

Hooksett Public Library Trustee Meeting
Unofficial Minutes
February 19, 2019 5:30 PM

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

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 January 22, 2019 minutes. Seconded by L. Kleinschmidt. Approved by all.

Treasurer's Report reviewed ending January 2019

Library Director's Report

The Joint Loss Committee for the Town has been exploring alternatives to wall-mounted water bubblers and top-mounted bubblers that require heavy lifting. They reached out for quotes to replace the wall mounted bubblers with the bottle fillers we had been exploring in past fiscal years. One local plumbing company was outrageous and the other was expensive. As we discussed the possibilities for replacing the very aged bubbler downstairs and the large expense that removed the feasibility, we found a new solution to add a bubbler to the kitchen using the existing plumbing from the sink at an estimated cost of \$300!

Committee reports

Personnel -Meet last week and discussed ongoing staffing

Policy: Personnel committee will review the personnel policy

Security: will set up a meeting

Friends- Renewals letters were sent out in December and all but two renewed

Friends of the Library online book sales: Received their first payment from their online book sales. They sold 69 books for a profit of \$232. These are all titles that would most likely have sold to book dealers or not at all at our annual sale. In order for our online seller to take the items, our profit margin for each book must be over \$2. The software we are using is set to only approve items that would be over a \$2 profit for us. Martha has drafted instructions for the book sale volunteers to follow for the software and we are in the process of

setting up a work space and getting the flow started for sorting the book sale again. The staff prepared a workspace for a volunteer to get started and ran a trial run of the materials waiting to be scanned.

Unfinished Business

Staffing everything is going well and the children's department is preparing for vacation week.

H. Rainier to post the part time children room position

Facility Issues

Town engineer, Bruce Thomas came up to the library to look at the front porch post to see if there is structural damage as the post are showing some wear and we are concerned. He took photos and will get back to Heather

Children's room renovation priorities- H. Rainier is looking at class room cabinets and should have some additional information for our next meeting

HVAC-

Buderus consultation with Paradigm. A representative from Buderus joined reps from Paradigm and Honeywell to review our boiler trouble. They determined it was an issue with our burner, which is a Power Flame product. We have since been tracking the trouble signal and the temperature outside each time the boiler fails. They also determined that the boiler is starting and running for a period of 5-10 minutes which is inefficient. They noted that this was a secondary issue that we should review and is most likely a setting.

Power Flame will not supply support to Paradigm but will recommended a HVAC company in Hooksett that is a Power Flame representative. Rob Roy will forward the information.

H. Rainier to see if there is a report from the Buderus reps.

Rooftop unit has not been working and Paradigm will contact Carrier to get the specifications on the unit in order to work on.

Building – CO monitoring has been installed

Alarm transmitter upgrade-

Transmitter quote: \$571.55. We are experiencing a daily trouble signal from our fire panel. I spoke with the technician when he was here and he explained that the fire panel sends out a signal to the alarm monitoring to maintain that it is connected. The alarm panel doesn't recognize the "fake dial tone" that VOIP creates and this creates a trouble signal on the fire panel, which is now constant. We are having to turn off the noise alarm and tell it to disregard but it is in a

constant state of “trouble with signal”. To answer our question for power outages, there is a battery backup included in the quote.

Water bubbler-

it was discussed regarding our options if we install in the kitchen area then we would need to supply cups if patrons do not have their water bottles. What is the cost if we just replace the current bubbler. Also, what is the cost to remove the old bubbler and fix the area where it is. It was also suggested that we just add a water spigot to the current bubbler.

Current budget was reviewed

Other unfinished business

AV Upgrade-Mark has reached out to a couple companies. Will get back with him regarding options regarding “germs”

New Business

Acceptance of donations

William McCarthy	\$50.00
Model T	\$30.00
Mahjongg	\$40.00
Sew Bee	\$21.00
Beading Group	\$20.00
INLS	\$30.00
Total	\$141.00

Greenough Fund annual donation from the NH Charitable Foundation \$4072.19

B. Davis made a motion to accept the above donations. Seconded by L. Kleinschmidt. Approved by all.

Affinity numbers are not out yet

Election Forum -one consisted race for town council at large. Due to the lack of consisted races the trustees decided not to hold an election forum but will publish a voter guide.

Other new business none at this time

Schedule of upcoming meetings:

March 19th, 2019 at 5:30 pm
April 9th, 2019 at 5:30 pm

May 14th, 2019 at 5:30 pm

B. Davis made a motion to adjourn the meeting. Seconded by L. Kleinschmidt.

Approved by all

Meeting adjourned at 8:15 pm