

Hooksett Public Library Trustee Meeting  
Unofficial Minutes

February 16, 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=bGYrWSrdWRxbWs1TDhIY29BNHcwUT09>

In Attendance : Mary Farwell, Chair ; Mac Broderick, Linda Kleinschmidt and Barbara Davis

Virtual: Tammy Hooker

Guest: Heather Rainier, library director; Virtual: Mark Glisson, Technology Librarian

Call to Order M. Farwell called meeting to order at 5:37 pm

Public Input none at this time

Secretary's Report B. Davis moved to accept the January 19, 2021 minutes.

L. Kleinschmidt seconded the motion.

Roll Call vote:

Mary-yes

Barbara-yes

Mac-yes

Linda-yes

Tammy-Abstained

The motion passed.

Treasurer's Report-was reviewed ending January. Start planning for end of year expenditures.

Library Director's Report

Goffstown library is currently using a Policy Matrix that they use to track policy revisions and who is responsible for each. The trustee like the policy matrix and suggest we add month & year for when policies are to be reviewed.

Neville project: M. Farwell watched the zoning meeting. Must have 30 spaces for cars.

The zoning board gave them the variance and will go back to the planning board for approval. Kim Neville stated during the meeting that there would be less cars daily with the apartments that currently with the day care. The board agreed that we should remain neutral at this time.

Dartmouth Hitchcock has posted the second session in the ECHO series and this one is focused on vaccines with a vaccine specialist from Dartmouth. The director has sent the link to the trustees as she felt it was informative and helpful.

Policies-

Social Media-deferred

Reference-deferred

Youth library card. After review by the Youth Services Librarian and additional input from the Children's Librarian listserv she suggested to change the age of the teen card from age 13 to 12. B. Davis made a motion to change the age of the teen card to 12 Seconded by M. Broderick

Roll call vote:

Mary-yes

Barbara-yes

Mack-yes

Linda-yes

Tammy-yes

The motion passed.

Surplus Policy: The director reviewed the Surplus policy and recommended the following change: to define the term duplicates more clearly in relation to library materials.

B. Davis made a motion to accept the recommendation by the direction. Seconded by M. Broderick

Roll call vote:

Mary-yes

Barbara-yes

Mac-yes

Linda-yes

Tammy-yes

The motion passed.

Unfinished Business

Facility Issues

HVAC-M. Glisson stated Joe from Control Technology visited the library to check out the HVAC system and talk about our upgrade options. His insights into our system were very informative for us. Joe stated we can take a phased approach for our HVAC upgrades, starting with replacing a couple of the VAV controllers (in the large spaces) that are more critical for the air flow in the building. We can replace the VAV controllers with the same model which would be compatible with the JACE upgrade. He drafted a quote for a complete building inspection to determine the operational status of all VAV controllers, flow valves, etc. We can take a phased approach to replacing any additional failing VAV controllers. The existing JACE upgrade (@ around \$14k) quote is valid for 30 days from the date posted, but the upgrade cost will increase as time goes on, so it would be a good idea not to delay too long. Since the projected cost exceeds \$7500, we will most likely need an RFP to proceed. The JACE upgrade can be done as a separate project, if desirable. We followed up with some questions for clarification, including whether we could simply "dumb" down our system, i.e., remove the JACE from the equation altogether, rendering our HVAC system to function more like a home residence type system. His claim was that our current system configuration would not support such a move

The director & M. Glisson wants to pressure them to see if we can dumb it down. They would like to meet will Rob Roy for a different view.

VAV-controls that open the vents in the zones and allows air flow to the room. 2-5 have failed that we can tell. At least a dozen of them needs to be checked. They can replace the VAV with the same make & model that we have now. Do we need a JAC interface to run the VAV.

M. Farwell are the VAV a specific name brand.

M. Glisson no but they are programed to work with the JAC interface.

Writing of the RFP- We want to be clear what we need and timeline. We would also like tech support and service agreement to keep it up and running.

T. Hooker is there another system compatible with our current HVAC

M. Glisson there are other systems out there, but do we really want the JAC Interface. They reached out to another a vendor, but he did not provide a quote.

T. Hooker have you reached out to other libraries to see what they use and if we really want an interface. M. Glisson stated he would do that.

The director to email the trustees an update by 3-6-21

Scanner-update from director report. Michelle did some old photos using our current scanner. Has been paused due to the library staff's training and assistance to patrons on the roll out of the vaccine.

Digitization-M. Glisson has been doing extensive research into digital scanners. The challenge has been to find unit that is both budget-friendly and feature rich for our needs. M. Glisson feels a flatbed scanner for larger projects would be best for our needs. M. Glisson has found another organization with an overhead scanner and reached out to a library in VA but they have not responded to him. He will follow up with them.

M. Glisson presented to the board a photo scanner for the library & patrons. He recommends the FastFoto FF-680W Wireless high-speed photo and document scanning system.

B. Davis made a motion to purchase the FastFoto scanner for up to \$700. Seconded by L. Kleinschmidt.

Roll Call Vote:

Mary-yes

Barbara-yes

Mac-yes

Linda-yes

Tammy-yes

The motion passed.

The director did state there may be a copyright issues once we scan items. She will investigate this further.

Other unfinished business

New business

FEMA Funds The director reached out to Gina Howard at the Hooksett Fire Dept regarding changes in the FEMA Funds that were recently announced. GOFERR has not received any more funding for municipalities. The library would still not qualify for reimbursement under FEMA-PA. This major disaster declaration is still geared toward "emergency protective measures" by "eligible applicants". Initially that was defined as emergency services in support of Covid mitigation.

Reopening the library for browsing - The director reviewed the matrix but Hooksett is still in the orange and should be in Yellow before we offer in building services. The COVID numbers have been dropping. The director will continue to review.

Keeping in touch

Newsletter for town officials-topics have been selected and the staff will continue to work on.

Postcards to residents-deferred

Safety Committee – M. Broderick will reach out to the committee for a virtual meeting.

Other new business

The library staff did set up COVID 19 vaccine assistance since many residents were having issues registering for the vaccine. The state did change the system& follow up. The library did receive positive feedback from the Hooksett-ites

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 that we enter non public  
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

Entered non pubic at 7:14 pm

Exited nonpublic at 8:18 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 8:19 pm.

Next meeting is scheduled for March 16, 2021 at 5:30 pm.

These minutes recorded by: Tammy Hooker