

Hooksett Library Trustee Meeting
Official Minutes
January 28, 2020 5:30 PM

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

Mary Farwell excused

Guest: Heather Rainier, Library Director

M. Broderick called the meeting to order at 5:38 pm

Public Input none at this time.

Secretary's Report- B. Davis moved to accept the December 9, 2019. M. Broderick seconded the motion. Voted: 4 in favor, 0 opposed, 0 abstained, 1 absent. The motion passed

Treasurer's Report-was reviewed ending December 2019

Library Director's Report

Budget 2021-Hooksett Deliberative session is on Saturday, February 1, 2020 at 9:00 am.

2021 budget-Discussion was held regarding posting the library's budget on the website.

B. Davis moved to post our 2021 budget on the library website. M. Broderick seconded the motion. Voted: 4 in favor, 0 opposed, 0 abstained, 1 absent. The motion passed

Inactive patrons update -the staff is continuing to work on it and creating parameters. The patron database needs clean up.

Committee reports

Personnel-meet to review probation evaluations.

Policy

[Notary Public](#)- B. Davis moved to make the following changes.

Page 1:

The document must be completely filled out to the requirement of the instructions, leaving no blanks other than where the customer will sign the document, before appearing before the Library Notary. Library notaries may not notarize any document with blank spaces.

Hooksett Library notaries will not endorse Notary Public or Justice of the Peace applications for individuals, with the exception of notaries for the Town of Hooksett.

Page 7: Removed Affirmation and Oath sample under Oral Ceremonies.

M. Broderick seconded the motion. Voted: 4 in favor, 0 opposed, 0 abstained, 1 absent. The motion passed

Exam Proctoring M. Broderick moved to make the following changes.
Changed Assistant Director to Adult Services Librarian.

L Kleinschmidt seconded the motion. Voted: 4 in favor, 0 opposed, 0 abstained, 1 absent. The motion passed

Personnel-deferred

Meeting Room-deferred

Security-was held and reviewed the SCOAP. Will be meeting quarterly as a subcommittee. All staff training for security and cyber security quarterly. April 13th is their next meeting.

Emergency closing-was reviewed with no changes

Friends of the Library-held their monthly meeting in January. At their February meeting they will concentrate on ways to increase membership.

Unfinished Business

Staffing-everything is going well.

Facility Issues

Children's room renovation update-it was agreed on the laminate for the cupboards. L. Kleinschmidt made a motion to order "specialized" cabinets from Tucker Interior in the amount of \$14,642 for the Discovery Room from Tucker Interior. B. Davis seconded the motion. Voted: 4 in favor, 0 opposed, 0 abstained, 1 absent. The motion passed The director to order the cupboards from Tucker Interior.

We have determined the flooring for the Discovery Room. The director to work on an RFP for the installation of the flooring and purchase of the tiles. The carpet squares were donated.

The director expects four plumbing contractors to provide estimates for the installation of the sink next week.

HVAC update: It appears that public works has tabled the RFP for HVAC as they did not receive any bids.

TD Bank Affinity-deferred

New business

Acceptance of donations

Gift Income:

Dan Beaudet	\$40.00
Elise Harnisch	\$100.00
Erin Bourgoine	\$150.00
Fred & Nancy Burgess	<u>\$150.00</u>
Total	\$440.00

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

Meeting Room:

White Woolen Magic	\$300.00
Mahjong	\$6.00
Sew Bee	\$7.00
Extinction Rebellion	\$10.00
Russian Group	<u>\$25.00</u>
Total	\$348.00

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

Donation from PatCraft Flooring for 5 boxes (250 sq. feet) of carpet tiles valued at \$750.00 for the Discovery Room due to the mislabeling of a product. B. Davis moved to accept the donation. M. Broderick seconded the motion. Voted: 4 in favor, 0 opposed, 0 abstained, 1 absent. The motion passed

Michael Sorel landscape donation-deferred

Outside Lighting-due to misleading information we were not able to install temporary lighting since the ground is frozen. The director did visit library in the evening and found the front lighting to be adequate at this time. We have deferred this until spring.

Parking lot /driveway improvements. To be discussed further at our February workshop.

Budget- planning for spring expenditures was reviewed

Projection for the rest of the year on wages to be reviewed ending the month of January.

Property insurance- piano & statue. The director has researched and has not been successful in obtaining any type of information to obtain an appraisal. Also asked

finance director for assistances and has not heard back. At this time the trustees are satisfied with the current limit on these items.

February Workshop topics reviewed

Trustee calendar should we consider this for the February workshop.

Candidate forum -discussion was held if the library was going to host an event. At this time, we feel the library can best serve the community by doing a candidate information booklet and offer to do a video for Hooksett local election

Stump grinding-L. Kleinschmidt has a number for a contractor if needed. She will share with the director.

Pest control service quotes-The director has obtained estimates for pest service. B. Davis made a motion to have Modern Pest provide pest control services for an annual cost of \$1638. L. Kleinschmidt seconded the motion. Voted: 4 in favor, 0 opposed, 0 abstained, 1 absent. The motion passed

Other new business

Additional workspace: In tech services room there is need of another workspace and ergonomically correct desks. The director to research new standing desk for the circulation area and for tech services and bring to the February meeting

Next meeting to be held on February 18, 2019 at 5:30 pm.

Trustee workshop February 8th, 2020 from 10 am to 2pm

ADJOURNMENT MOTION: B. Davis moved to adjourn the meeting 8:15 p.m.

M. Broderick seconded the motion. VOTED: 4 in favor, 0 opposed, 1 absent. The motion passed.

Respectfully submitted, Tammy Hooker, Board Secretary

February Workshop 2020-set a time limit

Employee handbook

Show & Tell tracking forms-idea add to directors report each month

Patron overview training

“Sharing the stories of our community”

Project Management

Lighting & Parking

Trustee Calendar