

Hooksett Public Library Trustee Meeting
Official minutes
December 15, 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 1 929 205 6099, entering the access code: 832 7628 5111 The public can also "join" this meeting via the **following link:** <https://us02web.zoom.us/j/83276285111>

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

Guest: Heather Rainier, library director; Mark Glisson, Technology Librarian

Call to Order M. Farwell called the meeting to order at 5:43 pm

Public Input none at this time

Secretary's Report B. Davis moved to accept the November 17, 2020 minutes.

L. Kleinschmidt seconded the motion.

Roll Call vote: M. Farwell-Yes
M. Broderick-Yes
L. Kleinschmidt-Yes
B. Davis-Yes
T. Hooker-Yes

Approved by all

Treasurer's Report was reviewed ending November 2020. Reviewed the book line and it was discussed that we should order additional books. It was suggested that we review again in January, after we have 6 months' worth of expenditures. Then it will be a 6-month projection.

Library Director's Report-

Library archives: Temporarily paused on scanning and hosting library archives while the staff focused on getting reader's advisory newsletters and email newsletters established through Library Aware. Will revisit in and bring an update to the Board meeting in January 2021. The staff are pursuing getting a recommendation from the Northeast Document Conservation Center www.nedcc.org

Digital Scanning and Storage of photos-The staff has been researching and feels it would be an added service that the library could add for patron's usage. The staff will continue

to research and bring a recommendation to the trustees at the January 2021 meeting. A purchase of the scanner would be a good use of the Greenough Grant funds.

Tech products at a discount-Information Technology Exchange M. Glisson had a recommendation on a potential discount tech resource out of Maine that works on refurbishing and selling tech equipment to libraries and other non-profits. We purchased a refurbished hand-held cord-free barcode scanner at an extremely reduced cost to experiment with and to trial the company.

Newsbank service was implemented this month, allowing digital access to the Union Leader (full image) and The Hooksett Banner/Neighborhood News and the Concord Monitor (text only). There are also news magazines and other papers that are searchable in text format as well. Reports can be generated with monthly usage

Unfinished Business

Facility Issues-HVAC

M. Glisson has met with McGurie Controls to troubleshoot RTU and take a closer look at the JACE interface. The technician was unsuccessful with gaining admin access. M. Glisson will reach out to Control Technology to obtain the admin password to the JACE interface. It was discussed that we will need to obtain quotes to upgrade the JACE software. The director will confirm the amount for the RFP and M. Glisson will continue to gather information.

Sidewalk -The director reached out to Earl Labonte at DPW requesting assistance with the most economical and easily attainable replacement for our sidewalk that was now a safety concern, Earl dispatched a DPW crew to remove the existing sidewalk and in turn prepared the space for pavement. December 8th, Advanced Paving was on site to lay down the new pavement for the sidewalk

Lighting-The library is still waiting for the supplies for the parking lot lights, Cote Electric has reported a delay from their supplier who is now quoting a delivery date of sometime in January. The library will continue to follow up with Cote Electric for more information. The director is working with RISE Engineering to schedule their electrician.

Goffer reimbursement-Through a lack of information and a misunderstanding of the information that the director had, it appears that the GOFERR funds did in fact end on October 15th and we are unable to submit our glass installation. The director reviewed communication from Finance and the Fire Department and neither made note that the October 15th submission was the final one; in fact, there was a request for an estimate for expenses through the end of December and the finance dept confirmed that information had been received and did not reply that we would not be eligible for reimbursement. It was not until the director reached out for more information

following our Board meeting and was informed by the Fire Department that there had been an end date.

The trustees would like the director to follow up with the town administrator regarding the miscommunication or the lack of communication.

Vacation/sick accrual- has been revised and will follow the Town of Hooksett's policy

New business

Health Trust FSA employee forfeited funds: -it was discussed and the refund to go into Vacation, Sick & Accrual account.

Memorial donation options-A longtime patron, Marilyn Grande has died, and the library was contacted regarding a memorial at the library. The Director to confirm what they are looking for and review with the staff regarding a wish list.

M. Broderick suggested that we came up with a suggestion for "memorial donations"

Donations: Erik & Melissa Shessler \$250.00

B. Davis made a motion to accept the above donation. L. Kleinschmidt seconded the motion.

Roll Call vote: M. Farwell-Yes
M. Broderick-Yes
L. Kleinschmidt-Yes
B. Davis-Yes
T. Hooker-Yes

Approved by all

L. Kleinschmidt made a motion to adjourn the meeting M. Broderick seconded the motion.

Roll Call vote: M. Farwell-Yes
M. Broderick-Yes
L. Kleinschmidt-Yes
B. Davis-Yes
T. Hooker-Yes

Approved by all

Meeting adjourned at 6:34 pm.

Next meeting is scheduled for January 19, 2021 at 5:30 pm.

These minutes were recorded by: Tammy Hooker