

**North Hampton Public Library
Board of Trustees Working Session
June 27, 2018 at 6:00pm
North Hampton Public Library**

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 the essential meeting content and not a transcription.

Present: Jacquie Brandt, Susan Leonardi, Judy Day, Trustees; Margaret Delano, Trustee Alternate

I. Call to order

- a. Working Session was called to order at 6:05pm.

II. Contract for Pre-Bond Services with Lavallee Brensinger

- a. Motion made by Judy Day to agree to the amendment for additional services for Lavallee Brensinger. Motion was seconded by Jacqui. All agreed. This work will allow BPS to create a budget for the project as either one project or two separate projects. Lavallee Brensinger will provide a Total Project Budget to place on the ballot, use for fundraising, or both.
- b. Jacqui Brandt will send the signed contract to Ron. Susan Leonardi will contact Ron Lamarre and ask if we see the design concept with measurements.

III. General Library Business

- a. Board discussed if the new expansion will be able to appropriately house the book collections. Susan Leonardi will ask Susan Grant to share the criteria used when staff select materials for purchase and what type of weeding/deselection policy the library currently follows.
- b. Judy Day also asked if the library tracked reference questions asked by community. Moving forward with the strategic plan, this information will help us recognize gaps or needs in our community. Susan Leonardi will ask Susan Grant if community questions are recorded.
- c. Full-time staff have job descriptions, but part-time staff members have different roles and duties that we are not fully aware of. Susan Leonardi will also ask Susan Grant to share information about how they support the library.
- d. Judy Day explained why the library building was opened on Memorial Day.

IV. Personnel File Cabinet

- a. Personnel files of current and former staff members were reviewed by the Board of Trustees.
- b. Susan Leonardi suggested that the Board read over Susan Grant's evaluation and set time aside for her review at the next working session.

V. Bank of Boston- Irrevocable Letter of Standby Credit

- a. Judy has placed this letter in the Trustees file cabinet.

VI. Other Business

- a. Judy Day shared information about the Fuller Foundation Grant.
- b. Susan Leonardi noted that we had received monies from the Fuller Foundation. It was found in the Library Director's April 2018 report. The check was for \$500 for general support. A thank you note was sent to John Bottomley who recommended the donation.

VII. Non-public Session

- a. Motion made to go into Non-public session by Judy Day. Seconded by Jacqui. Roll call vote was held. All agreed.
- b. Motion made by Susan Leonardi to seal minutes. Jacqui seconded. All agreed.
- c. Motion made by Jacqui Brandt go back in to public session. Judy Day seconded. Roll call vote was held. All agreed.

VIII. Meeting Adjourned at 7:56pm

- a. Next regular BOT meeting will be July 11, 2018 at Town Hall.