

Unofficial Minutes
Hooksett Public Library Trustee Meeting
August 4, 2020 5:30 PM

M. Farwell: Please note that there is no physical location to observe and listen contemporaneously to this meeting, which is authorized by the Governor's Emergency Order. The public may access the meeting as it is ongoing by dialing (1) (872)240-3212, entering the access code: 891-638-989. The public can also "join" this meeting via the **following link:** <https://global.gotomeeting.com/install/891638989>

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

Guest: Heather Rainier, library director

Call to order: M. Farwell called meeting to order at 5:45 pm

Public Input none at this time

Secretary's Report

B. Davis moved to accept the July 21, 2020 minutes. L. Kleinschmidt seconded the motion.

Voted: 5 in favor, 0 opposed, 0 absent. The motion passed

B. Davis moved to accept the July 21, 2020 nonpublic minutes L. Kleinschmidt seconded the motion.

Voted: 5 in favor, 0 opposed, 0 absent. The motion passed

Library Director's Report-

Lighting -The director has received a revised quote from Rise Engineering to upgrade our outside lighting for the front & back. The director will do a walk around the building to verify what we need compared to what was quoted. The director will report back at our next meeting.

The column repair that was completed last year is crumbling. Bruce Thomas, Town Engineer has contacted the manufacturer of the product used to repair the columns. The director is to monitor and follow up.

Unfinished Business

Staffing-Patrons Services Assistant position has been posted to the usual job list.

Facility Issues

Children's room renovation-The Discovery Room is completed including the installation of the sinks and touchless faucets. Baseboard needs to be installed. The director may need to have the installers for the flooring come back as there is a gap that may need to be fixed.

Bubblers are installed and working great

Plexiglas-The Director has received two quotes to install two plexiglass with an opening for the circulation desk and children's desk. B. Davis made a motion to accept the Portland Glass quote of \$4390.00. L. Kleinschmidt seconded the motion.

Voted: 5 in favor, 0 opposed, 0 absent. The motion passed
The director is to forward a photo of the plexiglass divider to the trustees for a better understanding of the opening and how it will work or if there is a door and or stopper

Plan for opening the library-browsing for Hooksett Card Holders was started on 8-3-2020 for 20-30-minute appointments. Patrons can book their own appointments online. It has been well received and the staff is happy to see the patrons again!

The director will forward an idea about using a color gage as to where we are at regarding COVID 19 and reopening phases.

Other unfinished business

Friends of the Hooksett Library will host a Summer concert on Friday, 8-21-2020 at the library. Blues Brothers the Next Generation. There is no rain date for the event.

New business

2021-2022 budget

Narrative update-M. Broderick completed and mailed to the trustees for review.

Director to have narrative to us on 8-7-2020 for review.

Due to town hall tentative date-The director to follow up on the date the budget is due and when we present to Town council.

Final review of numbers looked great and we are happy to announce we were able to bring the 2021-2022 budget with a decrease.

New Hire procedures-B. Davis brought to the board for review a hiring procedure. L. Kleinschmidt made a motion to accept the new hiring procedures. M. Broderick seconded the motion.

Voted: 5 in favor, 0 opposed, 0 absent. The motion passed

Other new business

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.

Motion to enter Nonpublic Session made by M. Farwell seconded by B. Davis

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 7:02

Exited nonpublic at 8:06 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

Other new business

Next Meeting Tuesday, August 18, 2020 at 5:30 pm at the library

B. Davis made a motion to adjourn the meeting M. Broderick seconded the motion.
Voted: 5 in favor, 0 opposed, 0 absent. The motion passed

Meeting adjourned at 8:10 pm