**North Hampton Public Library**

**Board of Trustees Meeting**

**Public Meeting**

**6:30 pm, Wednesday, 8 November 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;
 Nancy Moynihan, Cynthia Swank, Friends of the Library; Kelly Parrot, The Foundation,
 Larry Miller, Ron Lamarre, Lavallee Brensinger

**Administrative**

**Call to Order**
Meeting called to order by Judy Day at 6:35 pm.

**Custom Cabinet -budget item.**

An increase in the final cost of the custom media cabinet in the media room was brought to the attention of the board in previous e-mail communication from the Library Director. The increase in cost was due to the material upgrade to complete the top of the cabinet as well as a few changes not included in the original estimate. A request was made to pay the increase as the bill came in higher than the estimate.

**Motion:**

Motion to allow for the payment of library cabinet to include increase in cost made by Ms. Day, seconded by Ms. Leonardi and unanimously agreed.

**Update on the Foundation and Funds Transfers**Susan Leonardi provided a brief overview of what has transpired with the transfer of library funds from the Foundation. With the help of the State Attorney General, Terry Knowles, the funds specifically intended for the library have been returned to the library accounts apart from funds which were invested in a CD. Once the CD has matured and interest can be obtained in April of 2018, those funds will also be returned to the library accounts. Ms. Leonardi is still investigating whether there is a need for a public hearing to accept the donations exceeding $5000. She will update the board on her findings as that information is made available.

**Library Expansion Plan**

Ron Lamarre with input from Susan Grant, presented an overview of the library expansion/renovation plan to the board. Main points proposed were as follows:

* When completed the total square footage of the library will be approximately 10,000 sq.ft. which is the desired size. This can be done in the existing area and leaves the “Homestead” property available for future use.
* There will be a newly constructed envelope on three of the four existing sides of the current library building making it more energy efficient. It is stand-alone and will not affect the structural integrity of the existing library building including the roof structure.
* There will be a newly constructed entry, with a lobby area and into the library space.
* The design is such that it would allow programs to run when the library is closed with access to kitchen and bathroom facilities.
* Parking will remain the same with expanded parking in the back as exists now.
* The current plan is to construct the building in two phases taking advantage of any economies of scale to complete the project while maintaining the functionality of the library during construction.
* Any recent new installations, such as lighting and a new roof structure, will remain, lights can be harvested.
* The existing spiral staircase will remain untouched unless alternatives can be found.

**Design and Construction Questions:**

Ms. Day questioned if Ron had checked on the septic system and lot lines. He explained that the construction is possible without issue. Ms. Parrot asked about how many people could be accommodated in the largest proposed meeting space; the Children’s Room exit and the bathroom facilities. Mr. Lamarre indicated that approximately 99 people with just chairs and about 50 people if tables and chairs are needed for a program. The children’s room will have a back door leading outside and new restrooms will accommodate child changing stations.

Mr. Miller inquired about the heat source specifically, the location of the furnace. Mr. Lamarre indicated that the forced hot air system would be smaller in size and optimally located. Mr. Miller also commented that with the design presented, it would be possible to have a raised ceiling with exposed beams and windows to allow for lighting.

New roof structure should support any snowfall. Existing roof may still have issue regarding snow removal. Depending on budgets the existing roof may be modified to support more snow weight.

Question regarding current structural integrity and the risks involved. Ron, indicated that the expansion will be independently structured. The resulting building will be sturdier because wind loads will be reduced.

Mr. Lamare estimates that the cost of the renovations based on previous estimates would be approximately $1.1 million. The money saved in the project will pay for soft costs so, complete project cost will be about 2.2 million.

**ACTION:** Ms. Day to schedule a presentation to the Select Board on November 27, at 7pm. Ron to Present new plan.

**Approval of the 11 October Meeting Minutes**

**Motion:**

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

**Approval of September 26, non-public meeting minutes:**

**Motion:**

Motion to accept non-public meeting minutes from workshop made by Ms. Leonardi, seconded by Ms. Day and unanimously agreed.

**Library Director’s Report**

**Discussion and Programs:**

The Hampton Hannaford is donating $1 to the library for every reusable bag sold for the month of December. No building issues reported, no damage from recent storm was noted. Sky watch was cancelled due to overcast conditions. NH Fish and Wildlife Stewards program will be presenting The Black Bears of New Hampshire on November 14 at 6:30 pm. There will be a workshop presented by NH i-phone repair offering a presentation of i-phone and i-pad basics on November 30. After Spring a documentary about the Syrian refugee crisis will be shown on Thursday, November 9 at 3 pm. This was coordinated with a community member. Linda Shenton Matchett will present a program on Tuesday, November 28 at 6:30pm entitled More Than Rosie the Riveter detailing women’s roles in WWII. There are movies every Friday at 2pm with popcorn. Book clubs meet weekly. For more information reference the website.

**Youth Services Report**

Opus Scopus Book Club added more registrants. Ms. Grant added that there were more than 25 new members in the month of October. More than in any other month thus far.

The library has purchased two **Women of NASA LEGO** build kits and will be promoting a LEGO event later in November based on the theme of astronomy and women in science.

Halloween was quiet this year due to inclement weather.

Ms. Grant requested that the staff be allowed to have the day after Christmas. The library is open the Saturday prior to Christmas.

**Motion:** Ms. Day made a motion to allow staff a day off on December 26. Seconded by S. Leonardi and unanimously agreed.

**Library Policies:**

There are only a few outstanding policies due. S. Leonardi suggested that we approve the completed policies. These include: Gift Policy, Patron Conduct and Registration of Patrons and Confidentiality of Records.

Ms. Leonardi asked how much a non-resident fee is for a library card. Ms. Grant suggested that the board examine the fee in the future and consider raising the fee.

**Motion:**

Ms. Leonardi made a motion to accept the completed and reviewed library policies utilizing the current date. Seconded by Ms. Day and unanimously agreed.

**Review of Bylaws & RSA 202-A:**

Ms. Day reiterated the importance of reviewing the bylaws and following them.

**Library Director’s Role Description and Evaluation:**

Ms. Grant to have her evaluation completed by the December deadline for the Trustees to review.

**MOU between Library and Foundation:**

Ms. Day had some issues regarding the clarity of the verbiage utilized in the MOU.Specifically, whether the agreement would be binding if one party chose to no longer be under the agreement. Some of the agreement seemed to have contradictory statements. It was discussed and agreed that the Trustees work with the Foundation to clarify the MOU. It was suggested by Kelly Parrot that this be done online to show possible changes, modifications and questions. Feedback would be helpful to move forward. A working session was also suggested. Goals and expectations need to be clarified and understood.

**Action:** Trustees to review MOU provide individual suggestion and questions.

Ms. Leonardi provided information packets from OPUS which detailed much of the work that had been done for fundraising purposes. This will give the newer trustees some background of the tremendous amount of work that was done.

**Citizen’s Bank Paperwork**

All documents are in place.

**December Meeting:**

The regular December meeting has been cancelled. A shorter meeting has been scheduled for November 29, at 6:30 pm for a work session.

**Paperwork for Lavallee Brensinger**

There should be a short non-public meeting to review the contract. S. Leonardi to provide information and RFQ. This will be reviewed on the meeting on 29 November as a non-public meeting.

**Public Comments:**

Cynthia Swank: Friends are having their annual appeal.

Kelly Parrot: Ms. Parrot asked if there was a need to place anything on the March ballot. It was discussed and agreed this would be decided following the meeting with the Select Board.

**Adjournment**
The meeting was adjourned by Ms. Day at 8:00 pm.

Respectfully submitted,

Jacqueline Brandt, secretary