

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

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

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

Agenda

Board of Trustees Regular Meeting

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

- 1. Call to order**
 - a. Meeting was called to order at 6:35pm.
- 2. Review/Approval of the March Meeting Minutes.** Susan Leonardi will correct the typo in June 13th minutes. Motion make by Jacqui to approve. Seconded by Judy Day. All agreed.
- 3. Library Reports**
 - a. Director's report**
 - i. Susan Grant reported that the A/C handlers cleaned, filters changed, and the condenser inspected. This had not been done in the past unless something was wrong. Lamprey informed me that our contract didn't cover the A/C even though one system does the heating and cooling. We will have this done yearly now.
 - ii. There is an art display by Seacoast Area Artists in the Craig Room.
 - iii. The library is considering a Wowbrary subscription to help promote new library books, materials, services, etc. on the catalog, website, social media sites.
 - iv. The library is currently taking applications for a New Library Assistant.

- v. Statistics report. The fiscal year ended June 30. Statistics show general circulation was down 11% over last year. People visiting the library decreased 5% but we were closed for 9 days in September of 2017. Downloaded materials overall were up--Ebooks downloaded from NHOVerdrive were up 4% and Audio books downloaded from NHOVerdrive were up 15%. The use of Valueline increased by 45% this past year, and the use of hoopla increased by 52% as well. Lynda.com had 37% more use over the previous year. Meetings held were down 24% and public computer use remained essentially the same with a slight decrease of 2% use. Museum passes were used 9% more this year over last.
- vi. Programs- Queen Bees Blues Program, Old Home Day, August 11th – the Friends are going to raffle a basket from Stonewall kitchen. Liz will be in the Dunk tank. Connie has the teens involved in a Blueberry Bake competition. Items will be sold after judging.
- vii. We acquired 1223 books and discarded 881 for a total of 29,446 books in the library. Judy Day questioned how books were determined to be discarded. Susan Grant explained that books are constantly being acquired based on trends in interests, popularity (best-sellers), and requests by patrons and discarded or weeded due to low usage over a period of years. Because of limited space, it is an ongoing project to keep the collection relevant.
- viii. Non-appropriated; not money we don't get from the town. Copier, conscious jar, DVD fines,

b. Youth Services Librarian Report

- i. Connie had a successful Storytime at Fuller Gardens.
- ii. There are Outdoor Activity Bags/Rainy Day activity kits available in the library. Susan Leonardi asked if they can be checked out and taken home. Susan Grant clarified that currently these kits can only be used in the library.
- iii. A North Hampton established Dungeon and Dragons Club will be meeting in the library every Saturday for four hours for D&D play.

c. Treasurer's Report

- i. Susan Grant reported that the People's Bank account fee was waived. Judy called Christina and it was cleared up.
- ii. This year's library budget is expended. Judy Day asked about the Non-appropriated funds. Susan Grant clarified that these funds are monies we don't get from the town. They include fees for the copier, donations to the conscious jar, and DVD fines.
- iii. Motion made by Susan Leonardi to accept all the reports. Jacqui seconded. All agreed.

4. Ongoing Business

a. Meeting Confirmation

- i. Jacqui asked to shorten or postpone the regular BOT August 8th Wednesday, meeting at 6pm since August is very busy with students going back to school. Motion made by Susan Leonardi to shorten the regular meeting in August and meet at 5:30pm.

b. Director's Evaluation-move to non-public session.

c. Trustee Monthly Duties Calendar. We would like to create a monthly calendar to share among the Trustees. This will help the Trustees anticipate due dates of CIP, budget dates, and the newsletter. Susan Grant will also add the building maintenance list.

ACTION: Susan Leonardi will compile this with Susan Grant.

d. Trustee file cabinet. Susan Leonardi also suggests we start compiling information recommended by the NHLTA trustee orientation toolkit for the Trustee file cabinet.

e. Lavallee Brensinger & BPS Status.

- i. Sketches with dimensions- the Trustees have signed an Amendment allowing Ron to move forward with BPS on the project. Jacqui will contact Ron for next steps.

f. End or year budget review. This will be at the end of August. Susan Grant will compile this and the BOT will review it. Susan Grant said in the past the library had a budget buddy for the budget committee. This was very helpful and Judy will ask of there is an interested Budget committee member that may volunteer.

- i. Budget surplus
- ii. Maintenance budget

5. New Business

- a. CIP – August 3rd. All figures in deadline. Review and discuss.

6. Correspondence-

- a. Letter from the state announcing the retirement of Terry Knowles.
- b. Email from Margaret Burns explaining how boards manage employees— “is that 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. Non-public Session. RSA 91-A:II (c)

- a. Motion made by Susan Leonardi for a non-public session. Judy Day seconded. Roll Call. All agreed.

- b. Motion made by Jacqui to seal the minutes until the meeting of August 8th. Susan Leonardi seconded. Roll call vote. All agreed.

8. Non-public Session. RSA 91-A:II (c)

- a. Motion made by Judy Day to go into second non-public session. Jacqui seconded. Roll Call.
- b. Motion made by Susan Leonardi to close the non-public meeting. Judy seconded. Roll Call vote.
- c. Motion made by Jacqui to seal the minutes until Director's Evaluation is complete. Susan Leonardi seconded. Roll call vote. All agreed.
- d. Motion made by Judy to go into public session. Jacqui seconded. Roll call vote.

9. Adjournment

- a. Meeting adjourned at 8:30pm.

DRAFT