

Hooksett Public Library Trustee Meeting
Unofficial minutes
December 13, 2021, 5:30 PM

In Attendance: Tammy Hooker, Barbara Davis, and Sandra Mack

Linda Kleinschmidt, by Zoom

Mary Farwell excused

Guest: Heather Rainier, Library Director; Mark Glisson Assistant Director

Call to Order B. Davis called the meeting to order at 5:37 pm

Public Input none at this time

Secretary's Report Secretary's Report- L. Kleinschmidt made a motion to accept the 11-15-21 minutes; S. Mack seconded the motion

Roll call vote:

Linda Kleinschmidt	Y
Tammy Hooker	Y
Sandra Mack	Y
Barbara Davis	abstained

Treasurer's Report- was reviewed for ending November 2021. Right on target for Acquisitions.

Library Director Report-

Ordered Two new hotspots for the use of the library due to the high demand of the two hotspots that we currently have in circulation. There is currently multiple pending holds.

New cards for November: 57 new cards: Resident 41, Non-Resident 7, Employed in Hooksett 2, Juvenile 6, and young adult 1.

NEDCC-Northeast Document Conservation Center Three staff members attended a 3-day virtual workshop. The workshop featured 3 daily sessions of digitization fundamentals on various aspects of digitization, dealing with copyright, scanning technologies, workflows, curation, asset management, preservation techniques and presentation essentials. Since the material covered was quite extensive, it will take time to review the materials and distill the important, relevant information for our needs. Copyright on items to digitization is an ongoing concern.

It was asked what is the purpose of digitization in the library? What do we want to preserve? It was suggested that we work with the Historical Society and work with them regarding grants.

Juneteenth- It was suggested the library should do a program to in honor of this date.

Santa Party-T. Hooker would like to commend the Youth Services staff on a job well done. Set up was completed and organized by the staff. Having time slots worked well during this difficult time with COVID. The patrons enjoyed the crafts and stated numerous times how happy they were that we held the event this year.

Friends of the Library held their volunteer fair on 12-7-21. They had 14 tables with 15 organizations. A survey was sent out and has received 4 responses. Very positive feedback and would like to see the event held again.

Assisted with Santa Party and took photos. Received \$181 in direct donations and \$75 in Paypal

Unfinished Business

Staffing- Everyone is doing well during this challenge time.

Hiring - After the first of the year the director will post the additional openings for circulation desk and youth services. It was suggested the director might want to post the first week of January with some potential candidates might be graduating.

Facility

Update on AV System-phased upgrade on the system. One projector has failed recently. We are currently waiting for quotes to replace both. It was suggested that we look at the vision using the AV System going forward.

Elevator-claim has been submitted and waiting for Travelers to send out an adjuster. The part is in and waiting for Stanley to install the part. We should have a working elevator within a few weeks.

HVAC- During the PM work on mechanical: they found the following issue with the rooftop unit: the heaters have failed. Need crankcase heaters replaced due to failure. They also found a heater in the mechanical room that isn't working. They will send us a quote with replacement options. The heater is the sole source of heat in the mechanical room.

Boiler Maintenance Removed the gas burner for cleaning and inspection, found the pressure plate (diffuser) cracked in many areas Checked the safety and operating controls Combustion test the boiler is currently running but the pressure plate will need to be replaced.

Unit Heater Maintenance Inspected the hot water unit heater in the basement mechanical room. The fan motor and the manual starter switch have failed, this is the only heat source for this room. The unit is original to the building, Trane cannot identify the number and the motor information is faded away. Recommend replacing the entire unit--perhaps with an electric heater/motor in case boiler goes out.

The Director and Ass't Director has supplied us with a list of priorities regarding repairs on the HVAC system.

Power was out during the weekend and Mark had to come up to turn everything back on. Should we investigate a generator for the library to restore power for the mechanical components for the library

ARPA grant signee authorization Authorize Library Director Heather Rainier as the authority to enter into contracts and agreements on behalf of the Hooksett Library for the NH State Library, Institute of Museum and Library Services (IMLS), American Rescue Plan Act (ARPA) sub-grant round 2 program.

B. Davis made a motion to authorize the director, Heather Rainier to sign the contract for the ARPA grant and any other related documents. Second by S. Mack

Roll Call vote:

Linda Kleinschmidt	Y
Tammy Hooker	Y
Sandra Mack	Y
Barbara Davis	Y

Affinity update-deferred

New business

Donations

Glenn Grande in memory of Marilyn Grande	\$5000.00
Sew Bee	\$14.50
Model T	\$30.00
Total	\$5044.50

B. Davis made a motion to accept the above donations. Seconded by L. Kleinschmidt

Roll Call Vote:

Linda Kleinschmidt	Y
Tammy Hooker	Y
Sandra Mack	Y
Barbara Davis	Y

Grande Memorial Donation-The director spoke with Glenn Grande regarding his donation and if there was any stipulation on his donation to the library. He would like it designated for books but not the mass market best sellers.

Safety Policy: We had two safety orientation documents we were using for new hires. The director added the key elements from the Town of Hooksett Employee Safety and Responsibilities form to our Safety Policy. The library will eliminate the Town form and instead use our own signature page for the Safety Manual Acknowledgement Form. The Safety Manual is written by the Joint Loss Safety Committee and is a requirement from the Department of Labor. Our safety policy was revised to mirror the town policy.

L. Kleinschmidt made a motion to approve the revisions. Seconded by B. Davis

Roll Call Vote:

Linda Kleinschmidt	Y
Tammy Hooker	Y
Sandra Mack	Y
Barbara Davis	Y

Natural gas contract: The director worked with UMG to lock in a rate of .772 with supplier UGI for the next three years.

Other new business

Non-Public if needed 91-A:3 IIa (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. II(b) The hiring of any person as a public employee. ,c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to 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.

B. Davis made a motion to enter nonpublic Seconded by

Roll Call vote to enter nonpublic session:

Linda Kleinschmidt	Y
Tammy Hooker	Y
Sandra Mack	Y
Barbara Davis	Y

The motion passed

Entered nonpublic at **7:19 pm**

Exited nonpublic at **7:46 pm**

B. Davis made the announcement that the minutes of the nonpublic session will be sealed

Meeting adjourned at **7:50** pm.

L. Kleinschmidt made a motion to adjourn the meeting T. Hooker seconded the motion.

Roll call vote:

Linda Kleinschmidt	Y
Tammy Hooker	Y
Sandra Mack	Y
Barbara Davis	Y

The next meeting is scheduled for January 24, 2022, at 5:30 pm

These minutes recorded by Tammy Hooker