

Hooksett Public Library Trustee Meeting
Official Minutes
July 21, 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)240-3212, entering the access code: 891-638-989. The public can also "join" this meeting via the **following link:** <https://global.gotomeeting.com/install/891638989>

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

Guest: Heather Rainier, library director

M. Farwell called meeting to order at 5:34 pm

Public Input none at this time
Secretary's Report

B. Davis moved to accept the July 14, 2020 minutes L. Kleinschmidt seconded the motion.

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

M. Broderick moved to accept the July 14, 2020 nonpublic minutes. M. Farwell seconded the motion.

Voted: 3 in favor, 0 opposed, 2 absent. The motion passed

Treasurer's Report-the past budget for the year ending 2020 was reviewed.

Library Director's Report

Roof inspection-It appears that the Town also had our roof inspected unbeknownst to us after DPW Department Head Earl told us to have it done ourselves. The town has scheduled Melanson Roofing to conduct the repairs. The trustees expressed concern that a vendor was on the roof of the library and did not check in. The library has written procedures that when a vendor is on premise they need to check in and enter information into the vendor log. The director to forward the email to Earl and cc Andre Garron, Hooksett town administrator that we were instructed to have the roof inspected by our own company. The director is to request that the repairs be put on hold until we are able to review the inspection from Melanson and compare with the inspection from

Northeastern Roofing Consultants, which has been our preferred vendor for roof inspection and repairs in the past. The trustees feel this was a frivolous use of taxpayer money.

Library cards-the director will review and update as May 2020 was blank
T. Hooker expressed the importance of maintaining this data as it will become “historical” data for the library.

Museum passes-A limited number of museums are opening, and patrons are reserving the passes, but some museums will not be accepting library passes at this time.

Summer Reading program- 125 people signed up for the READsquared summer reading platform. That is definitely low for a normal year. The Youth Services Dept has been posting programs and announcements on social media with great following of our program videos. Our numbers are also down because people who purchase cards are not purchasing in the same numbers as in the past due to the lack of in person programming.

For take and make kits, we actually have 140 people signed up for those. That is actually a really great number of distinct people participating in programming. Barring the really high attended performances, that many distinct registrants is a really strong number of patrons participating regularly.

Unfinished Business

Facility Issues

Children’s room renovation -Discovery room sink for the children's area is in. Tuckers Interior needs to cut the countertop to fit the sink. Once completed it will be installed

Dirt Away is scheduled on July 30, 2020 to clean the carpet in the children's room.

Update on the janitorial task list: It has not been updated. The trustees asked if the janitorial staff could assist in making up the task list?

Plan for opening the library- August 3 is scheduled opening by appointment only.

The director has reached out to other libraries about what has worked and what has not worked. What have been their best practices? Browsing will be for 30 minutes and will be by person or family.

Staff is working out the kinks currently. The trustees would like to see a script on what is going out to patrons.

Plexiglass installation-the director has obtained 2 estimates from Lock & Key at \$4350 and Portland Glass is forwarding an estimate.

iWave was discussed on how it would benefit the library and staff. M. Farwell & M. Glisson, Technology Librarian meet with Scott Tarzia from Granite State Plumbing & Heating. After reviewing our HVAC system, he recommended that we install 2 commercial units for upstairs and 2 for downstairs. M. Farwell to see if they have any stickers for the front door to show that we have the system in place.(similar to a house that is protected by a security system) It was suggested that we market the fact we have obtained this product to assist with air quality as we prepare to reopen the library

B. Davis made a motion to purchase the iWave for the amount of \$6400 from Granite State Plumbing & Heating to be installed in the library current HVAC system. L. Kleinschmidt seconded the motion.

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

Other unfinished business

Outside Lighting-The director is obtaining a revised quote from Rise Engineering and Eversoucre regarding retrofitting the outdoor lighting to 100% LED at the library. Rise Engineering would install the fixture itself at Eversoucre's expense with LED lights.

Lighting for the parking lot to install poles. The trustees will be requesting that the town pay for this. The director will send an email to Earl & Town Administrator as we need the lighting replaced before Fall and have Gimes do the work and send the town the bill

New business

2021-2022 budget was reviewed and due to the town in the third week of August
M. Broderick to write the introduction for the 2021-2022 budget

Other new business

New Hire procedures-deferred to August

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 into nonpublic at 7:19

Exited nonpublic at 8:22 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

Discussion on virtual programs was discussed and if we were going to be offering any in the Fall. The director is concerned about our return on investment. It was pointed out that even if we hosted a program in the library, we could have a low number of attendees.

Annual report-the director has started working on it with charts and narrative. It is due on July 30, 2020. The director will forward to the trustees for review

Next Meeting Tuesday, August 4, 2020 at 5:30 pm at the library

B. Davis 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 8:31 pm