

**North Hampton Public Library  
Board of Trustees Public Hearing  
9 May 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

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The public notice: *At 6:00 pm on May 9, 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.*

Notice appeared in the paper on May 2, 2018.

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

**Public Hearing:**

1. Call to order at 6:05pm.
  - a. Chair Jacqui Brandt opened the hearing for public comment
2. Public Comment
  - a. Larry Miller asked to repeat the sum of the money, why the Trustees sent the money transfer to the Foundation, and why are the funds coming back? The questions were directed to Susan Leonardi. She explained that the funds were transferred to the Foundation because the previous Board believed that the funds for a new library building, expansion or renovation could be transferred to the Foundation with a mission to help raise funds for a new library, expansion or renovation. Assistant Director - Charitable Trusts Unit, Terry Knowles did clarify donor intent and determined that donations written to the library must stay with the library. Larry Miller explained that the sum of money consists of matching funds from four previous warrant articles. Larry Miller asked what the Board of Trustees will do with the funds, where they are currently located, and if the Board would consider putting the monies in an account and would they ask the Trustee of the Trust Funds to help them with this. Larry Miller again expressed concern that this happened. He also asked if the Library Trustees signed a contract with Opus Advisors, requested a copy of the contract and stated there would be a forensic audit of the library books from 2006. Susan Leonardi stated there was a contract and she can share a copy with Mr. Miller.

- b. Judy Day asked why Opus Advisors was hired. Susan Leonardi said they were hired to help with the fundraising and creating a capital campaign. She also stated that The NHPL Friends did not want to facilitate a capital campaign. She stated that since a public hearing must be held for any library donation over \$5,000, the value in having a Foundation is that it can receive donations anonymously and form a group to help with the capital campaign.
  - c. Kathy Kilgore former co-chair of the Friends group clarified that the group wanted to keep their separate identity from building a library. They wanted to support their own mission for the library including raising money for museum passes and programming.
3. Acceptance of funds
    - a. Motion to accept the funds from the North Hampton Public Library & Cultural Center Foundation made by Susan Leonardi. Judy Day seconded. All agreed.
  4. Adjournment
    - a. Meeting is adjourned at 6:18pm.

### **Board of Trustees Regular Meeting**

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

1. Administrative
  - a. Call to order. Meeting was called to order at 6:35pm
  - b. Review/Approval of the March Meeting Minutes – Motion made by Judy Day to approve the minutes. Jacquie Day seconded. All approved.
  - c. Library Director's Report from Susan Grant
    - i. Library Building
      1. The battery in the emergency lights behind the front desk “exploded” on April 20th. Tri State Fire took the unit, disabled the outlet and checked the hallway unit which was also old. They replaced the battery in the hall unit across from the bathrooms. Monarch Electric and Fire Department did an assessment of emergency lighting and determined the Craig Room and Work Room lights were not functioning. Monarch will do the repair work on those, and install 2 more lights in the main library in areas that need better emergency lighting.
      2. On Sunday, April 29th the police called and the large middle window in front of the library had been broken, most likely by a brick that was laying on the ground in front of the broken window, Saturday sometime after 2 pm when the library closed. The outer pane was broken. Glass Pro replaced it Friday, May 4th. Sargent Stokel made out a police report, suspecting vandalism.

3. On April 10<sup>th</sup>, the refrigerator in the kitchen stopped working. Mass Appliances came out and ordered a part. It was replaced so the fridge is now functioning.
- ii. Operations
    1. We now offer passes to the Children's Museum & Theatre of Maine in Portland, compliments of the Friends of the Library.
    2. The library hosted two exhibits in April. The 8th grade Holocaust exhibit from North Hampton School and the King Tide exhibit from the NH Coastal Adaptation Workgroup (CAW) – a collaborative of 20+ organizations working to ensure that communities in New Hampshire's coastal watershed are resourceful, ready, and resilient to the impacts of extreme weather and long- term climate change. CAW invited photographers of all abilities to grab their cameras and capture the exceptionally high tides during our annual King Tide Photo Contest on November 5-7, 2017. The finalists' photographs were on display for 2 weeks at the library.
  - iii. Statistics
    1. Signed up 22 new patrons in April, 3rd of which were non-residents who work in town. When Connie visited businesses for Summer Reading Program donations, she took packets of info to let them know their employees can get a free library card as long as they work in town.
  - iv. Upcoming Programs
    1. Uncluttering and downsizing program scheduled for May 31st with Helene Parenteau who is a professional organizer. We will raffle for a 2- hour consultation.
    2. Scheduled programs in May and June with Kiska Alexandropolous on using essential oils for a first aid kit, weight management, stress relief, and self-care.
    3. July 10, Bizarre Birds of the World with Steve Hale of Open World Explorers, as a family friendly summer program.
    4. August 9, Liz has scheduled Queen Bees Blues Program at Town Hall.
- d. Youth Report
- i. The Biblio-Greens garden club met on 4/18 and decided on the themes for this year's two garden plots. I contacted the local Home Depot requesting a donation similar to the one that they made to us last summer, for supplies and seedlings.
  - ii. The Stuffed Animal Sleepover on 4/19 was a success. We read stories, made crafts, and learned sign language to accompany our song singing. Eileen Zimmerman photographed the stuffed animals' nighttime antics, and the following day the families were provided with a PowerPoint slide show using her photos. Susan Leonard suggested that the library purchase a photo frame for viewing photos at the front desk of the library.

