

**North Hampton Public Library
Board of Trustees Meeting
12 September 2018, 6:30 pm
North Hampton Town Hall**

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

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

Video stream: http://townhallstreams.com/stream.php?location_id=35&id=18451

Board of Trustees Regular Meeting

Judy Day, Susan Leonardi, Jacqui Brandt; Trustees, Margaret Delano; Alternate, Susan Grant; Library Director

1. Call to order. Meeting called to order at 6:35pm.
2. Ron Lamarre of Lavallee Brensinger Architects presented the latest addition/expansion plans.
 - a. The plan will also new construction to wrap around all three sides of the current library building. The new building will be expanded to the property line. All interior walls of the building will be removed and reconstructed. All the current windows in the library will be openings into the new additions. The new meeting room spaces are designed so the community can access and use the rooms while the building is closed. There is increased adult library space, teen space, staff break room, new handicap accessible bathrooms and entry way.
 - b. The Trustees received a pricing set from BPS (Bonnet, Page & Stone). The hard construction costs include phasing while under construction. Keith estimates 9 months for the new addition. The pricing set includes 2.6 million for hard construction and an estimate of soft costs = furniture, equipment, IT, etc. The entire project not to exceed 3.4 million.
 - c. Reducing up front costs now may not benefit us later. The current price for construction is estimated to be around \$260 per sq. ft. When we first looked into building for the campus plan it was around \$212 per sq. ft. We will save money with site acquisition. We will be building on land owned by the town and will be able to use the same water, gas, septic system, parking access. Keith shared that not only are the cost of materials is going up, but it is also hard to get subcontractors. Keith of BPS stated that this initial pricing set is not finalized and changes will occur when they physically study the library building and its mechanical systems. They also have some cost saving ideas to share at our next

meeting. He also suggested that the meeting room, bathrooms and children's room should be built in the first phase. The new lights can be salvages as well as some of the materials.

- d. Questions were asked about the size of the final building (10,000 sq.ft), spiral staircase, mold issues, and how building would be phased since the library will be continuing operations.
 - e. Next steps include a working session with BPS.
3. Library Director's evaluation.
 - a. Director Susan Grant has filled out an evaluation that Susan Leonardi created. Judy Day has more questions to add to the process for the evaluation. Susan Leonardi shared the evaluation form and procedures that Wiggin Memorial Library uses with the BOT. Susan Leonardi suggested creating a form for the full-time staff members to get more feedback for Susan Grant. Judy Day is opposed to having the staff members evaluating Susan Grant. Susan Grant suggested just starting the evaluation. Jacqui suggested a short discussion among the BOT members before evaluating Susan Grant on September 26th. Jacqui Brandt suggested that we have a written summary of the evaluation discussion to be attached to Susan Grant's final evaluation.
 4. Library staff personnel filing cabinet.
 - a. Judy Day shared that we should create a policy about the library staff personnel filing cabinet. Susan Grant suggested another locked folder can be placed in the Library Trustee filing cabinet. Judy Day asked that the BOT make a decision on access to those files. A discussion followed including references from an exchange with Margaret Byrnes (*"it should be a decision of the board of library trustees to look at the personnel files, not a decision of a single trustee acting on his or her own. In other words, the board should vote/decide that the trustees will look at the personnel files, and it's perfectly fine for the board to authorize individual board members to look at the files on their own. What's not fine is for a trustee on his or her own, acting without the authority of the board, to demand to review all personnel files."* 7/6/2018 mbyrnes@nhmunicipal.org. Jacqui Brandt suggested that the BOT as a single entity could review the personnel files after staff members had their annual review with the Director. Motion was made by Susan Leonardi that the Trustees look at the personnel files together as the Board, if a trustee would like to access a personnel files that person will ask the Board and each year after the annual review of all current employees after their annual review. will access, seconded by Jacqui. Judy Day opposed.
 5. Statement from People's Bank
 - a. Short discussion about if we need monthly statements from People's Bank for the town audit.
 6. Lavallee Brensinger bills
 - a. Susan Leonardi shared Ron's brief description of services to be attached to the invoices. Motion made by Judy Day to pay most recent LBA invoices. Seconded by Susan Leonardi. All agreed. Susan Leonardi will sent the invoices and description to Ryan.
 7. Library Budget

- a. Motion made by Jacqui Brandt to accept the preliminary library budget. Seconded by Susan Leonardi. All agreed.
- 8. Schedule of Foundation and Friends Meetings
 - a. Susan Leonardi suggested that we invite the Foundation & Friends to an informational meeting to share our progress and next steps. Judy Day had questions about the Foundation and has been looking at Wolforo's foundation. Susan Leonardi suggested reviewing an MOU with the Foundation at the next work session. She will send out the most current working draft created from ALA resources. Susan Leonardi also suggested creating documents/folder to share with Foundation & Friends. Motion made by Susan Leonard to invite Foundation and Friends to a meeting to share our progress. Seconded by Jacqui. All agreed.
- 9. Review/Approval of Work Session Minutes
 - a. Motion made by Susan Leonardi to approve minutes. Seconded by Jacqui. All approved.
- 10. Library Director's Report
 - a. Wowbrary is up and running. Check your emails. It will go out every week. September is National Library Sign Up month and the end of the month is Banned Books week. Connie is creating New Baby Book bags. The Friends had a raffle for a Blueberry basket. Anne Powell is our newest staff member. Yearly staff reviews are starting this month. There was an increase in eBook check-outs, but circulation numbers were down this month. Bee Keepers program is scheduled. Spirit Chasers will be coming in October. On October 25th, there will be an interactive program on Mt. Washington weather. November 13th, library will have a program about women in the military history. December the library will have a paint party and patrons can paint a wintery scene as a gift.
- 11. Youth Librarian Report
 - a. Connie counted 575 hours of summer reading. Spanish summer camp was successful. Great volunteer, Matt cleaned the library's pod, reorganized everything and put it back in.
- 12. Treasurer's Report
 - a. Judy Day asked Susan Grant for the account analysis. Susan Grant will be looking for a part-time accountant to help with her with bookkeeping.
 - b. Budget is on track. Nothing usual to report.
- 13. Public Comment
 - a. Cynthia Swank asked the Trustees take a picture with a blueberry cut out that was made for Old Home Day.
- 14. Motion made to go into non-public session 8:25pm. Roll call vote.
- 15. Non-public Session.**91-A:3 Nonpublic Sessions.** –
 - I. (a) Public bodies shall not meet in nonpublic session, except for one of the purposes set out in paragraph II. No session at which evidence, information, or testimony in any form is received shall be closed to the public, except as provided in paragraph II. No public body may enter nonpublic session, except pursuant to a motion properly made and seconded. (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to

pay or poverty of the applicant. (d) Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.

16. Motion made to go back into public session at 9:25pm. Roll call vote. Meeting adjourned at 9:30pm. Next working session will be September 26, 2018.