**North Hampton Public Library**

**Board of Trustees Meeting**

**Public Meeting**

**6:30 pm, Wednesday, 10 January 2019**

**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;
 Cynthia Swank, Friends of the Library.

**Administrative**

1. **Call to Order**
Meeting called to order by Judy Day at 6:35 pm.
2. **Approval of the 8 November Meeting Minutes**Susan Leonardi asked if Ms. Grant had completed the Library Directors Evaluation. Ms. Grant indicated that she had completed the evaluation and sent it to the trustees for review and comment on December 22. The evaluation will be reviewed and built upon for future reviews.

**Motion:**

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

1. **Library Director’s Report**Two items were noted by Ms. Grant. Donations are still being collected for Crossroads House and the refugee program, NuDay Syria.Donations to be distributed next month.The library received $76 from the Hannaford bag program in December. Twenty-two (22) new patrons were added in November and December. Liz has had her baby and is currently on maternity leave and the staff is maintaining.
2. **Youth Services**There is new furniture and equipment for the teen room. A new TV and Internet is available now for games or video conferencing, and PowerPoint presentations. The space is available for small meetings. Was paid for by a very generous donor. It is greatly appreciated by all.

Ms. Leonardi thought that there should be an contribution regarding the library plan to the newsletter. Ms. Day has written some content to contribute.

**ACTION:** Trustees to review and suggest edits and content within the 10-day deadline for the newsletter.

Ms. Leonardi had a question regarding the tutoring that took place on Saturday with students working on SATs and ACTs. She asked if a notice had gone out to the schools noting that this type of tutoring can be accomplished on Lynda.com available through the library. Ms. Grant indicated that Connie, the Children’s Librarian has reached out to Winnacunnet High School for various programs and she will check with her to determine if the library has been promoting this resource. Discussion insured regarding the great cost of testing and how Lynda.com was a valuable resource free to library members. Susan Grant suggested that it be highlighted on the web page.
3. **Treasures Report**Ms. Grant indicated that there was nothing unusual to report and that the library was slightly underbudget for this time of year.

Ms. Leonardi indicated that money was moved from the concentration account to the disbursement account to pay the architectural fees. Questions on invoices were clarified by Ms. Grant. Future billing will state amounts due more clearly.

1. **Policy Modification**Ms. Day questioned Ms. Grant regarding the part-time employee policy change. Ms. Grant indicated that the policy should read “employees working 20 hours or more per week” were eligible for benefits. Originally it had stated, “up to 20 hours”. The change will be in the personnel policy.

**Motion**: A motion was made by Ms. Leonardi to accept the above change, seconded by Ms. Day and unanimously agreed.

**2. Old Business**

**A. Library Expansion Plan
 1. Appeal Letter**Ms. Day submitted an appeal letter for the library newsletter to engage people and donors in the process of building the new library. Trustees to review. Ms. Leonardi discussed the possibility of having two community listening sessions. The first would include individuals with certain building, construction and architectural expertise, the second would include community members in general. Ms. Leonardi will reach out to the original members of the Building Committee. Ms. Day was amenable to having community members offering ideas, feedback and suggestions. Ms. Leonardi suggested meeting in February.

**ACTION**: Community Listening Session scheduled for 7pm February 2018. Susan Leonardi to gather list of Friends, Foundation Members and Building Committee to invite.

**Planning Board Meeting 16 January**Ms. Day mentioned the upcoming meeting as being simple as we are only in the planning stages of the expansion, very preliminary. PAL president was also said to have been very positive as well.

**2. Form for Library Contributions**Ms. Day has been reviewing various forms and cards for contributions. Discussion regarding library policy that gifts cannot be specific as to how they are spent. If a project exists, then funds can be dedicated to a specific project. Ms. Leonardi reiterated that, the Foundation’s goal is to raise money for the capital campaign for the building and expansion of the library. The Foundation needs to know what the cost of the expansion will be. Ms. Leonardi discussed that the Foundation would go half-way with the Town and that the balance may be taken from Warrant Articles or Bonds. Ms. Day indicated that we would utilize existing funds and that we would not have to go to the town for funds. Ms. Leonardi voiced her concern in that there may not be ample funds to complete the expansion. Ms. Day raised a concern in that if the library asks for town funds that we would have to have a vote to proceed and that may be a risk if the voters do not vote the project funds in. Ms. Brandt agreed that this would significantly change the course of the project. Ms. Day indicated that this would change whether the library expansion could proceed.

Ms. Grant indicated that fundraising efforts should begin and continue. It was discussed and agreed that a firm number for the expansion would be necessary to proceed with fundraising. Ms. Grant raised a concern regarding project phasing and she and Ms. Leonardi agreed that this is not viewed positively by some as there is concern that the projects may not be completed.

It was discussed and agreed that another meeting with Ron would be necessary to meet with the library staff and trustees. Ms. Leonardi asked about a time-line for meetings with staff, construction manager and utilities.

**ACTION:** Ms. Day to contact Ron to schedule meeting and discuss timeline and invite to small group work session.

There was discussion regarding the donation form. Ms. Brandt will modify form and have trustees and Ms. Grant review. Ms. Day has gathered many thank you notes from various agencies to view as examples.

**ACTION:** Ms. Brandt to modify form for Library utilizing the Foundation form’s format.

**3. Public Hearing for Marcotte Donation and others.**Funds can be released on April 1 from fund held by Foundation to receive without penalty. Ms. Day was concerned about the Public Notice and it’s timing. Ms. Day questioned that there were multiple funds and wanted to insure hat the public knew which funds were in question so that people could comment on them if they wished. Ms. Grant mentioned that if the public should have access to the information and that the information was contained in the town reports.

Ms. Leonardi asked if the trustees should ask for the library capital reserve funds from the town to pay the architect because the funds held in the CD by the Foundation would not be available until April.

**ACTION:** Judy to ask the town administrator, Chief Tully how this can be accomplished.

**4. MOU:**
Ms. Leonardi has reviewed a Memorandum of Understanding on ALA site. She feels it’s easier to understand and has utilized it as a basis for review. She suggested that Trustees review the ALA site. She additionally reviewed other library foundation MOUs in the region. Ms. Grant indicated that there is already an MOU with the Friends Group.

Ms. Day raised a concern with the fact that the Foundation is a private agency. She indicated that she believes that the foundations should have their own purpose. Ms. Leonardi discussed that donors giving to the foundation could remain anonymous if it is the donor’s wish to do so.

Cynthia Swank, Friends of the Library, suggested that the trustees look at how the Select Board communicates with the town administrator on sensitive matters. Ms. Grant suggested that it would be handled by the fundraising committee and this would solve public disclosure issues.

**Planning Board meeting scheduled for 16 January at 6:30 pm. PAL Meeting on Feb 14, 6-7 pm.**

Cynthia Swank, mentioned that in the Friends meeting next Wednesday, she would let everyone know about the February 20 meeting with the select group. She will send the MOU to the Trustees. She suggested, and it was agreed, that there should be a meeting of the Friends, Foundations and Trustees to define purpose and goals of each, so the public was aware of the distinction. The friends now only have one annual appeal. They will examine how they go about fundraising considering everyone’s efforts.

Ms. Day suggested that the Trustees may meet more than once per month. There are already many meetings scheduled with other groups. Once a timeline and checklist is established this will become clearer.

**Adjournment**
The meeting was adjourned by Ms. Day at 7:55 pm.

Respectfully submitted,

Jacqueline Brandt, secretary