

Hooksett Public Library Trustee Meeting

Official Minutes

April 13, 2021 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) 312-626-6799, Meeting ID: 848 0968 3478 Passcode:669342.

The public can also "join" this meeting via the following link: <https://us02web.zoom.us/j/84809683478?pwd=bGYrWSsrdWRxbWs1TDhY29BNHcwUT09>

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 5:44 pm

Public Input none at this time

Secretary's Report B. Davis moved to accept the March 16, 2021 minutes.

L. Kleinschmidt seconded the motion.

Roll Call vote:

Mary-yes
Barbara-yes
Mac-yes
Linda-yes
Tammy-yes

The motion passed

Secretary's Report B. Davis moved to accept the March 30, 2021 minutes.

L. Kleinschmidt seconded the motion.

Roll Call vote:

Mary-yes
Barbara-yes
Mac-yes
Linda-yes
Tammy-yes

The motion passed

Treasurer's Report-was reviewed ending March. The Director has started planning for end-of-year expenditures.

Projections for the year end have been updated ending March.

Library Director's Report-Pay equity study is being done by the town but does not include the library. The reason that the library was excluded was that we had done our own study. The trustee stated that our pay equity study was done 7 years in 2014. Trustees would like to know the cohort towns. The director will reach out to the town to see who the cohort towns are being used in the study. Our demographics have changed, and we are more of a white collar community. We are assuming the pay equity study is for Fiscal year 2022-2023

Newsbank update-Concord Monitor instituted a 90 day embargo on current issues, the delay embargo has now been reduced to 30 days.

Unfinished Business

Facilities:

HVAC-the JACE was installed this week. Mark is currently learning how to use. Following the JACE installation Control Technology will complete the system evaluation. The director will follow up with the date.

Preventative maintenance-Control Technology has provided an estimate for a bi-annually preventative maintenance that includes the boiler, roof top, hot water pumps and JACE for the amount of \$5125.00 a year. The rate is locked in for three years.

B. Davis made a motion to accept the preventative maintenance contract with Control Technology effective 5-2-21 in the amount of \$5125.00. L. Kleinschmidt seconded the motion.

Roll Call vote:

Mary-yes
Barbara-yes
Mac-yes
Linda-yes
Tammy-yes

Approved by all

Exterior Lighting-prep work has begun on the 4 remaining light poles with Ian Cote Electric. We are now waiting for the installation.

Roof RFP & CIP

Northeast Roofing Consulting completed an inspection on 7-7-2020 and determined that the life expectancy of the roof to be 5 years. His estimate to replace at \$170,000 as of 7-7-2020. The Director is writing an RFP to obtain for the preventative estimate that was recommended by Northeast Roofing Consulting

Master Roof made repairs for two leaks a couple of weeks ago.

The director sent CIP to the finance director and was advised it would come out of the town building fund for 2025

Ductwork cleaning was done 2009, inspected in 2015. The director will have an inspection completed to see if the ductwork needs to be cleaned.

Columns-Bruce is working with Millville to obtain an estimate to repair. Since the town paid for the original repairs, it is expected that they will pay for these repairs.

Other Unfinished business

HB111 "Establishing a cause of action against the state to protect individual rights". At the most recent Urbans meeting, NHLA's legislative liaison provided a quick synopsis of the proposed bill. This bill, if enacted, would provide individuals with a cause of action against governmental employees (state, municipal, etc) for seemingly limitless things. As Denise in Manchester noted, it could include such acts as administering Narcan or CPR. Eric Stern, Derry PL Director, spoke briefly as a prior attorney, as to the potential for unintended consequences of such a bill, and per his discussion with former attorney colleagues, suspects that this bill's intent is to address policing. It did not pass the house bill. Added to the budget but did not pass.
Critical Race Theory

ARPA American Rescue Plan Act funds from IMLS: \$178 million to state libraries in addition to their base amount received annually. Allocations are based on state population - NH is 43rd in the nation and regularly receives \$1.3million. The ARPA allocation will be \$2,297,692 in a one-time allocation, to be spent by 09/2022. ARPA will be governed by LSTA guidelines. Subgrants will be awarded before June 30th. There will be mandatory training for any library applying and all libraries to have their grant request submit shortly after the 5-5-21 workshops. In order to apply the library needs a Dun & Bradstreet number and a Sam.gov account which has been obtained.

