

Hooksett Public Library Trustee
Official Minutes
October 18, 2021, 5:30 PM

In Attendance: Mary Farwell, Chair; Tammy Hooker, Barbara Davis, Linda Kleinschmidt, and Sandra Mack

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

Call to Order M. Farwell called the meeting to order at 5:30 pm

Public Input none at this time

Secretary's Report-B. Davis made a motion to accept the 9-14-21 minutes;

L. Kleinschmidt seconded the motion

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

Treasurer's Report: Automation line the GMILCS dues for this year were \$27,207.

M. Farwell comment that the Books and material line is down. The director stated that there is currently \$4000 in books ordered. Currently some of the materials are delayed either by the publisher or in shipping.

Library Director Report:

New library cards: 52 new library cards in August; 52 new library cards in September

Meeting room bookings are currently down. The evenings are quiet, and the staff is working on different projects.

T. Hooker asked if any programs for children in the evenings are in the works? The director will verify with the children's librarian if anything is in the works. The director stated once we fill the ASL adult programming will be coming.

The director stated the Youth service team is working on in door programing since it is getting colder outside. They will offer the same programs each week with a limited number of participants. M. Farwell asked if we could offer hybrid programming for these programs. The director thought we could use the OWL for those programs.

T. Hooker asked if we will we be hosting Santa? The director will confirm with the Children's Librarian.

T. Hooker asked about the Foot traffic the chart, what are the average numbers for the week by the time. M. Glisson will send out the report for the average for the days per week for the month.

MVBM took the older printer for \$200, and it will be credited to our account.

Unfinished Business

The trustees accepted the resignation for Emily Fay, her last day was September 13, 2021. E. Fay took a full-time position at another library.

The director will start working on the open positions for patron services and will start interviewing the next week.

Facility

Elevator update: M. Glisson has obtained a quote from Longchamps to install a single-phase protection system for the elevator. The quote is for \$3520 to furnish and install 1 EMA series SPD device on the incoming 400-amp service that includes the elevator feed. M. Glisson also contacted Stanley Elevator to let them know it was in the works and to have them update their quote for the replacement parts for the elevator project.

L. Kleinschmidt made a motion to move forward with installing a single-phase protection system for the elevator.

B. Davis seconded the motion

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

Stanley Elevator has provided an estimate for repair for \$5349 to be done after the EMA is installed. B. Davis made a motion for up to \$5500 repair of the main control circuitry board. L. Kleinschmidt. Seconded the motion.

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

M. Glisson will approach Stanley Elevator regarding a credit for our quarterly maintenance contract since the elevator has not been in service. The director will contact the town to see if the insurance policy has equipment breakdown that might cover the damage done to the elevator.

Roof Repair: M. Glisson worked with Master Roofers to address the persistent roof leak above the Adult Computer Lab area in the library. It appeared another vendor used spray foam to cover a hole that was drilled to insert a flexible electrical conduit line that runs through the watertight pan.

Control Technologies removed the old sealants, removed, and cleaned the mounting base and installed a new gasket, resealed the electrical connector and conduits, and tightened the mounting base, and cleaned the work area

New business

Donations

Anonymous \$25.25

B. Davis made a motion to accept the above donation. L. Kleinschmidt seconded the motion

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

ARPA Grant- Round 1: Population-based grant: A Maker Space Mobile Project Cart and STEAM activity kits were purchased for the Junior Room. We also purchased an activity table with sides and drawers for our Lego-based activities and programs. They were finally received in mid-September.

Competitive Round 2: The library submitted the grant for a locker system to be placed on the front portico. Patrons will be able to pick up items and museum passes after hours. Applicants will be notified on December 1st.

Pay Equity Longevity Town Council meeting to discuss a warrant article, October 27, 2021. Meeting starts at 6:00 pm.

Friends of the Library updated:

Book Sale update. B. Davis reported everything is going well. The sale is November 13, 2021.

Costume Swap is currently in the Junior Room until the end of the month.

The Friends are co-sponsoring the Trunk & Treat on Saturday the 23rd. They will be offering popcorn, snow cones, and the photo booth

They are also hosting a "Volunteer Fair" on Tuesday, December 7th from 6-8 at the library. They currently have 10 organizations signed up.

The Friends will be buying lunch for the library staff as a thank you for all their help!

Meeting Room update-The library staff are working to accommodate patrons needing small study rooms who do not have library cards. In addition, a number of new resident library accounts have been created for long-time meeting room users who had not had a library card and now need one for room reservations.

Other new business

HealthTrust return of surplus: Each year Health Trust reviews capital adequacy reserve level and are audited at the end of the fiscal year ending 6-30-21. They found that this year their capital reserve target exceeded therefore a return of surplus. The library will receive a surplus return of \$7118.25 with \$6484.42 for medical coverage and \$633.83 for dental coverage. It was discussed if we want a check back to the library or a premium holiday?

B. Davis made a motion to do a premium holiday. 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 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 nonpublic Seconded by B. Davis

Roll Call vote to enter nonpublic session:

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

The motion passed

Entered nonpublic at **6:36** pm

Exited nonpublic at **8:19** pm

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

Meeting adjourned at **8:22** pm.

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

The next meeting is scheduled for November 15, 2021, at 5:30 pm.

The meeting in December has been changed to December 13, 2021, at 5:30 pm

These minutes recorded by Tammy Hooker