**North Hampton Public Library**

**Board of Trustees Meeting**

**Public Meeting**

**14 March 2018**

**6:30PM**

**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 North Hampton Library

**Administrative**

1. **Call to Order**
Meeting called to order by Judy Day at 6:30 pm.
2. **Election of New Officers/Reconfiguration:**
Susan Leonardi generously agreed to continue to service on the Board of Trustees for another term of three years. Transition of positions are as follows: Chair, J. Brandt; Secretary, S. Leonardi; and Treasurer, J. Day.
3. **Approval of the 11 February Meeting Minutes.**
 **Motion:** Motion to accept meeting minutes by Ms. Day, seconded by Ms. Leonardi and
 unanimously agreed.
4. **Library Director’s Report
Building Highlights**
Motor in HVAC system failed again but was replaced again at no charge. The annual fire inspection resulted in several items that required attention. These include; emergency lighting outside, extra outlet in teen/study room, an outlet in the kitchen to bring wired down from the ceiling and deactivation an outlet and line near the drinking fountain. Monarch Electric presented a proposal of $915. Ms. Leonardi clarified that the lighting was emergency lighting because the library does currently have exterior lighting. It was questioned why this had not been required in previous annual inspections. It was agreed that all items will be addressed.
 **Operations:**
The workroom furniture was installed and provides an improved workflow with storageand greatly improved work stations. It is also much more aesthetically pleasing. Ms. Grant notified the non-resident patrons of the increase in the non-resident fees, with no issues.

The annual check from the Dorothy & Paul Hobbs Charitable Trust in the amount of $7253.98. Can be used in capital improvements. In reviewing the report there is approximately $57,933.45 in the operating account. It was suggested and agreed that these funds could be utilized for soft costs in the new library.

Liz retuned to work following her leave on 15 March. Many patrons were glad to see her having asked about her often.

The program on Fake News to be presented by Randall Mikkelsen was postponed until 27 March due to weather. New Hampshire Humanities program will present Songs of Emigration with musician/artist Jordan Tyrell-Wisocki on April 10.

There will be a program on gardens, Pleasure Grounds: Public Gardens Close to Home on April 24 at 6:30PM.

On May 31, there will be a program on uncluttering and downsizing with Helene Parenteau who is a professional organizer. Ms. Grant suggested that a raffle be held for a few hours of Ms. Parenteau’s time as an incentive.

Irene Tomkinson, a North Hampton resident, will do a book talk for her new book. Date to be determined.

1. **Youth Services**The Winerfest Magician was an amazing success with standing room only crowds and an estimate of around 200 participants during the day. This was the largest group event of this type.

Ms. Leonardi asked about a new program called Mango Languages. Ms. Grant is looking into ways to better present it. Ms. Leonardi discussed making local language teachers aware of the program.

Ms. Leonardi commented on the 3D printer and confirmed that it was on a rotating schedule. Staff has been working with the printer and is planning a summer activity. Due to the time required, the printer does not lend itself to large group projects.

Teen Room is getting very good use. Ms. Grant commented on how it was good to see the younger teens utilizing the library.

1. **Treasures Report**Ms. Grant indicated that there was nothing unusual about the report. Currently below budget due to payment schedules for periodicals. She reiterated the depositing of the Hobb’s check. Currently at 64 percent of budget, 67 percent was projected.

**2. Old Business**

**A. Updates from Ron Regarding RFPs**Ms. Day is in the process of contacting Ron regarding the RFPs and the proposed timeline for the project. There are additional questions regarding the lot line setbacks.

Ms. Leonardi suggested that additional listening sessions be coordinated with Ron as well.

Of specific concern were the number of parking spaces that would be available to patrons. Ms. Brandt commented on the feedback on the bathrooms. Ms. Grant suggested that invitations be sent out to a larger group of people. She has several people in mind. It was discussed and agreed that approximate groups of 20 people be invited to each session. The first 20 to RSVP will attend.

**ACTION:** To be scheduled and coordinated with Ron. Susan Grant. List of invitees to be gathered and compared. Possible dates are April 12 and May 1.

Size of the meeting room is a concern. Susan Grant to further discuss with Ron. Space could be taken from the Children’s room.

**B. Information for Trustees Use**

Ms. Day wanted to ensure that information needed by the Trustees is kept in one place that easily accessible and well organized. Ms. Grant suggested the filling cabinet in the director’s office be utilized for this and that any information the Trustees had that was previously distributed should be housed there. Ms. Leonardi suggested a checklist be compiled for the purposes of ensuring that all signatures on bank accounts, procedure, etc. be followed especially considering new members and a new term.

**ACTION:** Trustees to compose an informational checklist for existing and new Trustees.

**C. Director’s Evaluation Format**

Ms. Leonardi presented the board with a sample evaluation for she thought would work well for the library director. Ms. Day had no objections. Ms. Leonardi would like feedback from the trustees. Ms. Leonardi suggested that some items be left open-ended.

**ACTION:** Trustees and Director to review and prepare comments prior to next meeting.

**D. Appointment of Alternates:**

Ms. Day reviewed the RSA for the appointment of alternates to the board. She has sought suggestions from the new town administrator. She discussed the posting of open positions on the town website. Information will be forwarded to the trustees once received.

**E. Meeting Secretary:**

Ms. Day again suggested that a secretary be hired to take notes and complete meeting minutes for the Trustee meetings. She and Ms. Grant will ask if anyone on staff or the community might be interested. This would be a paid position and greatly improve the effective participation of the board members in meetings.

1. **Public Comments**:

Ms. Swank expressed her appreciation for anyone attending the fundraiser at Community Oven. Ms. Grant assisted in the fundraiser which she indicated was quite successful. The check from Community Oven has not yet been received so, the amount of funds contributed is currently unknown. Ms. Swank also commented on the clarification regarding the HVAC system.

Regarding the listening sessions, Ms. Swank asked if there could be more information provided to give people a better idea of the interior design. Ms. Grant indicated that the design materials are not at that stage yet. Currently there is just the floor plan. She also commented on the flexibility of rooms for libraries for the future.

**Adjournment**
The meeting was adjourned by Ms. Day at 7:10 pm.

Respectfully submitted,

Jacqueline Brandt, secretary