**North Hampton Public Library**

**Board of Trustees Meeting**

**Public Meeting**

**5:30 pm, Tuesday, 13 February 2018**

**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, Trustees; Susan Grant, Library Director;   
 Ron Lamarre, Architect Lavallee Brensinger

**Administrative**

1. **Call to Order**  
   Meeting called to order by Judy Day at 5:32 pm.
2. **Approval of the 10 January Minutes with date change.**

**Motion:**

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

1. **Library Director’s Report  
   Building Update**   
   S. Grant reported that the HVAC motor was replaced by Lamprey on 6 February. This was equipment from 1996. They will continue to monitor the temperature and make necessary adjustments.  
    **Operations:**  
   The library closed on 17 January and 7 February due to winter storms. Ms. Grant indicated that the non-resident fee charged by the library is currently $30 per year. The operating expense per capita in 2016 was approximately $83.47. Ms. Grant suggested that there be an increase in the charge for non-residents to $50. It was discussed and agreed that the fee of non-residents be increased to $50 immediately.

**MOTION:** Motion made by Judy Day, seconded by S. Leonardi, unanimously agreed.

Ms. Grant has been monitoring library usage on Tuesday and Thursday evenings as 7-8pm has been very slow. She also noted that Fridays are slow between the hours of 4 and 5 pm. This may warrant a change in the schedule having Tuesday, Wednesday and Thursday hours form 9:30 am until 7:30 pm and closing early on Friday at 4 pm. Ms. Grant to continue monitoring usage and make further suggestions. Seventeen new patrons were added last month.

1. **Youth Services**Youth services participated in the Winnacunnet High School Community Service Awareness Fair on January 11. The goal was to introduce the North Hampton Public Library to WHS students and show them opportunities for involvement at the library. There were more than 20 students who were involved in the meeting, some of which have already come to subsequently sign up to volunteer.  
     
   The LEGOs Saturday was hosted on January 20. This build featured areas of expertise of four famous women of NASA.   
     
   On January 26, the library hosted “Movie Day at the Library” as there was no school for North Hampton.   
     
   The Teen Study Room has its official launch January 31 through February 3. Staff was oriented with remote and wireless keyboard operation and reviewing 125 free channels available on the new TV, how to access internet resources and the library’s new Hoopla account for screen movies.

A spring social has been planned for March 22 as part of the gardening program with the assistance of Master Gardener in Training, Tim Choate. “The Biblio-Greens” will be a new club and will be available for all ages there will be a seed swap and socializing as well.

1. **Treasures Report**  
   **MOTION:** Motion made by Ms. Day and seconded by Ms. Brandt to have Ms. Leonardi move library funds from the concentration account to the disbursement account (capital reserve account) to pay the architectural fees. Unanimously agreed.

**2. Old Business**

**A. Meeting With PAL**

Ms. Day and Ms. Grant are to meet with representatives from PAL at the North Hampton   
School on 15 February 2018 to discuss the library expansion/renovation.   
  
**B. Updates from Ron Regarding RFPs**

Ron Lamarre of Lavalle/Brensinger presented and reviewed the Request for Proposal   
 (RFP) with the trustees and answered several questions specific to its content. The RFP   
 will be presented two experienced firms, Bowen and Bonnet, Page & Stone. Deadline for   
 proposals is 12 noon, Thursday, March 8, 2018. Ron will discuss bids with Trustees once   
 they are received.

**C. Preparation for Feb 20 Meeting**

Trustees discussed the first of several information sessions regarding the library   
 renovation and expansion. S. Leonardi, with the help of the other trustees and Ms. Grant   
 will compile a list of those who should be invited to the session. The intent of the session   
 is to inform and to obtain feedback from interested parties on how we might best execute   
 the plan.

**ACTION:** Trustees to compile list and invite parties of interest.

**D. Updated Timeline of Library Expansion Project:**

It was discussed and agreed that an updated timeline would be formulated once the   
 RFPs were obtained and meeting with Ron.

**B. Review of Library Goals**

**1. Updated demographics**

Ms. Grant has updated the demographics as part of the revision of the strategic plan.

**2. Updating Goals**

Ms. Day has been working on formulating goals as has Ms. Grant. Many of the goals are   
 very similar and document must just be updated.

**C. Review of Library Policies:**

Ms. Grant discussed the completion of all new library policies. To her knowledge all changes are in and with the approval of the board she would like to officially place them.   
  
**ACTION:** Ms. Grant to review all policies and if necessary, have Board to Trustees officially vote to accept changes.

**3. New Business**

**A. Information for Newly Configured Board of Trustees**

**1. Alternates**

It was discussed and agreed that the board pursue the possibility of adding   
 alternates to the board as the workload with fundraising and expansion plan in  
 increase exponentially.

**ACTION:** Trustees to investigate the process and procedure for adding alternates. **B. Location of Library Materials, Policies, Personnel Files, Items from Opus** Discussion ensued regarding the location of materials and records that the Trustees   
 may need to access. Personnel records were also discussed. The personnel are located   
 in the director’s office. There are specific regulations regarding the privacy of   
 employee records with regard to trustees viewing evaluations. Ms. Grant presented   
 the material specific to this issue.

**C. Volunteer/ Paid Secretary**

Ms. Day suggested that future board member may want to consider hiring a secretary  
 for minutes to allow all trustees equal participation in discussions.  
  
 **D. Introduction to Staff & Job Descriptions**

Ms. Day thought is would be helpful for future trustees to be introduced to library   
 staff and to further ask them about their jobs. The purpose of this would to get an idea   
 of what is involved in running the library.

**4. Other Business**   
  
 **A. MOU**  
 Ms. Leonardi is formulating a simplified version of a Memorandum of   
 Understanding utilizing one from the ALA site. Once she has completed this she   
 will review with the Trustees.   
  **B. New Furniture Purchase**

Ms. Grant presented the trustees with her plans to purchase new staff work desks from  
 WB Mason Co. These are modular in style and can be moved and reused in the new   
 library as well. The funds utilized will be those that were refunded by the HRA and will   
 not impact the existing budget.

**MOTION:** S. Leonardi made a motion to allow for the purchase of workspace   
 furnishing by utilizing HRA refund. Seconded by Ms. Day and unanimously agreed.

**Adjournment**  
The meeting was adjourned by Ms. Day at 7:02 pm.

Respectfully submitted,

Jacqueline Brandt, secretary