

Hooksett Public Library Trustee Meeting
Official Minutes
January 22, 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 5:47 pm

Public Input none at this time

Secretary's Report-B. Davis made a motion to approve the December 11, 2018 minutes. Seconded by L. Kleinschmidt.. M. Broderick abstained. Approved by all.

Treasurer's Report B. Davis reviewed the report ending December 2018 and found the books and material is currently underspent. H. Rainier will look into this matter

Library Director's Report

GMILCS delivery service: As noted in December, Freedom Xpress, our materials delivery service opted to discontinue our contract at the end of December 2018. A GMILCS subcommittee was created and reviewed three vendor options. The final recommendation was for Green Mountain Messenger. Green Mountain quoted \$3,971 per library, per year, an increase of \$1,100 per library per year, for a dedicated, 3-days per week delivery service. We will be paying the ½ year increase of \$550 this January.

1000 books before Kindergarten program- Our Youth Services Librarian is developing ways to promote the program more, including when children sign up for this they are given a book bag instead of waiting until they complete it. It was suggested that any child that reads 1000 books be put on a bulletin board with the children's picture and congratulations to them to increase awareness in the library. Additionally, she is collaborating with the Principal at Underhill School to increase awareness and promotion.

We will be using LastPass for passwords security software for the full-time staff for \$336.00 annually.

Committee reports

Personnel met on 1-15-19

Policy: Code of Conduct policy was reviewed and approved as proposed (attached policy). Primary change was to include leaving the lights on in all occupied rooms.

Security -will schedule a meeting
Friends- Will be selling Breath NH fun passes as a fundraiser.

Unfinished Business

Staffing all is good

Facility Issues

Children's room renovation priorities-H. Rainier to make connections regarding the flooring & cabinets.

HVAC-On January 28, Paradigm & Buderus will be meeting to review our boiler regarding our current problems we have been having. The boiler keeps shutting down.

As a result of November 28, 2018 CO poisoning of a Hooksett Library employee it was recommended that the library purchase and install hard wire CO detector that will part of our alarm system.

ECI Systems - Quoted CO monitoring: \$2241.45. Includes installation of 3 detectors on lower level: Boiler room, Mechanical Room, main hallway (outer wall of the electrical room/orange storage room), downstairs and 2 on the first floor: Children's Room & Hallway on the side wall of the Circulation desk. Will be tied into our fire alarm system

ECI Systems quoted \$571.55 to install a cellular radio transmitter for alarm system. Plus, an additional \$40.00 for monitoring. Steve Colburn Ass't Fire Chief concurs that this is a good idea and the way things are headed in town.

It was discussed and we will review the transmitter option at a later date after we review.

Affinity commercial-M. Farwell doesn't think it would be effective. We all agreed that the best approach is the personal ask so that will be our focus.

M. Farwell will be provided a status on Affinity at our February meeting.

Other unfinished business

New Business

Narcan training – after the trustee's due diligence it was decided not to pursue Narcan training for the staff.

Acceptance of donations

Beasley & Furber	\$100.00
Model T	\$30.00
Mahjongg	\$32.00

Sew Bee	\$20.00
Russian Celebration	\$20.00
Sewing Group	\$4.00
Total	\$196.00

Donations for Jonathan Murphy memorial fund
 Scott & Adrienne Newlon \$50.00

Erik/Melissa Shessler \$300.00 will be used toward 1000 books before Kindergarten

The Hooksett Garden Club donated the following:
 In the memory of Nan Veilleux, a granite bench in the amount of \$1250.00
 In the memory of Sandy Shapiro, a tree in the amount \$492.25

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

Motion to enter Nonpublic Session made by M. Farwell seconded by B. Davis

Specific Statutory Reason cited as foundation for the nonpublic session:

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	
Linda Kleinschmidt	Y	
Barbara Davis	Y	
Tammy Hooker	Y	
Mac Broderick		Y

Entered into nonpublic at 7:24 pm

Exited nonpublic at 7:45 pm

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

M. Farwell announced now on to other new business.

Other new business

Town Council meeting-May 8th meeting with Town Council for our annual review.

AV upgrade-a quote has been obtained for a head set. It was discussed that if people would be comfortable wearing them. Also concern regarding germs. H. Rainier to review.

Schedule of upcoming meetings:

February 19, 2019 at 5:30 pm.

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