

Hooksett Public Library Trustee Meeting
Unofficial Minutes
April 14, 2020 5:00 PM

M. Farwell called the meeting to order at 5:03 pm

In attendance: Roll Call:

Mary Farwell-yes
Mac Broderick-yes
Tammy Hooker-yes
Linda Kleinschmidt -yes
Barbara Davis-yes

Guest: Heather Rainier, Library Director

Public Input none at this time.

Secretary's Report

B. Davis moved to accept the March 31, 2020. L. Kleinschmidt seconded the motion.

Roll Call Vote:

Mary Farwell-yes
Mac Broderick-yes
Tammy Hooker-yes
Linda Kleinschmidt -yes
Barbara Davis-yes

The motion passed

Treasurer's Report end of the year expenses were reviewed

Library Director's Report-

Discussion was held regarding a safe way to open book drop for return of items - materials returned in the drop will stay in quarantine for 3 to 5 days before being moved to a cart for check-in. The library will experiment with set day with a specific time and evaluate the response. The Director will send a documentation on how long to keep books quarantined. The library will continue to advise our patrons that it is not necessary to return their books and late fees will not accrue on borrowed materials. The library will post on Facebook that the book drop will be open on for a limited time.

Digitization-The director did reach out and found that it was not as easy as we thought and there was no preliminary work to do at this time.

Will investigate assigning a staff member to review Donor Perfect

Regarding redundancy in the library, will focus on going forward. The Director will be working with staff to document tasks with a focus on redundancy, as a preventive measure in the event that a staff member is out for a period of time and they are the only one who knows how to complete a task.

Staff to review policies looking for gaps and what we might have missed - particularly with a focus on public services.

Staff will use remote access to log into Polaris (the library automation system that contains patron data) with library owned computers only for security reasons. Director will ask what the other GMILCS libraries are doing.

Committee reports

Personnel-deferred

Security-Heather to see if there is an opportunity for a staff member to do some research and connect with members of the Security Committee. Is it possible to have a conference call with the security committee?

Friends-has only booked one summer concert for July

Unfinished Business

Staffing

Staff work plans and projects-were discussed regarding essential services. Part time employees are being assigned necessary tasks that may have fallen through the cracks because we so busy when we are open that no one can get to them. Their work now will lead to better efficiency and patron experience when we do reopen.

Personnel evaluations- deferred

Probationary employees were reviewed deferred

Facility Issues

Children's room renovation update report on vendors

Paul should be able to complete closet in the next couple of weeks

Heather to check with Paul as to when he could paint the Discovery Room. Would need to be prior to flooring installation. Also, as to whether he could supervise vendors such as flooring installers

Flooring- Heather to contact the contractor to schedule the installation for the middle of May.

Director will reach out to Macy Industries regarding the heat registers HVAC-is ready to do the Spring start once we have staff in the building to accommodate vendors.

Painting floor of front portico should have quote shortly

Received quote for an HVAC maintenance contract with Rob Roy

Mechanical.

Director will follow up with Earl on the roof inspection

Outside lighting for parking lot as the wind blew down two poles recently.

Director to work with Earl at the town for replacement. Once we know what the town is planning, we will see about adding the replacement of the two globe lights in the front since they do not give off good light.

Discussion was held regarding replacing lights in the portico with energy efficient LED lights. Gimas Electric provided a quote for 8 LED lights for \$1550.00. These will be installed following or in conjunction with the repair of the front portico ceiling. Mac Broderick made the motion to approve the quote, seconded by Barbara Davis.

Roll Call Vote:

Mary Farwell-yes

Mac Broderick-yes

Tammy Hooker-yes
Linda Kleinschmidt -yes
Barbara Davis-yes

The motion passed

Budget- planning for spring expenditures was reviewed.
Looking at potential water bottle fillers to replace the water fountains for upstairs and downstairs. Director to obtain additional information for next meeting.

Discussion was held to purchase a video conferencing hub- OWL Pro Hub. It would enhance our library as an ideal meeting venue which translates into staff productivity savings in terms of cost and travel and efficiency in workflow.
L. Kleinschmidt made a motion to purchase the OWL Pro Hub for a cost of \$1000.00.
Seconded by Barbara Davis.

Roll Call Vote:
Mary Farwell-yes
Mac Broderick-yes
Tammy Hooker-yes
Linda Kleinschmidt -yes
Barbara Davis-yes

The motion passed

Discussion was held that for additional security and for staff member working at home and be able to log into POLARIS we need 3 additional laptops. It was suggested that we look at docking stations so that the staff could use the laptop as their primary system. Our Technology Librarian has been researching and will purchase 3 laptops through GovConnection for \$3100.

B. Davis made a motion to purchase three Dell laptops for \$3100. Seconded by L. Kleinschmidt

Roll Call Vote:
Mary Farwell-yes
Mac Broderick-yes
Tammy Hooker-yes
Linda Kleinschmidt -yes
Barbara Davis-yes

The motion passed

Custodial hours and tasks during closure-cleaning downstairs bathrooms. Curious if we can paint tiles.

Other unfinished business
New business

Online banking update-more companies are going to online payment. The invoices will be initialed by a trustee to confirm that they have been approved.
Additional trustees can access online banking.
Other new business

Purchasing of physical books was discussed. Concerns are delivery of books, what are popular now and the extras. Baker & Taylor is not delivering books to NH unless requested by the library. Will be part of reopening of the library. Has been focusing on eBooks more than physical books. Looking at physical books starting in June. We will revisit this issue at the next board meeting.

M. Farwell made a motion to enter non public. Seconded by B. Davis

RSA 91-A:3, II(c) Matters *which, if discussed in public, would likely affect adversely the reputation of any person, **other than a member of this board**, unless such person requests an open meeting. This exemption shall extend to include 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
Barbara Davis	Y
Tammy Hooker	Y
Linda Kleinschmidt	Y

Entered Nonpublic -at 7:10 pm

Exited nonpublic at 7:45 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.

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

Mary Farwell-yes

Mac Broderick-yes

Tammy Hooker-yes

Linda Kleinschmidt -yes

Barbara Davis-yes

The motion passed

Meeting adjourned at 7:47 pm

Next meeting to be held on April 28, 2020 at 5:00 pm

Respectfully submitted, Tammy Hooker, Board Secretary

A Checklist To Ensure Meetings Are Compliant With The Right-to Know Law During The State Of Emergency

As Chair of the Hooksett Library Trustee, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order.

However, in accordance with the Emergency Order, I am confirming that we are:

- a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means: We are utilizing GoToMeeting for this electronic meeting. All members of the Board of Trustee have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # 1 (224) 501-3412 and password 645-775-141.
- b) Providing public notice of the necessary information for accessing the meeting: We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using telephonically. Instructions have also been provided on the website of the Board of Trustee at: www.hoosettlibrary.org.
- c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access: If anybody has a problem, please call 603-860-0413 or email at: t.tammyhooker@comcast.net.
- d) Adjourning the meeting if the public is unable to access the meeting: In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

Please note that all votes that are taken during this meeting shall be done by roll call vote. Let's start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-toKnow law.