

Official Minutes

Hooksett Public Library Trustee Meeting
January 19, 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 1 929 205 6099, entering the access code: 848 0968 3478 The public can also "join" this meeting via the following link: <https://us02web.zoom.us/j/84809683478?pwd=bGYrWSsrdWRxbWs1TDhY29BNHcwUT09>

Members in attendance Mary Farwell, Chair, Mac Broderick, Vice Chair, Barbara Davis, Treasurer, Linda Kleinschmidt, Policies Chair.
Tammy Hooker, Board Secretary, excused

Guests, Heather Rainier, Library Director
Mark Glisson, Technology Director

Monica Light, Hooksett Resident
Nicole Jache, Hooksett Resident and Library Science Student @ UDenverColorado attending meeting as course requirement.

Call to Order M. Farwell called the meeting to order at 5:43 pm

Public Input No Public Input at this time

Secretary's Report reviewed, Motion to accept the December 15, 2020 minutes by Barbara Davis, Second Mac Broderick

Roll Call Vote

Mary Yes

Mac Yes

Barbara Yes

Linda Yes

Treasurer's Report reviewed ending December 2020 accepted and filed

Library Director's Report

Addition - Gabby Baron Girl Scout Gold Award, working with Heather Dresser, Youth Services Librarian, building Sensory Bins and Sensory Play Kits. More information will be in the next Director's Report

Polar Express Event was attended by people from South Africa and Hungary, to name two, making the term "going viral" an understatement.

Make and Take is also highly successful. Thank You notes received from several patrons.

Discussion about Library Aware and adding Magazines

GOEFFR Update – dates were published and will be adhered to. Promise to be more forthcoming with information in the future.

Hooksett Library was included in the State Library's report to the Governor in December.

Policies -

Social Media – reviewed, changes/additions to be discussed by the staff . The Director will bring recommendation to the Board for February.

Discussion about staff taking a look at the policies since they are the ones tasked with following them and know the daily workings of the Library

For review at February Meeting – documents available as Google Docs and on Library Website

Youth Library Cards – last reviewed 2011

Request for Reconsideration – last reviewed 2011

Reference – last reviewed 2011

Unfinished Business

Facility Issues

HVAC – Discussion about interface and cost associated with upgrade and potential repairs. Until we have an idea of how to proceed, this will be an ongoing research project

Alarm – Was presenting an issue in conjunction with the boiler, the notification from the boiler to the alarm system when the boiler turns off has been removed and the alarm is no longer triggering in the building.

Scanner – Digitization Project, the need to scan historical objects, our current equipment is sufficient (for single photographs), but not ideal. Newer technology when we want to do larger projects (such as our historical scrapbooks) will need to be considered. Mark is checking with outside sources (other libraries, historical societies) to learn what they have used. Some replies are in but many other libraries (even in GMILCS) are in the same situation that we are.

Scanning patron pictures – We will continue to explore options for this possible service as we explore available scanners for the larger archive project. As we gain more information, we will also explore more details on protecting patron's photos and library liability if damage occurs to their photos due to the use of the equipment.

New business

FFCRA/part time sick hours was discussed

Motion to extend the FFCRA leave through March 30, 2021 made by Barbara Davis, seconded by Mac Broderick.

Roll Call Vote

Mary Yes

Mac Yes

Barbara Yes

Linda Yes

Motion to extend the emergency sick bank for part time staff through March 30, 2021 (following the FFCRA timeline) as adopted at the October 13, 2020 meeting, made by Barbara Davis, seconded by Mac Broderick.

October 13, 2020 motion:

Create an emergency sick bank for part time staff that is not able to work from home due to COVID-19 symptoms or taking care of a child with symptoms. It would be an average hours per week to be used to supplement FFCRA and would end on December 31, 2020. This sick bank would provide for one week pay depending on the average hours worked.

Roll Call Vote

Mary Yes

Mac Yes

Barbara Yes

Linda Yes

Memorial donation options staff to review, the director will report back at a future meeting.

Keeping in touch

Newsletter for town officials – staff working on an outline and topics, the Director will send topics to the Board.

Postcards to residents – M. Farwell thought it would be a nice gesture to send postcards to adult patrons who are not currently using library service, letting them know that we miss them and look forward to seeing them again when safety permits. She suggested using a volunteer to do this but there were some privacy concerns. A similar outreach was conducted by the youth services dept so HSR will check with them to see how this was accomplished. Perhaps a staff member working remotely might have time for this project?

Researching how other libraries use volunteers – possibly as part of the revision of the Volunteer Policy, the director will explore this in future months when we revisit the Volunteer Policy.

Safety Committee – Mac Broderick will set up a virtual meeting to get the Safety Sub-Committee back on track

Mac Asked Monica Light if she had any questions; she did not

Mark Glisson, Monica Light, and Nicole Jache exited the meeting at 6:29 pm

Non Public 91-A:3 IIa (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.

Motion by Mary Farwell to enter into Non-public, seconded by Barbara Davis

Roll Call Vote

Mary Yes

Mac Yes

Barbara Yes

Linda Yes

Entered nonpublic at 6:29 pm

Exited non public at 6:53 pm

M. Farwell announced that we would not disclose the non-public minutes at this time.

M. Farwell announced now on to other new business

Other new business

Motion to adjourn made by Barbara Davis, seconded by Mac Broderick @ 6:53

Roll Call Vote

Mary Yes

Mac Yes

Barbara Yes

Linda Yes

Meeting Adjourned @ 6:54 pm

Next meeting February 16, 2021 at 5:30 pm