

Hooksett Public Library Trustee
Official Minutes

February 25, 2020 5:30 pm

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

Mary Farwell excused

M. Broderick called the meeting to order at 5:39 pm.

Guest: Heather Rainier, Library Director

Public Input none at this time.

Secretary's Report- B. Davis moved to accept the January 28, 2020 minutes. M. Broderick seconded the motion. Voted: 4 in favor, 0 opposed, 0 abstained, 1 absent. The motion passed

B. Davis moved to accept the February 8, 2020 workshop minutes. M. Broderick seconded the motion. Voted: 4 in favor, 0 opposed, 0 abstained, 1 absent. The motion passed

B. Davis moved to accept the February 13, 2020. T. Hooker seconded the motion. Voted: 2 in favor, 0 opposed, 2 abstained, 1 absent. The motion passed

Treasurer's Report was reviewed ending January 2020

Library Director's Report

NH State Library - Ebsco databases & Novelist-gives series information. There was discussion that the NH State Library will no longer offer. At this time the NH State Library has renewed it for one more year or until June 2021. GMILCS looked into offering Ebsco databases & Novelist but found the cost to be very expensive. The Director does not know where it's going to go at this time. Director will do a quarterly follow up and provide the trustee with an update from GMILCS and the NH State Library

GMILCS staff retirement-System Administrator is retiring end of June 30, 2020. GMILCS will be reviewing options. The Director will keep the trustees updated

Library staff will scan and post old minutes to library website

Census 2020-encourage libraries to help support people to complete the census

Committee reports

Personnel-have not met. Will meet if necessary.

Policy

Personnel-deferred

Vacation accrual -had the following questions regarding if we follow the same as the town regarding sick days; paid holiday's. Director will check to see how the town handled the Accrual Cap for employees and will bring to the March meeting.

Meeting Room-deferred

Records Retention Policy was reviewed and updated Job applications from 50 years to 20 years. Per the revised NH RSA 33-A:3-a Disposition of Municipal Records was approved by the trustees.

Security -Did not met in February. Director will schedule a staff meeting.

Friends-meeting to be held on March 5 and will continue to focus on membership.

Unfinished Business

Staffing-sickness has hit the library over the past couple of weeks, everyone seems to be on the mend.

HVAC-Earl from the Town has drafted and sent out for bid an RFP for HVAC services for all town buildings including the library. RFP proposals are due on April 15, 2020. The director will monitor the progress and see if we actually receive any site visits.

Facility Issues

Children's room renovation update-reviewed the information regarding sinks and faucets. Director followed up on the drawing of the cabinets. Reviewed the time line of installation of items.

Outside lighting and parking lot /driveway Improvements -Director will follow up with Bruce Thomas, Hooksett Town Engineer to see if the town has a surveying company under retainer to look at the library parking lot.

Other unfinished business

Staff workspace-Director meet with Newington director and recommend another architect. It was suggested that the direction reach out to the Barrington Library as they are building a new library. Also might want to reach out to Hopkinton Library since they recently had a fire.

Standing desk-The director has obtained estimates and feel that we need to move forward with a purchase of a standing desk for one of the staff members at this time. B. Davis made a motion to purchase a standing desk with monitor stand for the amount up to \$750. L. Kleinschmidt seconded the motion. Voted: 4 in favor, 0 opposed, 0 abstained, 1 absent. The motion passed

New business

| | |
|--------------------------|----------|
| Acceptance of donations | |
| AMC-NH Chapter Excursion | \$300.00 |
| NH Didi Bahini | \$20.00 |
| Model T | \$30.00 |
| Sew Bee | \$21.00 |
| Mahjongg | \$52.00 |
| Total | \$423.00 |

B. Davis moved to accept the above donations. L. Kleinschmidt seconded the motion. Voted: 4 in favor, 0 opposed, 0 abstained, 1 absent. The motion passed

Michael Sorel landscape & labor donation. Over the past year The Sorel's have donated their time to help maintain the front lawn and apples trees at the library. The Sorel's presented us with document showing the amount of labor & supplies. B. Davis made a motion to accept the donation of their time & service valued at \$700. L. Kleinschmidt seconded the motion. Voted: 4 in favor, 0 opposed, 0 abstained, 1 absent. The motion passed

The trustees would like to than The Sorel's for their continued support and in maintaining the front lawn & apple trees.

TD Bank January Affinity numbers : 722 checking accounts \$8,372,158 savings. Will end April 30, 2020.

Budget- reviewed ending June 30, 2020. B. Davis to review projections ending in June 30.

Trustee calendar- add personnel review and budget timeline

Other new business

Director to check with town as the town is scheduling roof inspection on all town buildings and to see if we are included. This is part of Article 13-Town Building Maintenance Capital Reserve Fund .

M. Broderick made a motion to adjourn the meeting. L. Kleinschmidt seconded the motion. Voted: 4 in favor, 0 opposed, 0 abstained, 1 absent. The motion passed

Meeting adjourned at 7:57 pm