**North Hampton Public Library**

**Board of Trustees Working Session**

**17 April 2018, 5:00-6:30pm**

**North Hampton Public Library**

Chair: Jacqueline Brandt

Secretary: Susan Leonardi

Treasurer: Judy Day

Library Director: Susan Grant

*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; Ron Lamarre, Lavallee Brensinger**

1. **Call to order**
	1. Meeting called to order by Jacqui Brandt at 5:00pm
2. **New Business**
	1. Presentation by Keith McBey & Barrett Salta of BPS; Bonnette, Page & Stone.
		1. Information shared included BPS history with North Hampton School, monthly reports, communication methods with library staff and public, overview of web based project management software. BPS will also help coordinate meetings, develop site logistics-public access & parking, deliveries and address safety concerns.
		2. The Trustees and Director asked questions about software training, weekly working relationship with staff, BOT and Town Administration, what is an “enjoyable experience” and how BPS handles in-kind donations of manpower, materials and painting.
	2. **Discussion with Ron**
		1. Clerk of the Works is a decision for the Board. The ideal person would be from the North Hampton community, employed part-time and be able to check in with Ron on construction progress. They would take pictures, and have access to the drawings and specifications. Ron Lamarre suggested Lauri Etela as he assisted with the Town Campus Plan in the past.
		2. BPS has experience with North Hampton School and they have worked on difficult projects.
	3. **Bauen Presentation** at 5:55pm with Marty, Jeff Parks and Andre Kloetz
		1. Bauen has worked on 23 libraries including; Newington Library, Durham Public Library, Kimball Library and New Kingston Public Library.
		2. The North Hampton Selectmen also hired them to price out the a town campus plan that would renovate the fire/police station.
		3. The project manager will be with us from the beginning and help us create a budget with Ron. Bauen explained how everything is out to bid and they will help secure contractors. Once approved, Marty will be there for the project the whole time, meeting a weekly or daily with BOT and library staff. They will present a monthly requisition to Ron and schedule updates as necessary. They will also archive all documents of the library so anyone can retrieve them. Bauen also suggests a Maintenance agreement and budget with a 1 year warranty on the project.
		4. The Board asked questions about in-kind donations and successes/challenges encountered with working on other libraries. Bauen asked about the project timeline.
	4. **Discussion with Ron**
		1. The BOT discussed the homestead property line. All agreed to read over the paperwork and information given by BPS and Bauen.
3. **Meeting Adjourned at 6:30pm.**