

**North Hampton Public Library
Board of Trustees
Work Session
28 November 2018, 6:30 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.

- I. Foundation & MOU
 - a. Discussed the Foundation MOU. Filing paperwork for Foundation is found in the library. Susan Leonardi stated that the Board should consider the revised MOU she created from ALA examples. Judy Day noted that the Wolfboro Foundation does not have an MOU and we may not need one with our Foundation. Currently, the BOT has MOUs with the Town and the Friends. Susan Leonardi will contact John Sandeen from the Wolfboro Foundation and ask if he is available to speak to the Board on January 23, 2019. We will also welcome the NPHLCC Foundation and Friends if they would like to attend. The BOT is still planning on inviting both Foundation & Friends to meet for an update on the building.
- II. Investment Funds/ CD Maturing
 - a. People's CD – 12 month 1.50%. Motion made by Susan Leonardi to renew the CD at 12 months 1.5%. Seconded by Jacqui Brandt. All agreed. People's will allow the library to liquidate the CD without fees or penalties if there was a cash flow emergency per Barbara Rath.
 - b. Ryan Cornwell has access to the CD's by using a medallion. Jacqui Brandt helped Ryan set this up.
- III. Newsletter Entries
 - a. December Town Newsletter deadline to submit January 23rd. Decision was made to share updated information from the Trustees.
 - b. Susan Leonardi sent Susan Grant a brief draft for a Holiday Newsletter. Susan Grant and library staff will update the information and send it out in Friday Folders and email.
- IV. Library Staff Holiday get together
 - a. Jacqui Brandt will call the Farmhouse and see if we can have breakfast for staff on December 14th or around the week of.
- V. Other business

- a. Margaret will ask a firefighter to be Santa for Polar Express. She will email Connie about scheduling.
 - b. New Bookkeeper begins Tuesday.
 - c. Library Christmas Tree; Staff would prefer to ask for donations during National Library Week. The library will be collecting mittens, gloves and hats for Crossroads and will consider putting out a box for canned goods.
 - d. Susan Grant would also like to create another Tween Space with computer stations and comfortable seating. This space would be utilized for planned activities. Susan is looking at a grant to help do this.
 - e. Susan Leonardi spoke with Ron Lamarre. Keith McBey from BPS has created another price setting and it will be coming soon.
- VI. Public Comment
- a. Mr. Marquis attended and reminded the BOT that the library serves as a community and cultural center for the town. He is looking forward to more news about the addition and renovation.
- VII. Next Regular meeting will be on December 12th. No work session in December.
- VIII. Adjournment. Meeting adjourned at 7:33pm.