

Hooksett Public Library Trustee Meeting
Official Minutes
April 9, 2019 5:30 PM

In attendance: Mary Farwell, Mac Broderick, Barbara Davis, and Tammy Hooker
Linda Kleinschmidt excused

Guest: Heather Rainier, Library Director

M. Farwell called to order at 5:40 pm

Public Input none at this time

Secretary's Report-B. Davis made a motion to approve the March 19, 2019 minutes. Seconded by M. Broderick. Approved by all.

Treasurer's Report reviewed ending March 2019. Director provided end of year projections in preparation for end of year planning.

Library Director's Report

The library had a small refrigerator in the break room that we were no longer using. It was donated to Cawley Middle School science dept.

E Audiobook usage has increased dramatically while physical audiobook usage is declining. Random House announced this week they would be discontinuing production of library audiobooks and with those the option to purchase replacement discs. We could still purchase a title but as a retail edition and would not have the option to purchase just one disc if one is missing or beyond repair. Their justification was the shift toward digital audio usage. We have been discussing this at great length this week and what our options are - which are very limited at this time. This will go in effect in September 2019. An option at this time is using Hoopla but the library would pay per use at an average of \$2 per use. In the meantime, we will be encouraging our patrons to utilize Cloud Library which generally has the newer titles with far shorter hold lists

A number of museum passes are changing where instead of being free admission they are now charging 1/2 price per admission.

Children's room- Our overall attendance for programs this month was over 1100 kids and caregivers! The highlight was Drop in Spring Crafts where they had 55 kids in attendance on a Saturday morning

Committee reports

Personnel meet on March 29, 2019 discussed plans for when Ass't director leaves

Discussed tracking of results from staff going to seminars & workshop. The staff is revisiting and outlining their next steps to make our program more efficient and productive.

Next meeting April 23, 2019 at 5:30 pm

Policies the below were deferred until May meeting

- Child Safety
- Code of Conduct
- Emergency closing
- Public Internet
- Safety Policy

Security next meeting is in May

Friends made \$115 from the photo booth from Bear Paw event on 3-23-19

The raffle for the American Girl Doll, has made so far \$214

Next event is on 4-13-19 for the Easter Bunny and The Friends will be doing a photo booth

Unfinished Business

Staffing-The current open positions has been posted. Circulation desk-has a potential but there could a conflict with schedule

The director has been working on the job description for the custodial position and has been reaching out to other libraries.

Facility Issues

Children's room renovation priorities-shared a blueprint for the cabinets from Tucker Interiors. Trustees had additional questions regarding the blueprint and would like to see a blueprint of the cabinets open as there is concern if there will be enough usable space for our needs. Other concerns: locks on all cabinets, measure the opening for stacking of chairs, are the shelves moveable. It was also suggested that the staff use painters tape to lay the design out for more of a visual effect.

The Director met with Stibler Associates for our first steps in interior design planning. We will need to determine our color scheme and flooring before we order the cabinets but we are now moving forward at a good pace.

HVAC-the director finally has a contact person for PowerFlame and will contact them to resolve the issue of the boiler going out over the winter months.

Front portico columns repair-town is taking this project on and has obtained estimates. It was suggested that the director point out that we have some summer events coming up and that the columns need to be repaired before or after these events. Director will follow up with the town and stress that we want to work with the contractor to see what they are proposing before the bid is awarded to be sure that it is esthetically pleasing.

Back Railing Repair-town is taking this project on and has obtained estimates. Director will follow up with the town and stress that we want to work with the contractor to see what they are proposing before the bid is awarded to be sure that it is esthetically pleasing.

Back porch Lightning-The director has been working with an electrician that the town uses, but has been having issues obtaining a quote from them. The director will follow up with the electrician and if not, success will contact the electrician that the library has used in the past.

AV Lavaliers-have been installed and working. The headsets were recently used for the Wildlife Encounters event and was successful. Also, the issue with feedback & muffled sound of the mics has been resolved by tweaking the audio sound file.

There are Bose speakers in the ceiling tiles that we thought were unusable, after conferring with the technician from CCS he indicated that they could be hooked up to work with our existing speakers. The director is waiting for a quote for the labor to connect them.

Bark Mulch for the library. B. Davis made a motion for up to \$400 for bark mulch for the library. Seconded by T. Hooker Approved by all

Electrical Outlet(s) was discussed that we install electrical outlet for events that require electrical outlets on the front porch area. The director is to obtain quotes

Blinds for meeting room & Jr room. The director is to obtain quotes.

Pine trees-it was discussed the that we obtain estimates to remove the pine tree on the south end of the building. The director is to obtain quotes.

Current budget-reviewed for the remaining fiscal year

Other unfinished business

New Business

Non-Public if needed 91-A:3 IIa (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.

Roll Call vote to enter nonpublic session:

Mary Farwell	Y
Barbara Davis	Y
Tammy Hooker	Y
Mac Broderick	Y

Entered into nonpublic at 6:24 pm

Exited nonpublic at 7:10 pm

M. Farwell announced that we would not disclose the non-public minutes at this time.

M. Farwell announced now on to other new business.

Acceptance of donations

C. Martineau	\$10.00
Sew Bee	\$22.00
Mahjongg	\$36.00
Girls on the Run	\$150.00
D. Moore	\$125.00
Lamontagne-	\$100.00
Model T	\$30.00
Total	\$473.00

B. Davis made a motion to accept the above donations. Seconded by M. Broderick. Approved by all.

Affinity ends April 30, 2019.

Other new business

H Rainier to review & update the pay equity study

Technology Planning 2019-2020 was reviewed.

3-D Printer- was discussed and reviewed. It was recommended by our information & technology specialist that an updated model be purchased which is easier to use by more staff, less work for each individual print, faster printing, self-leveling, improved interface. Dissolvable filament for support structures-less chance of breaking ornate prints. Our initial printer purchase was made with a lower cost model with the intent that once we got our feet wet we would explore a better model.

M. Broderick made a motion to purchase a 3D Printer not to exceed \$3500. Seconded by B. Davis. Approved by all.

Work study program- M. Broderick would like the library to start working with Granite State College and form a work study program. It was discussed and we agreed to move forward.

Schedule of upcoming meetings:

April 11, 2019 at 5:30 pm
April 23, 2019 at 5:30 pm
May 14th, 2019 at 5:30 pm

B. Davis made a motion to adjourn the meeting. Seconded by M. Broderick. Approved by all
Meeting adjourned at 8:50 pm