

Hooksett Public Library Trustee Meeting
Official Minutes
September 17, 2019 5:30 PM

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

Guest: Heather Rainier, library director

M. Farwell called meeting to order at 5:36 pm

Public Input none at this time

Secretary's Report

B. Davis moved to accept the August 13, 2019, Meeting minutes. M. Broderick seconded the motion. Voted: 4 in favor, 0 opposed, 1 abstained, 0 absent. The motion passed

Treasurer's Report was reviewed ending in August 2019

Library Director's Report-

The director will email us a copy of her highlights from the staff meeting that are relevant to the library's mission and are public information.

The on demand shuttle has received a grant that in 2020 it will operate 5 days a week. The library is considering to offer programming for those that use the shuttle

We conducted our annual patron purge which was not completed in 2018
Below are the parameters and the results.

- . Expired accounts
- . Inactive accounts - LAD > 5 years or more
- . Accounts with no LAD (accounts were created, but patrons never used)
- . Fines/Fees \$20 or less
- . No lost items
- . Keep all ILL accounts

Results: 144 no last activity date, 911 no activity in last five years

The staff discussed about ways to reach out to inactive patrons and bring them back to the library. Will provide an update at our October meeting. It was discussed that we should purge our records in April of each year since our GMILCS dues are partially based on the number of cardholders

Committee reports

Personnel-personnel files were reviewed and a follow up meeting will be held on October 8th @ 5:30 pm for final review.

Policy-L. Kleinschmidt stated that all policies are currently up to date at this time

Security-.will be setting up a date to meet.

Friends-next meeting will be held on October 8, 2019 @ 6:30 pm. The costume swap has been set up. Currently working on the book sale to be held on 11-16-19. The Friends are considering having a volunteer fair in 2020 and invite other nonprofits and organizations. Friends are also working on a renewal letters for Friend's members

Unfinished Business

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 7:07 pm

Exited nonpublic at 7:47 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

Facility Issues

Children's room renovation update- renovation will have a decision on the flooring, laminate and cabinets by the October meeting. Will obtain a quote for plumbing of the sink. Director will have a tentative schedule of installation for the October meeting. Director will send out an update in the middle of the month.

HVAC- on schedule for October maintenance.

Repainting floor of front portico-the director has obtained a quote, Bruce Thomas from the town is obtaining additional quotes. The director to follow up on the quotes. Will update the trustees by the end of the week.

Power Flame-Mark has finally been able to make contact with a person. Should have a follow up by the end of the week.

RFP for HVAC- Director of public works is working on obtaining RFP for HVAC director to follow up on the status

Apple trees stumping- Director to contacts Parks & Rec to contact them and let them know they can move forward with either pulling the stumps out or leveling them.

2020-2021 budget preparation we are scheduled to meet with town council on September 18, 2019 at 6:00 pm

Other unfinished business

New Business

Cyber security The staff is now using two factor authentications and the staff' is using their personal cell phone as they are required to enter a code that is texted to them. It was questioned about using the staff's personal cell phone and if we needed a policy. Director to review.

The trustees discussed that we would like to hold a class on Google documents. Director to work on scheduling a date

Acceptance of donations

J. Bourcher-Gift	\$25.00
Model T	\$30.00
Sew Bee	\$21.00
Mahjong	\$81.00
Quilting	\$ 9.00
Total	\$166.00

B. Davis moved to accept the above donations. L. Kleinschmidt seconded the motion.
Voted: 5 in favor, 0 opposed, 0 absent. The motion passed

Lynda.com explanation of privacy concerns- After extensive research of alternatives, concerns over patron privacy; consultation with other librarians whom we hold in high regard; and lengthy discussion we have decided to keep Lynda.com / LinkedIn Learning for the time being and to monitor closely the changes they make and how it will potentially affect our patron's privacy of information. The library is planning a strong educational campaign for our users, so they are able to make the best choices for their usage and needs

Usage of public computers-Cassie wireless pagers are up and running. Having these pagers on hand will facilitate the reservation and wait process during peak usage times and alleviate stress on the Patron Services staff, as well as patrons

Meeting Room Policy revisions- a meeting was held at the Hooksett Library with a large number of people in attendance. Hooksett's staff was well represented and it was suggested that the staff help develop the meeting room policy and link with the libraries other policies. They will obtain copies from other libraries meeting room policy. The staff will continue to work on the revision of our meeting room policy.

Trustee calendar workshop in February 2020 have two meetings back to back weeks to serve as a focused workshop time

Other new business

The trustees announced that Tammy Hooker has been selected as the 2019 Lillian Edelman's Trustee of the Year by the NH Library Trustees Association's Board of directors.

Next meeting to be held on October 15, 2019 at 5:30 pm.

ADJOURNMENT MOTION: B. Davis moved to adjourn the meeting at 8:30 p.m.

L. Kleinschmidt seconded the motion. VOTED: 5 in favor, 0 opposed, 0 absent. The motion passed.

Respectfully submitted, Tammy Hooker, Board Secretary

