

Hooksett Public Library Trustee Meeting  
Official Minutes  
August 10, 2021, 5:30 PM

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

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

Call to Order M. Farwell called the meeting to order at 5:39 pm

Public Input none at this time

#### Secretary's Report

B. Davis made a motion to accept the 7-13-21 minutes;

L. Kleinschmidt seconded the motion

Voted: 4 in favor, 0 opposed, 0 abstained, 0 absent. The motion passed

B. Davis made a motion to accept the 7-20-21 minutes;

M. Farwell seconded the motion

Voted: 3 in favor, 0 opposed, 1 abstained, 0 absent. The motion passed

B. Davis made a motion to accept the 7-27-21 minutes;

L. Kleinschmidt seconded the motion

Voted: 3 in favor, 0 opposed, 1 abstained, 0 absent. The motion passed

#### Directors Report

Parking lot lights invoice was higher than the bid that was received by the town. The director will follow up with the town administrator regarding the process and why we were not notified of the increase. If the contractor was the lowest bid the invoice should have been as bid, unless there was an escalation clause for materials

Baker & Taylor Sustainable Shelves Program Process-It will give the library a potential credit opportunity for materials that are weeded which over the past few years we have not been adding to the materials for the book sale due to the large amount of donations we receive and the very minimal sales we see on weeded items

HVAC- M. Glisson coordinated repair work with Control Technologies as part of their ongoing follow-up work to repair the Carrier/RTU and AHU components that were disclosed in need of repair/replacement during the system evaluation. CTI techs worked on repairing the 2 failed display modules for the Carrier/RTU and the damper actuator for the AHU in the Mechanical Room. The work was completed. Repair work was also done on the Carrier/RTU to resolve the leak that was discovered. The Sporlan filter drier part was replaced and added new refrigerant but indicated that he couldn't locate the exact location of the leak itself. He tagged this information on the work order tag attached to the Carrier unit as evidence of his repair attempts and as a note for future maintenance

checks to verify the status of the leak. He assured us that we wouldn't be charged another fee for this work, meaning that the original quote for this repair would remain valid until it's resolved. PM maintenance was also performed on the mechanical components of the HVAC system.

Windstream has notified the library they will no longer use analog phone systems. We will be switching to Consolidated Communications for our phone system.

Library cards enrollment has been increasing over the months. It was asked if any reports can be run to show how they are using the cards. The Assistant Director will investigate getting this info once he has finalized existing projects. There is no deadline for this.

Treasurer's Report was reviewed ending July 30, 2021

#### Unfinished Business

##### Staffing-

The director reported that they have an interview for the current circulation position.

Following positions are still open Tech Services and Adult Services Librarian

The director will review the current job description for Adult Services Librarian and bring to the September meeting so we can then post the position.

M. Farwell would like to commend the director for her promptness in executing the wage increases letters to the staff and meeting with them individually.

##### Facility

Elevator-Four years ago the library completed the elevator renovation. The elevator has been out of commission for a few weeks now after series of power outages. Stanley Elevator stated it is an electrical issue. The director reached out to the town engineer, he suggested the library contact Eversource and our electrician to run some test. Eversource completed testing on 8-9-21 that include the lines coming into the library. Eversource will provide a report to the library. Mark will follow up with Eversource.

The Eversource repairman asked if we had a Three Phase Protection into the system. Mark will further investigate with our electrician.

Back columns- L. Kleinschmidt reported the back columns are peeling and there should be composite wood around the columns. The director will add it to the wish list for the end of the year.

Budget 2022-23 was discussed. It was proposed that we move Public Internet into Utilities as this should be part of the utilities and included in the budget.

The trustee will present the budget for 2022-23 at \$995,019

The 2022-23 budget does not include our projection regarding pay equity plan which is intended to deal with longevity, merit, and compression issues

Other unfinished business

New business

Donations

B. Davis made a motion to accept the following donations:

Anonymous	\$90.00
E. Morin	\$20.00
E. Bourgoine	\$70.00
A. Bournival	\$50.00
Total	\$230.00

L. Kleinschmidt seconded the motion

Voted: 4 in favor, 0 opposed, 0 abstained, 0 absent. The motion passed

ARPA Grant-The staff is working on a plan for book lockers for the front porch and possibility for another location in South Hooksett. Training for the ARPA grant highly suggested the library collaborate with other entities in the town.

Assabet meeting room software-The director reported it has taken longer than they expected and a lot of background work. Mark is currently working with the web designer to add the link for the meeting rooms and events. The plan is to finalize setup and testing through August along with a soft launch with invites to patron to help us test out the system.

Trustee opening

M. Farwell read the letter of resignation from Mac Broderick effective August 5, 2021, as he has moved out of Hooksett. The trustees would like to thank Mac Broderick for his many years of services to the Hooksett Library.

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.

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

The motion passed

Entered non public at 8:22 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: 4 in favor, 0 opposed, 0 abstained, 0 absent. The motion passed

Meeting adjourned at 8:30 pm.

The next meeting is scheduled for September 14, 2021, at 5:30 pm.

These minutes recorded by Tammy Hooker