

North Hampton Public Library
Board of Trustees Meeting
Public Hearing: 11 April 2018, 6:00 pm
Regular Meeting, 6:30pm
North Hampton Town Hall

Chair: Jacqueline Brandt
Secretary: Susan Leonardi
Treasurer: Judy Day
Library Director: Susan Grant

Public Hearing:

Call to order: 6:05pm. Public Hearing for the following acceptance of \$245,669.43 from the North Hampton Public Library and Cultural Center Foundation.

The public notice: *At 6:00 pm on April 11, 2018 the North Hampton Public Library Board of Trustees will hold a public hearing at the North Hampton Town Hall located at [231 Atlantic Avenue, North Hampton, NH](#) to accept \$245,669.43 which includes bequests and donations held by the North Hampton Public Library and Cultural Center Foundation from the Sally Marcotte Estate, Marian B. Mattoon Estate, The Mabel Tillinghast Memorial Fund, the Donald B. Warren Trust, Lois Moore, Dorothy & Paul Hobbs Fund, and donations made in the memory of Edward T. Veale and Robert O'Kane.*

Judy Day made a motion that the public hearing be postponed as according to Margaret Byrnes, Staff Attorney II of the NH Municipal Association the posting that occurred on Thursday, April 5th only provides 6 days notice not 7 days before the public hearing.

Susan Leonardi stated that she did email Assistant Attorney General Terry Knowles on April 3rd and shared the public posting and letter from the North Hampton Public Library and Cultural Center Foundation. Susan spoke with Terry Knowles on April 10th to verify the RSA 202-A:4-c Trustees' Authority to Accept and Expend Gifts III. (a) *For unanticipated moneys in the amount of \$5,000 or more, the public library trustees shall hold a prior public hearing on the action to be taken. Notice of the time, place, and subject of such hearing shall be published in a newspaper of general circulation in the relevant municipality at least 7 days before the hearing is held.* Terry verified the posting was correct and in compliance.

After a short deliberation, Jacqui Brandt seconded the motion to postpone the public hearing. All agreed. It will be rescheduled for a later date.

Public hearing closed at 6:15pm.

The intent of these minutes is to provide a summary of the essential meeting content and not a transcription.

Present: Jacquie Brandt, Susan Leonardi, Judy Day, Trustees; Susan Grant, Library Director; Cynthia Swank, Friends of the NHPL, Bryan Kaenrath, Town Administrator.

Board of Trustees Regular Meeting

Administrative

I. Call to order

- i. Meeting called to order by Jacqui Brandt @ 6:30pm.

II. Reading of Preamble to code of Ethics

- i. *The Town of North Hampton values honesty, transparency, accountability, respect and civility in the behavior of its Officials. All Town Officials, whether elected, appointed or hired, shall act in the best interests of the Town, shall maintain the highest standards of personal integrity in discharging their public duties, and shall never abuse their positions or powers for improper reasons or personal gain. Therefore, in order to promote and sustain an ethical culture it shall be the duty of all officials to read this Code of Ethics and to familiarize themselves with its content.*

III. Review/Approval of the March Meeting Minutes

- i. Motion to approve minutes by Susan Leonardi, seconded by Judy Day and all agreed.

IV. Library Director's Report/Youth Report

- i. Youth Report; Connie receiving donations from local businesses for the summer reading donations. She is also sharing library packets with these businesses and letting them know that can receive a NHPL card.
- ii. Library Director's Report; NHPL has New Hampshire State Park passes- recreational parks- no beach passes. One pass per day for 2 adults and up to 4 dependents. One for each day of the week, that must be returned to the library. The library has also acquired a subscription to Kanopy the streaming movies & documentaries service price is based on usage. Mango Languages is available through the library website. In March, the library received a \$500 Fuller Foundation donation for general support. Circulation figures were up during the month of March due to school vacation. On April 10th, the library had musician/artist Jordan Tyrell-Wiscoki's Songs of Immigration program – fiddle, guitar program that also touched on the history of Irish immigration. April 24th, the library will host Pleasure Grounds: Public Gardens Close to Home. Uncluttering and downsizing program scheduled for May 31st with Helene Parenteau who is a professional organizer. The library will be raffling off time with the organizer. The library is also working with Kiska Alexandropolous on making a first aid kit using essential oils, and using essential oils in cooking program. Liz and Susan are also working on a summer tai chi program.

V. Treasurer's Report.

- i. Susan Grant reported that we are at 72% of our budget. Judy Day expressed concern with Citizen's bank. We have had problems with them losing the updated bank signature cards and accounts in the past. Susan Leonardi also noted some difficulty when she was treasurer including Citizens having issues with software updates and lack of wifi in the bank building for accessing online banking accounts. Susan Grant noted that we do not have any interest-bearing accounts and should consider researching better banking options. Motion made to check with People's Bank and TD about other bank account options by Judy Day, Jacqui Brandt seconded and all agreed.

