

Hooksett Public Library Trustee Meeting
Unofficial Minutes
November 17, 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) 872-240-3412, entering the access code: 429-016-773. The public can also "join" this meeting via the following link: <https://global.gotomeeting.com/join/429016773>

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

Virtual: Linda Kleinschmidt

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

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

M. Farwell opened the Public Hearing at 5:46 pm to accept the donation of \$16,422.98 from TD Bank from their Affinity Program.

Public Input none at this time

Secretary's Report B. Davis moved to accept the October 13, 2020 minutes.

L. Kleinschmidt seconded the motion.

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

Treasurer's Report was reviewed ending October 2020

Library Director's Report-

Parking lot lighting-We continue to wait on the installation of the lights. Should be installed in December. The LED retrofit lights will be delivered this week so that it will not be delayed due to the installation of the parking lot lights.

HVAC

Exhaust fans on the rooftop so that there's now airflow in all the bathrooms in the building, both up and downstairs.

Fall Maintenance was completed. Rooftop unit supplies heat and cooling. It is currently not supplying heat and they think it is a software issue. We have a software system that is outdated and is not controlling the HVAC. It was suggested that we either look for a

new control system or remove it. The board agrees to look for a consultant to move forward with our HVAC system and the issues we are currently having.

Garden Club-potential future project with a community partner, the Hooksett Garden Club. Work to become an "Official Monarch Butterfly Waystation". The director felt this program would dovetail neatly with our outreach efforts. The director did point out that we need to fix the sidewalks in that area as it is becoming a hazard. The board would like the director to contact the town to see about removing the sidewalk and replacing it with gravel for safety concerns.

M. Farwell made a motion that we will partner in concept with the Hooksett Garden regarding "Official Monarch Butterfly Waystation". Director will ask for more information from the HGC about exactly what is entailed in becoming an official Monarch Butterfly Waystation. Seconded by B. Davis.

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

Circulation-usage of materials are picking up. The online children's programs and Make & Take projects continue to be successful. Messy Mondays continued to be popular through the month with some videos garnering over 1000 views!

Unfinished Business

M. Farwell announced the Public hearing was closed at 6:52 pm.

B. Davis made a motion accept the TD Affinity Bank in the amount of \$16,422.98

Seconded by M. Broderick.

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

Staffing

Custodian-The director expressed concerns about hiring a new person at this time regarding to COVID. The trustees are ok with tabling until January 2021

Facility Issues were covered in the director report

Plan for opening the library- level of service-The director expressed concerns in regard to the increasing number of COVID cases in Hooksett. She is recommending that we look to scale back and only offer porch pick up.

M. Farwell made the motion that based on the increasing numbers of COVID cases in Hooksett and the State of NH we will temporarily stop offering browsing hours as part of our interim service plans eff 11-24-20. We will continue with porch pickup.

Seconded by B. Davis

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

Other unfinished business

New business

Donations: Jonathan Murphy Memorial Fund \$250.00

Sylvette & Paul Chenette \$103.00

B. Davis made a motion to accept the above donations. M. Broderick seconded the motion.

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

Digital Scanning and Storage of photos/Hooksett Bicentennial Planning: This is a special project we are considering for this winter. We would need to invest in a scanner

Potential applications include as an added service for patrons and for Bicentennial Celebrations being planned for 2022.

The trustees would like the director to continue to research and report back to the board with additional information.

Annual Review of files have been completed

Goffer reimbursement- the director has sent a request for reimbursement for the plexiglass units to the town.

Vacation/sick accrual. The director will reach out to the town HR department for further information on how to handle the grandfather overage and report back to the board.

B. Davis made a motion to adopt the Town of Hooksett's vacation accrual as of 7-1-2020. M. Broderick seconded the motion.

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

Non-Public

91-A:3 II(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. This exemption shall extend to include 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.

RSA 91-A:3, II(i) Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.

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 7:50 pm

Notes: Exited nonpublic at 8:04 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

L. Kleinschmidt 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 8:15 pm.

Next meeting is scheduled for December 15, 2020 at 5:30 pm.

These minutes recorded by: Tammy Hooker