- iii. Connie is finalizing the details for the Summer Reading Program. She has received donations for incentives for achieving reading goals from four local businesses: The Airfield Café, Drum Center of Portsmouth, Gus' Bike Shop, and Pioneers Board shop.
- iv. Our LEGO Saturday on 4/21 combined LEGO and Little Bits electronics in challenges that required building kinetic solutions to problems. Participating kids put together some very imaginative solutions that had electronic components interacting with LEGO figurines in a LEGO "environment".
- v. Connie is updating and improving demographic information in the patron databases. She sent an email to all parents of child patrons who are missing a birthdate. The value of this data is: to see age trends in the youth population; to create groups for targeted marketing pieces appropriate for particular ages; to identify patrons who reach high school age in order to re-connect with them and possibly update their email addresses; and to see which child patrons "age out" and change to adult patrons.
- vi. New Teen Book Club that will commence on June 22. Connie has established an account with ProBoards that can be used as a chat forum.
- e. Treasurer's Report
  - i. Library is currently under budget.
  - ii. Susan Leonardi questioned if Peggy Brown and Ryan Cornwell were sent the bills from Lavallee Brensinger. Judy Day will get the spreadsheet and copies of the bills from Susan Grant and send them to Ryan.
  - iii. Motion made by Jacquie to accept treasurer's report. Judy Day seconded. All approved.

## 2. Ongoing Business

- a. Jacqui Brandt shifted the agenda to Alternates. Margaret Delano introduced herself to the board and said that she would like to be an alternate. The Board welcomed Margaret's participation to meetings and working sessions. Motion made by Judy Day to recommended Margaret Delano as an Alternate and send the recommendation to the Select Board. Motion seconded by Jacqui Brandt. All agreed.
- b. Public Hearing for Funds Acceptance. The funds were accepted in the public hearing
- c. Selection of CM for Library Expansion 53:34
  - i. Board discussed CM selection between Bauen or BPS. Judy shared a reference from Anne Ambrogi. Susan Leonardi shared references from Bauen. A motion was made to hire BPS by Judy Day. Both firms are local, worked with the town and school. Jacquie seconded the motion. Vote is 2-1. Susan Leonardi will contact Ron and let him know we have selected a CM. We will ask him about the hiring process, fee schedule and timeline.
- d. Meeting Confirmation
  - i. Community Listening Sessions need to be rescheduled. Susan Grant will create a calendar of available dates and share it online so everyone can fill

in available dates and times. Susan Leonardi stated that a session should be scheduled before the end of school in May or early June. The newsletter will be published with some information about the Community Listening Sessions.

- e. The Trustees discussed Work Session Agenda items for 23rd May 6pm. At the session, the BOT will continue updating our strategic goals and update the long-range plan.
  - f. Judy Day reported TD and People's Bank review of account options. She met with Barbara Raths of People's United Municipal Banking. Barbara has a governmental background and covers Maine and New Hampshire. She met Kim, the Bank Manager. Susan Leonardi stated that we should look into an investment account for the Foundation check. We will establish a connection with People's Bank before we think about other TD accounts. A motion was made by Susan Leonardi to close Citizen Banks accounts and open a new library account at People's United Bank. Judy Day seconded. All agreed. Susan Leonardi close citizen's bank account. Judy will contact Barbara to see if she is available on an early Saturday morning to meet with the Board.
3. New Business
    - a. Judy asked about the Google files. Susan Leonardi clarified that when Susan Grant sends out files to the Board, she saves the documents in her personal Google Drive. The file cabinet in Susan's office contains Personnel Records of Past and Present employees. Susan keeps both active and inactive personnel files. Judy reminded the Board about her conversation with Margaret Brown that requires that the files be kept for 50 years. The Board will look at these files at the next working session.
    - b. Susan Grant has a new filing cabinet for the Trustees. We will need to get additional keys made. We can work on adding information to cabinet- Building Program, sealed minutes, contracts.
  4. New Business
    - a. Judy talked to Barbara about how webpages are created. She looked at the information on the Wolfeboro Foundation and found it a very helpful website. We need to start gathering information about the expansion & why we want a new library on the webpage, Barbara can add information after it is created.
  5. Correspondence; none
  6. Public Comment
    - a. Cynthia Swank, Friend Group representative asked if they can visit during the May 23<sup>rd</sup> Work session to talk about a "Friendraiser" event at 6:00pm. Cynthia noted that active personal files are usually kept together and segregated from the inactive personnel. Cynthia has also signed up for Kanopy and noted there are children's movies available, too.
  7. Adjournment. Meeting was adjourned at 7:45pm.