

Hooksett Public Library Trustee Meeting
Official Minutes
July 23, 2019 5:30 PM

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

Guest: Heather Rainier, library director

M. Farwell called meeting to order at 5:40 pm

Public Input none at this time

Election of officers:

Motion to open nominations for President made by B. Davis Seconded by M. Broderick

Nominations for President: Mary Farwell

Voted: 3 in favor, 0 opposed, 1 absent. The motion passed

Motion to open nominations for Vice President made by B. Davis Seconded by M. Farwell

Nominations for Vice President: Mac Broderick

Voted: 3 in favor, 0 opposed, 1 absent. The motion passed

Motion to open nominations for Secretary made by B. Davis Seconded by M. Broderick

Nominations for Secretary: Tammy Hooker

Voted: 3 in favor, 0 opposed, 1 absent. The motion passed

Motion to open nominations for Treasurer made by T. Hooker Seconded by M. Broderick

Nominations for Treasurer: Barbara Davis

Voted: 3 in favor, 0 opposed, 1 absent. The motion passed

Secretary's Report

B. Davis moved to accept the June 11, 2019, Meeting minutes. M. Farwell seconded the motion. Voted: 3 in favor, 0 opposed, 1 abstained, 1 absent. The motion passed

B. Davis moved to accept the July 1, 2019, Meeting minutes. M. Farwell seconded the motion. Voted: 3 in favor, 0 opposed, 1 abstained, 1 absent. The motion passed

M. Broderick moved to accept the July 16, 2019, Meeting minutes. M. Farwell seconded the motion. Voted: 3 in favor, 0 opposed, 1 abstained, 1 absent. The motion passed

Treasurer's Report reviewed year end closing of the books.

Nonresident card renews on July 1, 2019 at \$60.00 for each card. 71 has renewed; 46 had last activity in June; 16 had last activity April to May. It is expected 35 will not renew.

Purchased new computers-As part of the fiscal year end planning for final expenditures in conjunction with identifying urgent tech needs, (a) we've acquired six (6) refurbished computers from TechSoup to replace the aging Lenovo line and other older refurb models in current deployment in the Adult Computer lab. The original plan was to upgrade the Lenovo (2008 models donated to the library via a Wal-Mart grant) to Windows 10, but the way that Microsoft's Windows 10 development has been going, it's almost a given that the Lenovo would have choked on the upgrade to Windows 10, even though they would have been eligible for the upgrade. The six (6) HP refurb models will come shipped with Windows 10, making deployment easier.

Library Director's Report -

1. After a month's worth of tracking the public computer usage in its currently downsized configuration, it was determined that having a wireless paging system would ease the computer reservation workflow considerably. Staff reached out to Librarica, our Cassie partner, and received a quote for a wireless paging system comprised of a charging kiosk, five (5) coaster-style pagers, and a base unit. Staff ordered the wireless paging kit and it should arrive within early July.
2. After receiving the latest bill from our Comcast Business account for high speed internet on the public network, we noticed that it had increased \$30+ dollars. A staff member reached out to our Comcast account manager and was able to negotiate a reduction under a 2-year contract for a \$176 (and some change) monthly bill that includes even faster internet than before, now 150/75 speed. It was discovered that, when you work with Comcast to lock in for a multi-year service agreement, you tend to get better deals with them.

Committee reports

Personnel-has not met

Policy-deferred

Copier

Wireless

Volunteer

Security-will hold their first meeting in September

Unfinished Business

Staffing currently have open position for circulation and youth services. The director will post by 7-26-19

Facility Issues

Children's room renovation update-H. Dresser to investigate on the flooring. Tucker Interior has come to measure for the cabinets and has the layout. Colors and materials need to be selected.

HVAC -Paradigm to fix the roof top regarding the AC and there is an issue with a compressor.

Earl Labonte, Director of Public Works is putting together an RFP for HVAC for all town buildings, which included the library

Power flame Burner-contact will be made with the supplier regarding our outstanding issue with the boiler going out in the winter months. The director will have an update for August meeting.

Column repair: Miville Construction has completed the front and back entrance column and railing repair. Additionally, they repaired cracks in the top of the front portico ceiling and painted the repair areas. It looks fantastic. The director highly recommend them for any future jobs we have of this kind. Possibly painting the floor of the front portico post-summer (when they and us are less busy).

The director will contact town maintenance regarding power washing the front of the library. She will also reach out to Milville Construction regarding painting the floor of the front portico. The director to have an update for August meeting.

Carpet cleaning-Carpet cleaning and floor restoration has been completed. We had an odd surfacing of possibly salt in the front entrance which faded away after a day or two. The downstairs floor looks fantastic, particularly the kitchen. Dirt Away was fantastic to work with, very flexible, helpful and responsive.

Property insurance- piano & statue deferred until December

Performance Appraisals-have been completed by the director. The personnel committee will review on July 27, 2019. It was suggested that the director review the staffs focus in 6 months due to current staffing issues.

Hours for small business for NH Retirement-The director confirmed the minimum required number of hours for employees of political subdivisions is 35 hours per week per the NHRS.

New Business

Acceptance of donations	
Gregorie/Pelletier	\$30.00
In Memory of Cora Chapman.	\$40.00
Model T	\$30.00
Sew Bee	\$19.00
Mahjong	\$72.00

B. Davis moved to accept the above donations. M. Farwell seconded the motion.

Voted: 3 in favor, 0 opposed, 2 absent. The motion passed

Non Public if needed 91-A:3 IIa (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. II(b) The hiring of any person as a public employee. ,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
Mac Broderick	Y
Tammy Hooker	Y
Barbara Davis	Y

Entered into nonpublic 6:45 pm.

Exited nonpublic at 7:30 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.

2020-2021 budget preparation-was reviewed

Budget 2020-2021 is due to the town on August 14, 2019 M. Broderick to work on the intro and wages narrative. H. Shumway to work on the other parts of the narrative. The director to look at the breakdown under the description to verify all line items are included. The trustees suggested the director go back and look at the budget and try to come in with a zero increase.

Town Report- approved info numbers for town report

Lego League Leaders- The youth services staff has been talking to volunteers.
The staff will facilitate the program and not lead.

Facilities tracking information the director shared the Google docs that the staff uses to track information

Book Sale-M. Farwell to review her list of where to donate books after the book sale.

Affinity Program- In recognition of their large donation thru their Affinity program TD Bank will be at the library on Tuesday, July 30 to set up an information table
TD Bank will present the Affinity program check on Thursday, August 8th at the concert

Other new business

Public Internet-need a statistic IP address. The director will review and find out why we needed to go with a statistic IP address and why it is no longer free and report back at the August meeting.

Next meeting: August 13, 2019 at 5:30 pm at the Hooksett Library

ADJOURNMENT MOTION: M. Farwell moved to adjourn the meeting at 8:50 p.m. B. Davis seconded the motion. VOTED: 4 in favor, 0 opposed, 1 absent. The motion passed.

Respectfully submitted, Tammy Hooker, Board Secretary