VI. Ongoing Business

- i. For the Public Hearing for Funds Acceptance, the BOT will reschedule time and date.
- ii. Parking Survey. Discussions about the number of parking spots available for the town departments. Susan Leonardi asked the new Town Administrator if he could find this information for us. Susan Grant noted that Ron Lamarree may also have that information from the Town Campus plan.
- iii. Meeting Confirmation with Ron Lamarre and CMs regarding RFPs (Scheduled 17 April 2018, 5pm)
 1. We will ask Ron for assistance with timeline, next steps. The BOT will also talk about what this means for us moving forward because the phases and his prior contract with us is fulfilled. Judy Day would also like the BOT to have some estimates of the bills moving forward including Lavallee Bresinger and CMS.
 2. Action item: Confirm the meeting time and date with Ron. There are three meetings going on in the library. Our meeting will need to be done by 6:30pm.
- iv. Community Listening Sessions
 1. The sessions are scheduled for 16 April & 1 May, 7pm. Susan Grant noted that very few individuals signed up for the April 16th session. Susan Leonardi sent out an email and google form to the guests that were not able to attend the last community session. Motion was made to cancel the April 16th and just have May 1st meeting was made by Judy Day, Jacqui Brandt seconded the motion and all agreed.
 2. The BOT will make some handwritten card to mail out for the May 1st community listening session. After the written invitations, we can follow-up with calls. Judy Day has cards that she will leave for the trustees file in the library.

- v. Jacqui Brandt discussed regular meetings vs work sessions. It proposed having a monthly working session in addition to the monthly meeting to complete tasks like the strategic plan. A motion was made to have a second meeting each month that is a working session by Judy Day, seconded by Jacqui Brandt, and all agreed. Meeting would not be televised but an actual work session to work on paperwork at the library. The fourth Tuesday of the month at 6pm was set as a tentative date.
- vi. Susan Leonardi encouraged that all attend the Annual NHLTA Meeting on Monday, May 14, 2018. It is the Spring Conference & Annual Meeting. There are several relevant fundraising, RSA and strategic planning workshops available.

VII. Library Alternates

- i. BOT discussed suggestions for library alternates & posting requests. We will share the Job Description for a Trustee Alternate Library with Bryan Kaenrath, he will post for the alternates. If the Trustees know someone is interested, we can give their name to the Select Board. The recommendation comes from the BOT, but the Select Board will make the official appointment. Bryan Kaenrath recommended that we post it until we reach three alternates. A motion was made to send the Town Administration the Job Description for a Trustee Alternate Library to post by Susan Leonardi, Judy Day seconded and all agreed.

VIII. Director's Evaluation Format

- i. Trustees shared input on the format of the form created by Susan Leonardi. A motion was made to use the Library Director Evaluation form by Judy Day, seconded by Susan Leonardi and all agreed.
- ii. During the next working session, we will finish the strategic plan and then Susan Grant can complete her evaluation and create goals for her Director's Evaluation. Bryan Kaenrath noted that the Director's evaluation is posted as a Non-public meeting.

IX. Library/Staffing Questions

- i. Judy inquired about the types of jobs are done by staff, full-time, part time. Susan Grant recommended that she speak to the staff members and she will let the staff know that Judy will be talking to them about their specific job description. We discussed what information is saved in the library's Google Drive.
- ii. Discussion about creating a more visible protocol for use of meeting rooms. Susan Grant can post information outside the rooms when the meeting rooms are being used and when they are available.

X. Organization of Trustee Information & Access

- i. The BOT Filing Cabinet needs to be utilized. We will work on this at the next BOT working session.

- ii. Laws related to library personnel files (50-years). This has been discussed in a previous meeting. The Library will keep all the files. Board of the Trustees can access these as Board members.

XI. Appointment for the Ethics Committee

- i. Susan Leonardi will resume her appointment on the Ethics Committee.

XII. Appointment to CIP

- i. Judy Day will continue with the CIP.

XIII. New Business

- i. Susan Leonardi contacted Peggy Brown and Ryan Cornwell about how best to access and use the Library Capital Reserve Fund. The bills will be sent to Ryan, he will pay the bill and send the invoice to Peggy who will reimburse the town for the fees. A motion was made to send all the bills paid by the library for the architect fees to be reimbursed by Susan Leonardi, Judy Day seconded and all agreed.
- ii. Fundraising. Susan Leonardi encouraged the BOT to begin to think about how we want to start the fundraising process, who we want to be involved and what will be happening after the meeting with the CMs.
- iii. A reminder that the Hobbs Fund needs to be placed in an interest-bearing account when meeting with other banks.

XIV. Correspondence

- XV. Public Comment** – Cythnia Swank reminded the BOT that the Friends note card of Doris Rice’s watercolor reproduction is available for purchase and we should consider using them for invitations to the community listening session. Cynthia asked about interest in a Trustees and Friend event. The Friends will meet again next week to discuss. Judy Day commented that this is hard to do. Susan Leonardi commented that maybe the Friends can also contact the Throwback for a community event. The Trustees asked about the money raised from the Community Oven event. The Friends are still waiting to receive the check, but the event was already successful with the 50/50 raffle. Cynthia also wished the BOT and Director a Happy National Library Week.

- 2. Adjournment.** Meeting was adjourned 7:55pm.