

Hooksett Public Library Trustee Meeting  
Official Minutes  
June 2, 2020 5:00 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) 646-749-3122, entering the access code: 325-905-429. The public can also "join" this meeting via the **following link:** <https://global.gotomeeting.com/join/325905429>

M. Farwell called the meeting to order at 5:06 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 May 19, 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 was reviewed along with the budget.

Committee reports  
Security-deferred

Unfinished Business  
Staffing- The director continues to work on probation and performance reviews.

Facility Issues  
Children's room renovation Flooring to be installed on June 22 & 23. Painting is ongoing. The Director to ensure that painting is completed well prior to flooring installation

Carpet Cleaning- Meeting rooms carpet cleaning is scheduled for Wednesday, June 3rd and the upstairs will be completed on Friday, June 5th.

Front portico - Miville Construction - Waiting on paint from Sherwin Williams. Will follow up to see if we can get this done next week.

Gimas Electric was in the library to install plugs and make repairs as requested. The outlets in the GMILCS office have been intermittently failing over the last year. Gimas Electric will install the front portico lights when he repairs the GMILCS office. Gimas Electric sent information regarding replacing the globe lights. L. Kleinschmidt will review and forward options. Gimas Electric will provide a quote to replace the parking lot lights that fell this spring. The director has reached out to Public Works numerous times with no result.

Southern NH Technology will be at the library on Tuesday to install the wireless repeater to extend our Wi-Fi service across our parking lot and into the grassy areas. Since closing the building due to COVID 19 we have found that people are using the Wi-Fi

HVAC - Rob Roy Mechanical was at the library on Wednesday, 05/27 and changed all filters and conducted spring start up. I am happy to report that the AC is working well so far. Rob Roy Mechanical is going to contact the vendor to explore troubleshooting the heating element of our rooftop unit.

Water cooler/bubbler -M Broderick made a motion to approve the purchase of two water cooler/bubbler for both upstairs and downstairs for up to \$6000. These will have both touchless refilling dispenser and a traditional bubbler. 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

Legacy Mechanical will be in the building on Wednesday 06/03 to review the wiring and installation options for our water cooler/bubbler, finalize plumbing to the Children's Room and we will review options for touchless faucets. Director to email info for touchless faucets to the M. Farwell. Director will ask the difference between hard wired and battery-operated faucets.

Roof Inspection The director reached out to Northeastern Roof Consultant to see if we needed a roof inspection this year as it was completed 3 years ago. Waiting for response from vendor.

Budget- was reviewed for spring expenditures

Standing desk for circulation area was discussed.

L. Kleinschmidt made a motion to buy two standing decks for \$3464.00 from Tucker Interiors. B. Davis seconded the motion. Roll Call Vote:

Mary Farwell-yes

Mac Broderick-yes

Tammy Hooker-yes

Linda Kleinschmidt -yes

Barbara Davis-yes

The motion passed

## **New business**

Pandemic Policy- Draft 1.3 was reviewed and discussed. B. Davis made a motion to accept the Pandemic Policy Draft 1.3. M. Broderick seconded the motion.

Roll Call Vote:

Mary Farwell-yes

Mac Broderick-yes

Tammy Hooker-yes

Linda Kleinschmidt -yes

Barbara Davis-yes

The motion passed

Plans for opening the library

Supply status-Administrative Assistant will be purchasing supplies needed for the library staff.

The library paper towel holders are touchless although our soap dispensers are not. Admin Assistance is investigating touchless soap dispensers. It was discussed to buy additional touchless sanitizers unit and retain our current wall mounted units.

Discussed having a staff in the building and screening of the staff per the Stay at Home 2.0 Universal Guidelines T. Hooker made a motion to have M. Farwell contact the town attorney to see if the library should screen the staff at the library or if it is ok for them to screen themselves at home and complete the form designed by the library. B. Davis second the motion:

Roll Call Vote:

Mary Farwell-yes

Mac Broderick-yes

Tammy Hooker-yes

Linda Kleinschmidt -yes

Barbara Davis-yes

The motion passed

M. Farwell will provide an update to the trustees once she hears from the attorney

Interim Service plan to start with Contactless Curbside service discussed. The library staff will follow a team approach to prevent potential spread of the virus among the staff. Each team will only work with one another and will not be in the library at times that other members of the alternate team are present. The intent is that if someone is exposed or contracts the virus, only that team will need to be quarantined. Starting June 9th the library will start offering Contact-Free Porch Pick Up to patrons have active holds on items that were in place prior to when we closed the building in March, they will be contacted by phone by a library staff member to sign up for a time slot for retrieving these holds, if they are still desired. After existing holds have been processed and appointments made, we will be accepting new hold requests, via the catalog, phone, or email to [hplbooks@hooksetlibrary.org](mailto:hplbooks@hooksetlibrary.org) , for Hooksett items only (at this time). Patrons will select a 10-minute time slot during these hours. For the first week we will offer limited hours for Tuesday, Thursday & Saturday 9-1 and Thursday evening. Starting the week of June 15, 2020, we will expand to six days a week with the following schedule:  
Monday - Saturday: 9:00am - 1:00pm; Tuesday & Thursday: 5:00pm - 7:30pm

B. Davis made a motion to move forward with the Interim Service plan starting on June 15, 2020. Library staff will be in the library starting on June 8<sup>th</sup>. Following the CDC guidelines, we will continue to have staff work from home when possible.

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

Other new business

Book drop will be open starting June 9, 2020 and will stay open going forward.

Discussed an outdoor book return for the library. At this time, the board feels this is not the time to purchase but will investigate for a possible purchase in the future.

B. Davis made a motion to adjourn meeting. 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

Meeting adjourned at 7:55 pm

Next meeting scheduled for June 11, 2020 at 5:00 pm