

North Hampton Public Library
Board of Trustees
Working Session & Regular Meeting
7 August 2018, 5:30 pm
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.

Present: Jacquie Brandt, Susan Leonardi, Judy Day, Trustees; Susan Grant, Library Director; Liz Herold, Connie Margowsky, Jill Brandt, Marge Schreier, Carolyn Vinica, Library Staff members, Kathy Kilgore; Select Board Member.

Working Session Agenda:

1. Meeting with Library Candidate
 - a. Trustees and Library Staff members met with Library Assistant candidate Roger Schwitalla and discussed his interest in the NHPL position and background. This position is 20 hours per week, \$15 per hour without benefits. Requires a minimum of 2 years of college and a working knowledge of the current library environment.
2. Call to order.
 - a. Working session was called to order at 5:30pm.
3. Lavallee Brensinger & BPS
 - a. Invoice
 - i. We have received an invoice from Lavallee Brensinger. Judy Day has been speaking to Jennifer Snow about the process of the invoices and our confusion with the deliverables received. Motion was made by Judy Day to not accept the invoice for payment until Lavallee Brensinger provides a description or narrative breakdown of costs. Jacqui Brandt seconded. All agreed. We will ask Ron for a description of services/deliverables and wait to submit the invoice to Ryan Cornwell for payment.
 - b. CIP/Questions for Ron

- i. Judy Day clarified that a placeholder narrative will be added the CIP town reports if the Board does not have exact numbers to present to CIP by the 3rd week of September.
- c. BPS
 - i. We received the Preliminary Pricing Budget from BPS. The initial pricing from Bonnet, Page & Stone is \$3,000,000 for the total project. Hard construction budget cost is \$2,609,234.38. Soft costs for A/E fees, permitting, financing (if a bond is used), furniture, equipment, AV / technology, utility costs (moving the electrical) adds 25%, depending on how much furniture, equipment, and AV/IT is purchased, roughly added \$650,000. The Board discussed how the addition and renovation was more than expected. We are conserving resources, but we made revisions based on the community listening sessions and the cost of building materials is on the rise.
 - ii. A motion was made by Judy Day to meet with Ron and BPS to discuss the initial pricing costs at the next regular Board meeting. Seconded by Susan Leonardi. All agreed. Susan Leonard will contact Ron and BPS for scheduling.
 - iii. Susan Grant stated that the Board should approach the positives in this discovery. We do have numbers to work with and this is only the initial pricing. Kathy Kilgore also noted that the library was in a unique situation because of its sources of funding and encouraged the Board to deconstruct the estimate and ask questions.

Board of Trustees Regular Meeting

- 1. Motion made by Susan Leonardi to postpone the regular meeting on Wednesday, August 8th and review BOT agenda items for the regular meeting in the working session. Jacqui Brandt seconded. All agreed.
 - a. Library Director's Report
 - i. The Library will add Square or PayPal in the next month as an option for patrons to pay fines and fees. Wowbrary will begin in September or October through Seacoast Area Libraries discounted subscription
 - ii. Our former bookkeeper Tom McCormick has agreed to come back and do some of the accounting work for us. Six hours a month are budgeted for a bookkeeper.
 - iii. Bizarre Birds of the World got great reviews from the 20 people who attended.
 - iv. August 9, Liz has scheduled Baza, the Queen Bees Blues Program at Town Hall.
 - b. Youth Librarian Report
 - i. We had 85 youth register for the Summer Reading Program. Our events have included "Animal Sounds" with live animals from the Squam Lakes Natural Science Center, a musical puppet show, and classes in Fly Tying and Scouting Skills. Every week we've had a challenge for children related to "Libraries Rock" (the SRP tagline). Their votes are pulled from the raffle jar, and winners receive gift cards from The Beach Plum.

Musical themes were presented for the Pre-School Story Hour each week. The program wraps up on August 10 at which time we'll recognize reader achievement and raffle the giant prize baskets.

- c. Treasurer's Report
 - i. Judy Day asked about staff timesheets. Susan G. has all staff submit timesheets to her she follows the NH Dept. of Labor guidelines. Liz & Barbara also have access to QuickBooks if Susan Grant is unable to process the timesheets.
2. Ongoing Business
 - a. Trustee Toolkit
 - i. Susan Grant confirmed that the public can come in and ask for NHPL information in the Trustee file cabinet.
 - b. Collection Development
 - i. Susan Grant gave an overview about how the collection development and weeding process works at NHPL. The process is continuous and they are constantly evaluating materials for purchase and discard.
 - c. Discussion/Questions BPS Proposed Budget
 - i. Some questions the Board will be asking BPS include how the initial pricing costs were determined, how we can communicate with BPS and Ron's role in the project.
3. Adjournment.
 - a. Meeting was adjourned at 7:00pm. Next regular meeting will be Wednesday, September 12th.