

Hooksett Public Library Trustee Meeting

Unofficial Minutes

June 22, 2021, 5:30 PM

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

Guest: Heather Rainier, library director; Mark Glisson, Info & TS Specialist

Call to Order M. Farwell called the meeting to order at 5:35 pm

Public Input none at this time

Secretary's Report B. Davis moved to accept the June 1, 2021 minutes.

L. Kleinschmidt seconded the motion.

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

Treasurer's Report- was reviewed for year end.

Library Director's Report-Assabet Interactive is a system designed for libraries to manage room booking requests and museum passes on our website. We currently use two different programs. This program will produce reports, increase staff efficiency and be easier for patrons to use. It will also produce a virtual pass for museum passes. The Assabet Interactive does include training for staff. The director recommends this for the library instead of our current software.

B. Davis made a motion to enter into an agreement with Assabet Interactive in the amount of \$1950 for the annually and \$550 set up fee.

L. Kleinschmidt seconded the motion.

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

Unfinished Business

Facility Issues

HVAC-repairs to the roof top and air handler are to be completed by Control Technology.

Exterior Lighting-We are a step closer to installation. All footers and poles have been installed. Waiting for DigSafe to mark the area for installation. The lights should come equipped with LED lights.

The director stated that RiseEngineering had already installed the LED lights on the two poles that were cut down by Ian Cote to replace with the new light poles.

Roof repairs-Master Roofing we are currently on their schedule for repairs.

Budget reviewed for end of the fiscal year ending 6-30-21

Other unfinished business

New business

MRI contract and update- wage compensation study-The director & M. Farwell met with Carol Granfield regarding the process. The director shared the job descriptions with MRI.

Kiwanis Book it to the Library - Kiwanis has requested the use of the library for their annual Book it to the Library. They would like to start the event at the library on September 19, 2021.

B. Davis made a motion to allow Kiwanis to use the library on September 18, 2021.

L. Kleinschmidt seconded the motion.

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

The library will open at 10:00 am on the day of the race.

GMILCS Memorandum of Understanding – was reviewed. T. Hooker asked if we had an updated certificate of insurance on file listing the library as additional insured. The director will request it.

L. Kleinschmidt made a motion to approve the GMILCS Memorandum of Understanding.

M. Broderick seconded the motion.

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

Affinity Grant -The library received a check in the amount \$16,856.80. T. Hooker to post a public hearing for the July 20, 2021, meeting.

2021-2022 merit increases-to be reviewed once the MRI wage study has been completed. The trustees advised the director to send a statement to the library staff that the trustees are reviewing and any increase will be retroactive to July 1, 2021.

Other new business

Acceptance of donations:

B. Davis made a motion that we accept the following donations:

June Childs	\$20.00
Diane Lovejoy	\$50.00
Total	\$70.00

L. Kleinschmidt seconded the motion.

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

Purchasing policy-to be researched by the director and T. Hooker for the August meeting.

It was discussed that we host a COVID 19 vaccine clinic. The director will have a staff member reach out to Concord VNA about interest.

Wearing a mask in the library was discussed. M. Broderick made a motion to rescind our mask mandate effective immediately. The trustees are authorizing the library director to make any decisions regarding wearing masks in the library.

L. Kleinschmidt seconded the motion.

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

Non Public if needed 91-A:3 Ila (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.

M. Farwell made a motion to enter into nonpublic Seconded by B. Davis

Roll Call vote to enter nonpublic session:

Mary Farwell	Y
Barbara Davis	Y
Linda Kleinschmidt	Y
Tammy Hooker	Y
Mac Broderick	Y

The motion passed

Entered non public at 7:32 pm

Exited nonpublic at 8:27 pm

M. Farwell made the announcement that the minutes of the nonpublic session will be sealed.

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

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

Meeting adjourned at 8:30 pm.

The next meeting is scheduled for July 20, 2021, at 5:30 pm.

These minutes recorded by Tammy Hooker