

Hooksett Public Library Trustee Workshop
Official Minutes

February 8, 2020 10:00 am

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

M. Farwell called the meeting to order at 10:00 am.

Guest: Heather Rainier, Library Director

Employee handbook-trustee to review and spend time at our monthly meeting

1. Discovery Room-

Cabinets have been ordered from Tucker Interiors. It was decided to go with white for the insides of the cabinets. When they requested, there was a price increase. H. Rainier worked with Tucker Interiors and was able to obtain original pricing. Estimated 6 weeks for completion of cabinets.

Flooring was discussed. H. Rainier sent out requests to purchase and install Patcraft resilient flooring. Only received 2 estimates as the third vendor did not show up. B. Davis made a motion that we have Bailey Custom Carpet order and install flooring in the amount of \$4228.00. L. Kleinschmidt seconded the motion. Voted: 5 in favor, 0 opposed, 0 abstained, absent 0. 3 weeks to order and install.

HVAC Registers was discussed. It was suggested by a vendor that this would be a simple job to remove them as they were previously capped off. H. Rainier has reached out to Macy Industries to see if they could remove the registers and if not to replace with flat sheet metal that could be painted a different color and used for larger magnets for kids to play with. H. Rainier will provide an updated at our February meeting.

Plumbing was discussed. It was suggested that we investigate hand free faucets for both sinks. We will need to select an adult sink and a children's sink. We will need to supply the sinks to the cabinet maker prior to building of cabinets to allow for cutting holes in the cabinets.

H. Rainier is working on estimates to install the plumbing for the sinks. We will be meeting on February 13, 2020 at 4:15 pm to review estimates.

H. Rainier confirmed with code enforcement officer that permit will need to be pulled by contractor, no charge for the library. Final inspection to commission work will be necessary.

Estimated Projection completion date: April 4th, 2020

Show & Tell tracking forms- H. Rainier to add to directors report each month

Patron overview training-will share with M. Farwell

“Sharing the stories of our community” staff needs to collect this information to use at the time of budget

Project Management -stalled out with a vendor
no scope of the projection
staff-to much going on.

Lighting & Parking -figure out what we want:

1. Parking
2. Safety of the sidewalk
Put up temporary barriers and/or warning signs.
Heather to check with Earl for temporary fix
3. Usage
4. Visit with the Town Administrator to state case

B. Davis to write a summary of steps to be taken

Finding a parking consultant. M. Broderick to contact a friend with further suggestions
Return on investment

Workspace for employees

Small Scope-just rearrange the staff

Large Scope-removing a bathroom with staff sharing a common bathroom

Formed a sub committed:

M. Farwell

T. Hooker

H. Rainier to contact Ron Laoearne @ Lavallee Bersinger- and report to the board at March meeting regarding workspace

Ask employees for their top five ideas for workspaces to report to the board March meeting

Safety

Functional

Efficiencies

Flexibility for future changes

Discussed possibility of using the storage room for additional office space

Director noted that digitizing the historical scrapbooks that are part of the library archives continues to be a priority but we are waiting on hosting and software details that could potentially be worked out through GMILCS as a collaborative project.

Trustee Calendar will continue to review usage

ADJOURNMENT MOTION: B. Davis moved to adjourn the meeting 1:00 p.m.

M. Broderick seconded the motion. VOTED: 5 in favor, 0 opposed, 0 absent. The motion passed.

Respectfully submitted, Tammy Hooker, Board Secretary

Upcoming meeting schedule

February 13, 2020 @4:15 pm

February 25, 2020 @5:30 pm

March 17, 2020 @5:30 pm

April 21, 2020 @5:30 pm