**North Hampton Public Library**

**Board of Trustees Meeting**

**Public Meeting**

**5:30 pm, Wednesday, 13 September 2017**

**North Hampton Public Library**

***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;   
 Barbara Dewing, Technical Services Cynthia Swank, Friends of the Library.   
 Ron Lamarre, Lavallee Brensinger

**Administrative**

**Call to Order**  
Meeting called to order by Judy Day at 5:34 pm.

**Library Staff Training**

In light of recent tragic events in Clovis, New Mexico where two librarians were shot and killed, ALISE training or active shooter civilian response training is to be held in Seabrook on October 19. Ms. Grant asked that the library be closed that morning to allow for staff to attend.

**Motion:**

Motion to allow for library closing the morning of October 19 to allow for staff to attend training made by Ms. Day, seconded by Ms. Leonardi and unanimously agreed.

**Approval of the 13 September Meeting Minutes**

**Motion:**

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

**Library Director’s Report**

Ms. Grant indicated that there were several issues with the library renovation and that while they were resolved, it was not without great effort and direction. Of note were issues with the ceiling tiles. In her view the contractor, Ricci Lumber, did not provide the necessary customer service support needed.

During the closure Liz Herold and Barbara Dewing worked on the website. It was noted that Barbara also deserves special recognition for her amazing efforts before, during and after the renovation regarding protecting, disassembling, reassembling and insuring all systems were up and working properly. She also took charge of initiating and insuring all punch list items from the project were completed prior to sign off.

**Programs**

Upcoming programs were discussed such as “Creativity in Hard Times: The Federal Music Project of the 1930’s” with Leslie Amper, pianist at Centennial Hall October 20 at 7 pm. The New Hampshire Astronomical Society will present Sky watch November 7, at 6:30 pm. “The Black Bears of New Hampshire” will be presented on Tuesday, November 14 at 6:30pm by NH Fish & Wildlife Stewards Program. On November 28 at 6:30 pm author Linda Matchett will present “More than Rosie the Riveter, a look at WWII women volunteers.”

**Youth Services Report**

Highlights of the report include: The launching of the Opus Scopus Book Club with six children participating and more expected later in October. Connie Margowsky, also attended the Young Adult Library Services Fall Conference. Of specific interest were discussions about how libraries can provide families with information about teen mental health and where resources can be found. The featured speaker of the conference discussed her book about how to make libraries a safer place for LGBTQ teens which was followed by a discussion on how libraries can be safe space for teens and how teens can be reached via social media.

**Treasurers Report**

Library is currently at 23% of budget, planned for 25%, so it continues to be slightly under budget. Ms. Grant mentioned that there will be some staff considerations over the Christmas Holiday and January through March as Liz will be out on maternity leave at that time.

**Old Business**

**Library Building Options:**

Ron Lamarre presented a number of options for the proposed library renovation. In summary, the library renovation will more than double the size of the existing library, will be built on the existing site and project phasing will allow the library to remain open during the renovation.

Several scenarios were discussed as were the advantages and drawbacks of each. Ron suggested that a survey be done to ensure that lot lines are accurate. Ron will begin phasing and designing based on discussion.

**Motion**: Ms. Leonardi made a motion to commission a survey to be coordinated by Ron and for the trustees to approve and sign Phase II of the contract with Lavallee Brensinger. Seconded by Ms. Day and unanimously agreed.

**ACTION:** Trustees to sign phase II of contract.

**Strategic Planning and Goals**

The current long-range plan was discussed. Ms. Grant suggested that she review, evaluate and provide her recommendations to the board.

**ACTION**: Ms. Grant to complete review by November 30.

**Review of Library Policies:**  
The final revisions of the policy are to be reviewed and completed by Ms. Grant and presented for approval at the November BOT meeting.

**ACTION:** Ms. Grant to complete policies November 8.

**Review of Bylaws:**

It was again stressed by Ms. Day and agreed by all that Trustees should also familiarize themselves with the bi-laws and with RSA 202-A. It was noted that this is especially true for newly elected Trustees.

**Evaluations Library Directors**

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. Trustees also discussed the need to sign off on staff evaluations as required.

**ACTION**: Ms. Grant to complete a self-evaluation and present to the board for December’s meeting. Trustees to sign off on future staff evaluations.

**New Business**

**Notification of receipt of mail**

Ms. Grant explained that there is usually one trustee who checks for mail regularly. If correspondence comes for the trustees, which is not often, then she will inform the trustees. Very little mail comes in as e-mail is now more readily utilized.

**Update on Money Transfer**

The Susan Leonardi on behalf of the Foundation worked closely with Terry Knowles of the NH AGs office to determine which past donated funds were to be returned to the library and which could still be held by the Foundation for continued investment in interest bearing accounts.

It was determined that $240,793.40 was transferred to the foundation in three transfers. These will be returned to the library accounts. It was discussed that $27,262.90 could be returned immediately. The remaining $213,530.50 is in an investment account and is earning interest and will mature in April. It was discussed and agreed by the trustees that if it is permissible by NH law, that the funds should stay until maturity to maximize investment. S. Leonardi to consult with AGs office to confirm.

Ms. Leonardi also commented that the Marcotte bequest of $20,000 must have a public hearing a per New Hampshire Law to be accepted by the Foundation.

**Motion:** Ms. Day made a motion directing Ms. Leonardi ask the Foundation to transfer the funds ($27,262.90) to the library accounts immediately and if necessary transfer the additional $213,530.50. Seconded by Ms. Brandt and unanimously agreed.

**Motion:** Ms. Leonardi made a motion that a public hearing be held prior to the next trustees meeting to accept the Marcotte Bequest. Seconded by Ms. Day and unanimously agreed.

**ACTION:** To be added to agenda items.

**MOU with Foundation**

Ms. Day requested that the Trustees again review the MOU and prepare to discuss its contents at the next meeting.

**ACTION:** MOU discussion to be added to agenda.

**Adjournment**  
The meeting was adjourned by Ms. Day at 7:53 pm.

Respectfully submitted,

Jacqueline Brandt, secretary