**North Hampton Public Library**

**Board of Trustees Meeting**

**Public Meeting**

**6:30 pm, Wednesday, 13 September 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;
 Cynthia Swank, Friends of the Library.

**Administrative**

**Call to Order**
Meeting called to order by Judy Day at 6:34 pm.

**Approval of the 16 August Meeting Minutes**

**Motion:**

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

**Library Director’s Report**

Ms. Leonardi commented that the tree in front of the library had been removed. There is still a stump remaining. Discussion as to what might be placed there in the spring. Master gardeners can be consulted. The library is officially closed due to renovations. It began at 1pm on September 13 and closure will go through 25 September. To keep patrons informed, there are notices posted on the website and at the library. There is also a message on the answering machine that details this and informs patrons of Town Hall hours. Available materials include; new books, fiction, non-fiction, new audiobooks and new DVD. This is for patrons not wishing to go to Wiggin Memorial Library in Stratham. The library is still accepting books in the book drop and accepting mail. Ms. Grant published a FAQ sheet for patrons. This is on the website and taped to the door of the library.

**Programs**

Benedict Arnold program presented by George Morrison of the NH Humanities was very well attended with 36 participating in the event.

October 14 and 20. Presentations of artwork are planned. Poster Art of the 1920’s and 30’s will be explored. Connie will be working with the schools to produce this artwork, inspired by the art of the 1930’s, to be presented in conjunction with the 275th celebrations and a concert with Leslie Amper. The library will be sponsoring a performance with the Seacoast Academy of Music on September 20 at 7pm at Centennial Hall. Deadline for poster art submissions is October 11.

Linda Matchett, author of several historical novels, will be presenting *More than Rosie the Riveter, a Look at WWII Women Volunteers* on Tuesday, November 28 at 6:30 pm.

NHHEAF will host an Early College Planning Program on Tuesday, 18 September at 6:30pm in the Mary Hebert Room.

Skywatch is scheduled for November 7 at 6:30 pm with the New Hampshire Astronomical Society.

Knitting Club has expressed an interest in beginning again, this time on a weekly basis.

New employee, Melody has taken charge of the book club, Hooked on Books. Ms. Leonardi mentioned that she met Melody and that she was very nice and welcomed her.

**Youth Services Report**

The Wii has been reintroduced. It is now in the Craig Room. There were a number of participants in the Wii Free Play which occurred on September 6. Ms. Leonardi commented that the report looked good.

**Treasurers Report**

Library is currently at 15% of budget, planned for 17%, so this is slightly under budget. Ms. Leonardi asked if there were any anomalies to the budget. Ms. Grant indicated that there were none currently.

**Old Business**

**Library Alternates:**

Ms. Day investigated the process and timing of when to select alternates. According to the NHMA, this should be done at election time in the spring. It was discussed and agreed that this would be presented at that time and that the newly convened board would decide at that time. Ms. Leonardi and Ms. Grant investigated the number of alternate in comparable libraries. Most have two or more alternates in place. A committee can still be created.

**Motion**: Ms. Day made a motion to revisit the topic of alternates with the newly convened board shortly after the election. Seconded by Ms. Leonardi and unanimously agreed.

**Strategic Planning and Goals**

Ms. Day contributed various goals for the board to review and add to. These goals were taken from the strategic planning workshop. It was noted that libraries with similar missions would have similar goals.

Strategic planning could utilize the published long-range plan that is currently in place. It could then be determined who would be included on a committee. Ms. Grant suggested that she and the board review the plan.

**Motion:**

Ms. Day made a motion that the trustees and library director review the current long range planning report. Changes to be presented at next meeting. Seconded by Ms. Leonardi and unanimously agreed.

**ACTION:** Trustees to review long range plan and present changes at next meeting.

**Review of Library Policies:**
There are a few policies that are still outstanding. Ms. Grant to enter them into system and present as with the other completed policies. Ms. Leonardi looked at the Collections Policy and was in favor of it. Ms. Grant to send to the other trustees for review. Ms. Leonardi revised the Internal Library Loan Policy and will provide it to Ms. Grant. This could be approved at the next meeting.

**Review of Bylaws:**

Ms. Day commented on the importance of reviewing the bi-laws. They are online and available. Trustees should also familiarize themselves with RSA 202-A. Regarding RSA 202-A:4c, Ms. Leonardi found a Warrant Article drafted in 1994 and forwarded to Terry Knowles, Assistant Director, State Attorney General’s Office, for clarification with regard to the trustees’ authorization to accept and expend gifts. Specifically with regard to a required public hearing on contributions or bequests of more than $5000.

Ms. Day mentioned as part of the strategic goal would be to compile a resource/orientation document for new members.

**Meeting with Ron Lamarre and Library Staff**

Bill was paid. It was decided that the trustees would again meet at 4:30 pm, Tuesday, 19 September. Meeting scheduled to be in Town Hall.

**CIP submission**

Ms. Grant presented the CIP last week. Submissions were for a new boiler and a new library. HVAC system is mentioned in the narrative. More information is needed for the system. Ms. Grant indicated that the process needs to be revisited to include meeting with the building inspector and then advise. Building should be accessed and then a new course of action be presented. Ms. Day to ask Kevin Kelly for a referral for an assessment.

**New Business**

**Vision for library**

To be considered in a meeting with Ron Lamarre. Ms. Day commented on the possibility that libraries have similar needs. Ms. Leonardi indicated that libraries are unique to the community they serve. Discussion of other libraries visited by trustees and director ensured.

**Evaluations Library Directors**

Ms. Day presented a copy of a sample evaluation to consider using for the director. Because this has not been completed in a while, it was suggested and agreed that Ms. Grant review her goals and accomplishments and present to the trustees. This will give the trustees a better idea of what the job entails and any requirements. It was agreed that there must be a starting point in the evaluation process. Ms. Leonardi questioned whether there had been an evaluation for the director. There was however it is dated, 2007. There is no contract for the director, only a letter of offer.

**ACTION**: After policies review and job descriptions should also be reviewed and modified if necessary. Trustees and Library Director to review.

**Charitable Trust with regard to RSA 202-A**.

AG’s office, Terry Knowles, Assistant Director, is working with Ms. Leonardi on investigating donor intent with the Library Foundation. As soon as this information is available it will be reported and action taken.

**Public Comment**

Cynthia Swank indicated that the Friends will be hosting a Volunteer Appreciation Reception on Wednesday, October 4 at 9:30am at the library to thank the library volunteers. There will be coffee and refreshments. Everyone is invited. Friends are currently putting together the newcomer information packets. Ms. Swank to present this next meeting. Ms. Grant to add event to her report and community newsletter.

**Adjournment**
The meeting was adjourned by Ms. Day at 7:32 pm.

Respectfully submitted,

Jacqueline Brandt, secretary