

Hooksett Public Library Trustee Meeting
Unofficial Minutes
May 19, 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) 872-240-3412, entering the access code: 508-900-765. The public can also "join" this meeting via the **following link:** <https://global.gotomeeting.com/join/508900765>

M. Farwell called the meeting to order at 5:14 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 April 30, 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 reviewed ending April 2020

Library Director's Report

- AtoZ database: The library Technology Librarian and Adult & Information Services Librarian reviewed and shared the following: It has multiple target audiences as its focus: folks looking for work, library staff looking for demographics and targeting newcomers to town, and even local businesses and the Chamber of Commerce who are looking for business prospects. It features Indeed.com as part of its interface, resume templates, and a whole lot more. Trustees discussed and wanted to confirm this will be heavily marketed. The annual cost is \$1200 a year. A 3-year plan is \$2900

M. Broderick made a motion to purchase A to Z database for three years at \$2900. Seconded by B. Davis

Roll Call Vote:

Mary Farwell-yes

Mac Broderick-yes

Tammy Hooker-no

Linda Kleinschmidt -yes

Barbara Davis-yes

The motion passed 4-1

Kiwanis Club is moving forward with 5K in September 2020 and requested if they could use the library. The library trustees could not commit at this time and will defer at this time.

Committee reports

Security committee met on May 4th. See attached sub committee report

Unfinished Business

Staffing

Staff work plans and projects-nothing additional from the weekly review.

Director to review actual hours worked compared to hours being paid for the all staff.

Staff working on Form based reader advisory to help select materials for patrons. Book bundles are being designed for patrons to check out based off prior interest.

Postcards to adult patrons that do not use internet or social media will be mailed out this week.

Personnel evaluations- are being worked on should be completed in the next 3 weeks.

Probationary employees- This is a high priority of the director and the trustees. The director is working on and should be completed in the next 3 weeks. B. Davis asked how are trustees able to review files to remove employees from probation? M. Farwell suggested that when one of trustee's signs checks they could then review the file.

Update on custodian task list and timeline- back in the building doing deep cleaning. Head of Patron Services and Safety Committee member will be touring the library this week to compile a list of tasks that need to be completed. Trustees had also suggested the following: deep clean bathrooms in the lower level; finish the closet in tech services; buff the tile floors in the lower level; cleaning air vents

Facility Issues

Discovery Room

Registers in Discovery Room-met with Macy Industries and they suggested we replace the door on the register and use a low profile screws so that children can not open the door. They have shut the heat off in that room as it does overheat. Macy Industries will be sending an estimate next week.

Painting the Discovery Room has started as a color has been selected.

The director has reached out regarding the flooring and has not heard back from them. She has requested the first two weeks in June.

HVAC- Vendor has been contacted and will perform the Spring start up in the next two weeks.

Painting floor of front portico- ceiling has been completed and the vendor has started on the floor.

Gimas Electric will be there next week to install the lights in the ceiling of the portico and other electrical issues in the library. He will also install additional outlets when needed inside the library in order to distance the staff once they are back in the building.

Carpet Cleaning- Director has obtained an estimate from Dirt Away. B. Davis made a motion to have the carpet cleaned on both levels in the amount of \$4000. L.

Kleinschmidt seconded the motion. Roll Call Vote:

Mary Farwell-yes

Mac Broderick-yes

Tammy Hooker-yes

Linda Kleinschmidt -yes

Barbara Davis-yes

Budget- planning for spring expenditures

Curbside book drop box was discussed and trustees decided maybe this wasn't a good idea at this time especially during winter time and bringing books into the library.

Sneeze guards do we know where we need them. The staff is looking into. It was suggested to look at the tech services office to see if they need sneeze guards

Install phone jacks in areas of the library for the staff to use

Roof inspection-the director will contact our vendor to have it completed since the town has not completed.

Parking lot lighting-Director to contact Gimas Electric for an estimate to replace the light poles as there has been no action by the town. She will also obtain quote for new globes for the lighting by the front sidewalk.

