

**North Hampton Public Library  
Board of Trustees  
Meeting  
14 November 2018, 6:30 pm  
Town Hall/North Hampton Public Library**

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.*

1. Call to order.
  - a. Meeting called to order at 6:29pm at North Hampton Public Library. There was a miscommunication with John Savastano that resulted in the meeting being moved from Town Hall to North Hampton Public Library. Judy Day, Jacqueline Brandt, Susan Leonardi; Trustees, Susan Grant; Director and Margaret Delano; Library Alternate present.
2. Approval of Meeting and Work Session Minutes.
  - a. Motion made by Judy Day to approve minutes from October 10<sup>th</sup>, 17<sup>th</sup> and 24<sup>th</sup>. Seconded by Jacqui Brandt. All agreed.
  - b. Jacqui Brandt will create minutes from October 22<sup>nd</sup> joint meeting the Select Board meeting. Susan Leonardi did not attend the meeting.
3. Library Director's Report
  - a. Building issues include a light that burned out in the ladies' restroom. It is a LED light and Public Works replaced it, but it was not an easy replacement. There was no heat in the work room, Teen room, and the Director's office 11/5. Lamprey came out and the zone control in the attic was not working. The technician reset it and it was working fine. On Tuesday, 11/13 staff arrived to find no heat. Lamprey was called and they believe the oil could have been low, as he was able to start boiler, same issue as 4/4/18. A fan in the bathroom cannot be turned off. Public Works was called but they couldn't turn it off or find out why it was running after looking in the attic above the bathroom. The fan randomly turned off at about 12:15 pm. Monarch Electric was contacted to address the issue.
  - b. Director Susan Grant has interviewed several candidates for a part-time bookkeeper position. The Board reviewed the resume of Andria Hoflen-Zaremba. After a thorough review, motion was made by Jacqui Brandt that Susan Grant can offer the job to Andria Hoflen-Zaremba. Seconded by Judy Day. All agreed.
  - c. PAL meeting with Liz and Friends Group is temporarily postponed. Another date and time will be announced in the near future.

- d. Judy Day explained that Ryan Cornwell would like to be able to log in and access the CDs to keep town records up to date. People's Bank has sent paperwork to Judy and Ryan will fill out the information. Motion made by Susan Leonardi that Ryan Cornwell will have online access to NHPL CD bank accounts for monthly cash bank reconciliation. Judy Day seconded. All agreed.
  - e. Sally Stoklasa, former Community Relations Manager at Barnes & Noble in Newington, avid library user and supporter, and Marge Schreier, library staff member have agreed to sit on the Foundation Board, pending Foundation approval.
  - f. Judy Day called and spoke to John Sandeen, President of Wolfboro Public Library Foundation. Susan Leonardi will contact John Sandeen and ask if he would be interested in talking to the Library Board.  
<http://www.wolfborolibraryfoundation.org/>
  - g. Upcoming Programs.
    - 1. The Executive Director of the ACLU-NH will speak about civil liberties November 29<sup>th</sup> at the Town Hall, and it will be taped for future viewing on Channel 22. She will talk about the history and mission of the ACLU and what they are doing now. The Seacoast Area Libraries Cooperative is promoting this program and anticipate more than local attendance.
    - 2. Paint Party will be Saturday, Dec 8<sup>th</sup> 11am-1pm with Jody Mueller. She has done many paint parties for us that are well-attended. For ages 10 and up \$10 materials fee.
    - 3. On Tuesday, Dec 18<sup>th</sup>, the Library will have its yearly Polar Express Party for kids and families.
4. Youth Librarian Report
- a. Tweens are visiting the library. Connie attended YALSA Fall Conference and CLNH Fall Conference also attended LibraryCon Live online conference.
  - b. Successful Halloween costume party involved an interactive movie viewing of "Hocus Pocus".
5. Treasurer's Report
- a. All the accounts are on track.
  - b. Library has acquired Square to take credit card payments. We have a tablet that we will keep at the front desk to use for patrons who want to pay for fines, lost books, etc. with a credit card. They may also be able to pay from their account online logging into their library account.
  - c. The audit is ongoing by Melanson Heath. It is almost completed.
6. New Business
- a. Scheduling of three-month evaluation of Library Director – scheduled Wednesday, February 13<sup>th</sup>. The Board will go over goals during the prior work session.
7. Other business
- a. Susan Grant will be working on creating a Giving Tree for the Library in December.
  - b. Library Holiday Newsletter showcasing some online resources and programming. Susan Leonardi will send template to Susan Grant.

8. Public Comment

- a. Cynthia announced that the Friends will have their next meeting on the November 28<sup>th</sup>. The last meeting of the year, if the Trustees and Foundation want to reach out do it before 11/28.
- b. Cynthia also expressed that the Friends have a lack of space and difficulty accessing resources in the library now. She asked if they could be considered in the library renovation/addition plans. The Friends Annual Appeal is out now and a raffle is going on that includes a snowflake sparkle afghan shawl and Stonewall Kitchen delights. Margaret Delano has also provided 3 gift cards.

9. Non-public Session

- a. Motion made by Susan Leonardi to into non-public. Seconded by Judy. Roll Call vote. All agreed.
- b. RSA 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.
- c. Motion made to return to public session by Jacqui Brandt, seconded by Judy Day. Roll call vote. All agreed. Motion to seal minutes made by Judy Day. Seconded Susan Leonardi. All agreed.

10. Adjournment.

- a. Meeting adjourned at 8:30pm.