for a goal indicating ways that the Friends, Foundation and Library will coordinate in fund raising.
4. Ms. Leonardi talked about the Friends’ Minutes and thanked the Friends for all the work and money that the Friends had provided in order to have an Extreme Makeover of the Craig Room. All expressed thanks and appreciation for the improvement in the room. Special thanks to Nancy Monaghan and Cynthia Swank for the amount of time they had spent making this happen. She also expressed thanks to Judy Day and Larry Miller for donating to pay for the new floor.

Vicky Jones, who is also a member of the Friends and who has done much work for the Friends and the Historic Society spoke to the plans that have been made for the 275 Anniversary Celebration of the Town of North Hampton. Among other things, there will be a display of the history of the library and a place for ideas to be presented for a new library. All were enthusiastic about these prospects.

V. Treasurer’s Report The Treasurer’s report was approved unanimously. Ms. Leonardi will look into ways to allow the accounts in Citizen’s Bank to be more easily accessed—most probably on line. These accounts do not change regularly. The report indicated that, most recently, the library had accrued 13cents from interest.

VI The Librarian’s report indicated many fine and fun programs presented by the library. Ms. Grant also indicated that she and the staff have been developing ways for goals/evaluations to be done. She stated that it is a wonderful group of people who do very fine work for the library/town. She is looking forward to further discussions on this topic.

VII The Youth Librarian’s report indicates the many varied programs presented through the fine and diligent efforts of Ms. Margowsky, the Youth Librarian. Most notable is the stepped up use of school buses. Now the buses are scheduling drop offs for students in the afternoon after school. Ms. Grant noted that more junior high age students are now participating in the programming. Ms. Margowsky also indicated that she will be holding programs during the vacation week.

VIII. Old Business

 A. Phase I—Lavalle Brensinger The contract with LB for phase I of the work on the proposed new library/library addition was signed by all Current Trustees. Ms. Leonardi indicated that she will be in touch with Ron Lamarre to discuss scheduling of his meetings with Trustees and related work. BOT, Former Building Committee and Foundation should most probably be involved.. Ms. Leonardi stated that the Foundation was not active last year but should be starting work this year. Ms. Grant suggested that it would be good to have a member of the Friends be on the Foundation Committee.

 B. Water Testing was done (see report held by library director). The report indicated that there were no problems with the water at the library. The BOT thanked Larry Miller for his efforts in getting the testing taken to be done.

 C. Ms. Leonardi explained that last year the BOT had begun reviewing and revising policies. The task was not yet completed. Ms. Grant indicated that in the past she had made a table with the separate policies, assigned them to each trustee. The trustee would then discuss the policy with Susan and bring the results of the discussion back to the board for final review. All agreed this would be a good method. Susan will prepare this chart for the trustees and email it to them.

IX. The date of the next meeting is not certain at this time. Judy will talk with John Savastano about switching to the second Wednesday of each month because of a conflict with a member’s schedule. The meeting will be posted as soon as the new schedule is known. Mr. Savastano is currently on vacation.

There is a joint nonpublic meeting of the town Select Board and the BOT on Monday, April 10th, at five-thirty in the Mary Herbert room.

X The meeting was adjourned by Ms. Leonardi at 7:30.

Respectfully submitted,

Judy Day, secretary