

Hooksett Public Library Trustee Meeting
Official Minutes
May 14, 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 5:32 pm

Public Input none at this time

Guest: Michael Sorel to discuss apple trees

Mr. Sorel gave us an update regarding the apple trees located on the front lawn of the library. He informed us that over the years we have lost 8 apples trees to either disease or weather. He asked us what our plans for the remaining apples trees are and if we had planned adding any additional apples trees. We discussed our options and Mr. Sorel presented us with an option to purchase some apple trees from a vendor that he will be using. Mr. Sorel would be donating the removal of the stumps from the dead trees and will prune the current ones.

Mr. Sorel also questioned the donation of his time & services to the library, relative to whether we need to officially accept his donation to comply with town policy. We explained that we have our own RSA regarding donations but if he wanted to add a value to his annual letter to the library that would be acceptable.

The trustees thanked Mr. & Mrs. Sorel for their continued support of the library

T. Hooker to follow up with the vendor and ask the following questions:

1. Planting seasons
2. Care after installation
3. Type of apple tree should we consider
4. Bulk cost savings
5. Certificate of insurance for installation of trees

Secretary's Report-B. Davis made a motion to approve the April 9, 2019 minutes. Seconded by M. Broderick Approved by all. L. Kleinschmidt abstained

Secretary's Report-B. Davis made a motion to approve the April 11, 2019 minutes. Seconded by L. Kleinschmidt Approved by all.

Secretary's Report-B. Davis made a motion to approve the Personnel Sub Committee minutes of April 23, 2019. Seconded by T. Hooker Approved by all. M. Broderick & L. Kleinschmidt abstained

Secretary's Report-B. Davis made a motion to approve the May 8, 2019 minutes. Seconded by L. Kleinschmidt. Approved by all.

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

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

Entered into non-public at 6:00 pm

Exited non public at 6:45 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

Library Director's Report

Christian from CCS Presentation Systems gave a quote for having the existing Bose speakers reconnected to our AV sound system as well as relocate the other ceiling mounted speakers for more optimal placement in the rooms. The quote was for \$2665 but felt that given the high cost of the quote we would like to use the existing system for a period of time to assess the already improved sound quality after their recent re-programming. We have noted the sound is notably improved already and will wait to see if it's worth the investment.

We are reducing the number of public computers available for use and removing them from the back "computer lab" to make a programming space. We are also discussing making that a maker space for future 3D printing and other workshops in the meantime until we reach that step on the youth services renovation. Statistics to support this change show our public computer usage continuing to drop dramatically, probably as a result of our WIFI usage dramatically improving due to patrons using their own devices.

The director and youth services librarian meet with Northeast Credit Union Outreach Coordinator about their initial ideas which include sponsoring and/or being a part of library events, a play bank for our children's room - similar to a house or grocery store playset, they are planning community events at their branch each Wednesday and are interested in our collaboration and support with finding books to be read and possibly local authors.

NHRS Audit for 2014: Earlier this fiscal year we had an audit from New Hampshire Retirement System looking back over a number of years. They determined that the retirement contributions we made on merit bonuses that year were not eligible and in turn returned the funds to the library. The return included funds for the employees as well as the employer. Checks were sent to the employees (current and former) who were named in the refund. The library is no longer withholding retirement contributions on merit bonuses.

Children's Room- overall attendance for programs the month of April was a new record high with almost 1800 people!

During April vacation, we held 13 programs with an overall attendance of 659 people. This was truly a wonderful number for April vacation. The major program we held during vacation week was Mr. Vinny's Shadow Puppet show generously sponsored by The Friends of the Library.

Committee reports

Personnel will be holding a meeting 5-21-19 to review staff performance reviews

Policy -deferred

Security-deferred

Friends-has been busy helping the library with programs. They are currently working on a membership drive for the fall

Unfinished Business

Staffing-

Discussed the maintenance custodial technician position. Director to post internally and also post to job websites such as Indeed, NHjobline and the Hooksett Community Forum. It was later suggested that the director explore AARP.

Adult Services Librarian – reviewed job description and discussed necessary qualifications for the position and where the job will be posted.

Facility Issues

Children's room renovation update-no update at this time

HVAC-no update at this time

Back railing-the director has heard from Bruce that they will be repairing and painting it green

Front porch-the director has heard from Bruce that they will be repairing and will paint all of the columns to match

Current budget

Discussed carpet cleaning for the library and decided to clean the meeting room, tech services area, and the area between the entrance to the children's room and the edge of the computer area, as these areas have had the highest traffic .

Blinds for the meeting room – discussed the two quotes received. Heather to pursue additional information

New Business

Acceptance of donations	
Great Woods Condo Assoc.	\$100
Model T	\$30
Mahjong	\$38
Sew Bee	\$14
Non-Denominational Church Group	\$125
Knitting Quilting Group	\$12
Total	\$319

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

Affinity final number are not currently available

Other new business

It was discussed that the Technology Librarian look into what is needed for him to start recording the Tech classes that he offers so that patrons can watch at a later date or if they miss a class. Trustee feel this could be a great service to offer our patrons of all ages.

Schedule of upcoming meetings:

May 28, 2019 at 5:30 pm

June 11 2019 at 5:30 pm

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

Approved by all

Meeting adjourned at 8:45 pm