Ideas for use of the grant: Lockers for book drop or museum passes; pod furniture for physical distancing; Book drop box; scanner; tech services room; bathroom renovations for staff

Non-union raises-the director will contact the town for additional information and report next month

New business:

Reopening the Library -next steps and timeline

H. Rainier-Computer usage allowed on June 1, 2021 by appointment or if the computer station is not reserved. Usage one hour.

Adjusting the hours on Saturday to 9:00 to 2:00 pm on June 1, 2021 will no longer be using teams.

Tech services room was discussed to provide individual space. The Director will review options with the staff and bring suggestions to the May meeting.

Year End spending projections were reviewed.

T. Hooker noted that we had a custodial position that we did not fill and felt this should be reviewed for year end.

Affinity Update-M. Farwell it appears we might be eligible for another grant from TD Affinity.

Newsletter to Town Council & Budget Committee -The trustees like the infographic and the director will write a cover letter with a thank you for our support and forward to town council and the budget committee

Hooksett Garden Club Butterfly Garden-The director will contact Phil about the driveway.

Safety Committee – Meet remotely. The director recommended or encouraged the Safety Committee to revisit their mission as part of framing the importance of having a meeting and what they are looking to accomplish.

The committee is working on scheduling a meeting

Other new business

Agreement between the Friends of the Hooksett Library and the Hooksett Library

Revised agreement on 4-6-21 “The Friends agree to determine each gift to the Library as a gift to be inventory of the library, in turn the library shall provide access to the Friends for the use of each item for fundraising or other service needs.”

B. Davis made a motion to accept the revision

Seconded by M. Broderick

Roll Call vote:

Mary-yes

Barbara-yes

Mac-yes

Linda-yes

Tammy-yes

Approved by all

Trustee email accounts-The technology coordinator will set up an account and post to the website. The email address will be set up to be sent to the Secretary of the Board

Acceptance of donations:

L. Kleinschmidt made a motion to accept the attached schedule of gifts from the Friends of the Library per the attached for a total of \$4,674.14

Seconded by M. Broderick

Roll Call Vote:

Mary-yes

Barbara-yes

Mac-yes

Linda-yes

Tammy-yes

The motion passed

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

Donna Clorico in Memory of Marilyn Grande \$250.00

Seconded by L. Kleinschmidt.

Roll Call Vote:

Mary-yes

Barbara-yes

Mac-yes

Linda-yes

Tammy-yes

The motion passed

A File Cabinet for the trustees has been purchased. M. Farwell will order keys for all the trustees.

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

The motion passed

Entered non public at 7:51 pm

Exited nonpublic at 8:36 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 M. Broderick seconded the motion.

Roll Call Vote:

Mary-yes

Barbara-yes

Mac-yes

Linda-yes

Tammy-yes

The motion passed

Meeting adjourned at 8:37 pm.

The next meeting is scheduled for May 11, 2021, at 5:30 pm.

These minutes recorded by Tammy Hooker

Gifts From the Friends of the Hooksett Library

04/29/2013	Camcorder	\$234.36	
11/14/2014	Popcorn Machine	\$253.05	
4/30/2015	Accucut Machine	\$316.00	
5/28/2015	Accucut diecuts	\$827.50	
03/07/2016	2015 EV3 robot set	\$469.73	
06/27/2016	Simplify 3D printing software	\$149.99	
06/27/2016	3D printer FlashForge	\$1,495.00	
06/27/2016	3D printer cart	\$282.41	
08/24/2016	1000 Books Before Kindergarten bags	\$250.00	
9/12/2016	Children's room rug	\$318.25	
10/19/2016	FLL EV3 motors	\$77.85	
	Sub-total		\$4,674.14