New business

Tracking online programs; story time, ask a librarian. Director will update the statistics for the online chat and forward to trustees

Pandemic Policy was reviewed and deferred until next meeting

Illness policy was reviewed and discussed. Question was how would the director monitor? A Google document will be developed for the staff to complete each day before coming to work.

B. Davis made a motion to approve the Employee COVID 19-Illness policy. L.

Kleinschmidt seconded the motion. Roll Call Vote:

Mary Farwell-yes

Mac Broderick-yes

Tammy Hooker-yes

Linda Kleinschmidt -yes

Barbara Davis-yes

Director will start ordering PPE and research touch less soap dispensers and touch less hand sanitizers. We will submit the invoices to the town to be reimbursed by FEMA

FEMA money is available to clean the library if we have a COVID 19 case

Plan for opening the library:

Staff in the building timeline. Some staff have been in the building only one at time.

Looking at an isolated teams approach when beginning curbside pickup

Seeking legal advice-M. Farwell will contact an attorney with our questions regarding reopening the library after we review the after the Reopening NH Libraries Task Force release their Resources/Best Practices document on Thursday.

Facemask-it was questioned if we could require anyone entering the library to wear a facemask. Per Natch Greyes, Esq of Municipal Services Counsel, NH Municipal Association:

Select Boards under RSA 41:11-a (management of Town property) and Library Trustees under RSA 202-A:6 (management of public library property) have the authority to mandate that people entering a town building or library wear a face covering. This face covering mandate should only apply to persons over the age of three (3). Furthermore, we recommend that the town and library have at hand a supply of disposable face masks a person can wear if they do not have their own. If a person refuses to wear a facemask or covering they could be denied access to a town building. This ability to mandate the wearing a facemask or covering would only apply while the Covid-19 pandemic is still considered a public health emergency.

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

Meeting adjourned at 7:46 pm

Next meeting scheduled for June 2, 2020 at 5:00 pm

Hooksett Public Library
Safety Sub-committee Meeting (Virtual, GoToMeeting Platform)
Monday, May 4, 2020, 5:30pm

In attendance

Mac Broderick, Vice Chair, Library Board of Trustees
Linda Kleinschmidt, Policy Chair, Library Board of Trustees
Heather Rainier, Hooksett Library Director
LeAnn Chase, Hooksett Library Head of Patron Services

Review of Action Items from previous meeting

- 1) All staff have completed webinar training regarding how to deal with difficult patrons through Web Junction
- 2) All staff have reviewed the Panic Buttons (location, how/why to use, Before/During/After, (Hooksett Police MUST follow up in person for any call that goes in, regardless of reason)
- 3) Heather will follow up with Mark Glisson regarding her 24/7 App that holds a list of Trustee contacts as well as Building Information. Staff has access through a Google Doc
- 4) Policies to review – Code of Conduct and Safety

Items to Track

- 1) Workers Comp Training for New Employee Orientation
- 2) Evacuation Plan (Update process of where/how to meet
- 3) Vandalism Plan
- 4) Review State of Massachusetts Library Plan (Safety/Disaster)
- 5) Follow up on New Hampshire Task Force's Guideline to Reopen (Retail may work as best fit the Library's situation)

Today's meeting overview

- 1) Define "Essential Services"
- 2) Determine (review the process HPL took) and build "How To" from there
- 3) Outline Continuity of Operations for short, medium and long term closure
- 4) Build plan for reopen (using NH Taskforce guidelines)
 - a. Phased approach
 - b. Flexibility (with option to reverse reopen plan)
 - c. High regard to staff and conditions
 - d. Define limited access (partial reopen)
- 5) Review/build Telework policy
 - a. Review Granite State College's plan
 - b. Review SNHU's plan
- 6) Build links to internal documents within the framework of the policy
- 7) Communication plan for public in reference to reopening plan
- 8) Jaffrey's Public Library Pandemic Policy will be updated later this week so we can review/use if relevant (particularly compensation and guideline for scope of telework expectation)

Next meeting (tentative) Tuesday, May 26, 2020 at 5:30, again using GoToMeeting remote platform