

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

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

Guest: Heather Rainier, Library Director

M. Broderick called to order at 5:40 pm

Public Input none at this time

Secretary's Report-B. Davis made a motion to approve the February 19, 2019 minutes.  
Seconded by L. Kleinschmidt. Approved by all.

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

Library Director's Report

Youth Services did a great job with programming over February break.

Committee reports

Personnel held a meeting and will be meeting again on March 28  
Policy L. Kleinschmidt to review the following and send out for next month to  
review

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

Security held a meeting. The subcommittee will review library policies, develop  
procedures, and plan trainings to increase awareness of safety and  
security. Dara contacted the Police Department to discuss training  
opportunities. She will schedule it during an upcoming staff meeting. The goal is  
to offer a training each quarter. We also discussed staff presence on the  
basement level. It was suggested that a walk thru for the down stairs during  
open hours be done frequently. The subcommittee will review the on-boarding  
and new employee orientation process to determine if additional safety and  
security information can be included. Will meet again in May.

Friends-held their monthly meeting and looking to do a Summer Concert  
program.

## Unfinished Business

Staffing-two open positions have been posted.

H. Shumway to review library custodian position with Donna in HR at Town Hall and to reach out to other libraries with similar positions.

## Facility Issues

Children's room renovation priorities-met with Chip Hagy of Tucker Interiors (located out of Manchester) to draft a plan for cabinets in the Discovery Room. H. Rainier was exploring options through our discount and discovered that Tucker's does cabinets through a local cabinet builder in Bow, NH. Chip is drafting a design and in turn a quote for our review. Should have a quote by the 3-22-19.

H. Rainer reached out to Genella @Stibler Associates to see if they would assist us in developing a color palette and theme for youth services that could in turn be extended with complimentary colors into the adult services area some day to create continuity for the upstairs.

B. Davis made a motion to hire Stibler Associates to review color options, discuss locations and application for a color palette for up to \$2500 for 15-20 hours with a timeframe for work to be completed of 2-3 weeks. Seconded by M. Broderick Approved by all.

HVAC-Paradigm has provided us with a vendor that is licensed to work on PowerFlame burners. We will be contacting them for more information on our burner, although now that warmer weather is here the boiler is running well. Paradigm did supply a contact person's name but we were unable to locate them. We have followed up with Paradigm for a number.

Front portico columns repair-Bruce Thomas, Town Engineer is working on gathering quotes for repairing the columns on the front portico. He has determined that they are not structural and are decorative. As such, he has drafted an RFP for the repair. He believes it will be outside of our budget range and has drafted an RFP which he shared with Don Winterton, acting Town Administrator. He is soliciting quotes from Meridian Construction, Miville Construction and Associated Concrete Coatings. We have obtained one quote so far. H. Rainier to follow up with Bruce Thomas.

Back Railing Repair-We have discovered extensive rusting on one portion of the back railing. Mary brought up Zane Stewart, recently retired from Macy Industries to provide a consultation. Zane's recommendation is that the railing is structurally secure and that we should repair the section in question with sandblasting and repainting. We have submitted this through the town maintenance program and will be enlisting the aid of Paul, the Town Facility Manager to assist us in finding a vendor and proceeding.

Back porch Lighting-We are currently pursuing a quote from our electrician to diagnose and repair our back-porch lighting which is currently not working. It was recommended that we replace with LED light fixtures. H. Rainier has arranged for the work to be completed.

Current budget-B. Davis to review ending March 29, 2019 and will bring to the next meeting.

#### Other unfinished business

AV Lavaliers it was determine the best replacement solution for our lavaliers. The consensus seems to be that wireless headsets are an upgrade to lavalier mics, and the recommendation is to try out one wireless headset to see how it performs. Regarding the hygiene issue, it was suggested that we use special covers for the mouthpiece portion of the mic and the rest of the device can be cleaned with Lysol wipes. H. Rainier will proceed with ordering the new lavaliers.

#### **New Business**

##### Acceptance of donations

Model T	\$30.00
Mahjonn	\$27.00
Sew Bee	\$24.00
Nepalese Literary Society	\$100.00
Thirty-One Gifts	\$45.00
Total	\$226.00

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

##### Affinity update as of 2/22/19

Number of checking accounts	657
Amount ins savings accounts	\$7,374,048
New baseline	21
Total accounts	1094
Affinity ends on April 30, 2019	

#### Other new business

Technology Planning 2019-2020- H. Rainier provided the planning document she and M. Glisson have been working with to direct our current and future technology needs and spending.

Reynolds Center Grant-Hooksett Memorial school applied for and received this grant. Reynolds Center was looking for libraries to collaborate with their local schools, reviewed libraries connected with the schools who had received awards, were impressed with the Hooksett Library's STEM initiatives to date and awarded a grant with a value of \$3500 to the Hooksett Library. Grant includes software for Fab@School Maker Studio software for one year, 1 - Silhouette digital fabricator, a paid full-day workshop for two library employees and a future discount on future years of Maker Studio software.

L. Kleinschmidt suggested that we reach out to the NH Trustees Association to hold a regional meeting here at the library.

#### Schedule of upcoming meetings:

April 9th, 2019 at 5:30 pm  
April 11, 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 7:30 pm