

Hooksett Public Library Trustee Meeting
Official Minutes
March 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=bGYrWSsrdWRxbW51TDhY29BNHcwUT09>

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

Virtual: Mac Broderick

Guest: Heather Rainier, library director;

Call to Order M. Farwell called meeting to order at 5:42 pm

Public Input none at this time

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:

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|--------------------|---|
| Mary Farwell | Y |
| Mac Broderick | Y |
| Barbara Davis | Y |
| Linda Kleinschmidt | Y |
| Tammy Hooker | Y |

The motion passed

Entered non public at 5:42 pm

Exited nonpublic at 7:16 pm

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

Secretary’s Report B. Davis moved to accept the February 16, 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 February. Start planning for end of year expenditures.

Library Director's Report nothing additional at this time.

Unfinished Business

Virtual: Mark Glisson, Technology Librarian joined us at 7:24 pm

Facility Issues

HVAC-Joey of Control Technology is their sales rep. M. Glisson did point out that Control Technology had indicated that they have partnerships with Buderus and Carrier, and I think he also confirmed that he as well as some of CT's technicians are trained to work on both Buderus and Carrier units. The boiler and rooftop units are NOT part of the JACE upgrade proposal, except only in terms of their current configuration and integration with the existing JACE. We broached the subject of how the boiler and rooftop units could be tweaked and harnessed for better performance, including more economical and efficient operation.

M. Glisson-the main reason that we are currently in the situation that we find ourselves in terms of the failing HVAC components and system, is that over the years we have been contracting with vendors that did not understand our control interface, nor would they check the controllers, but would only focus on the general mechanical servicing. In addition, we have never had a controller PM plan, but only a mechanical PM plan an updated JACE interface will make it easier for technicians troubleshoot with system alarm/alert logs, usage tracking, etc. We can also enable remote access to Control Technology for potential remote troubleshooting. The new JACE software upgrade will be an industry-standard, NON-proprietary, open-sourced product. The Controllers would include: the JACE, VAVs, Radiant Wall heaters, AHU, RTU. Our current JACE does not control the boiler or roof top unit, nor will the updated one.

VAV (variable air volume) controllers are not proprietary, and the models that we have installed can be resupplied from manufacturers in the market. VAVs are electronic devices that control the vents and air flow into the zones. 5 VAVs are not working properly at this time, which is why we need an evaluation completed.

JACE is the brain of the operations. The actual motherboard that the JACE software is installed on —is composed of electronics that are industry-standard, accessible to any supporting HVAC supplier besides CTI.

Evaluation-Would be completed by Control Technology and is a two-day process. Question was asked if the evaluation included the boiler and rooftop, air handler units. M. Glisson stated no it did not. We would like an evaluation that includes the mechanical, the boiler and the rooftop unit.

M. Glisson had pointed out that we did reach out to other vendors regarding the JACE and HVAC system, they either did not return phone calls or did not provide a quote. M. Glisson followed up with them, but they did not respond back.

Control Technology quoted a Preventative maintenance \$1720 a year for the JACE

B. Davis made a motion that since our current JACE system is outdated and no longer supported that we enter a contract with Control Technology to Upgrade R2 to N4 platform in the amount of \$14,670.00.

Second by L. Kleinschmidt

Discussion by the board: Our building's current setup necessitates only one kind of upgrade, and that involves replacing the JACE unit. This also means that we cannot reasonably compare our building to others, unless they are equipped in the same way, i.e., VAVs controllers, VAV flow valves, etc. It was determined that the JACE system is single sourced and to obtain additional quotes from other vendors would not be productive. As M. Glisson had stated he has reached out to other vendors with no response. There are only some many vendors that offer the JACE system and able to upgrade our current system.

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|--------------------|---|
| Mary Farwell | N |
| Mac Broderick | Y |
| Barbara Davis | Y |
| Linda Kleinschmidt | Y |
| Tammy Hooker | Y |

B. Davis made a motion to have Control Technology perform a building evaluation to include the boiler and roof top unit of the library up to \$2500. Seconded by L. Kleinschmidt

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|--------------------|---|
| Mary Farwell | Y |
| Mac Broderick | Y |
| Barbara Davis | Y |
| Linda Kleinschmidt | Y |
| Tammy Hooker | Y |

Other unfinished business: Newsletter to town officials -deferred

Copyright issues for scanning items-update-deferred

FastFoto Scanner updated: When the library went to purchase the scanner, they found the price had increased.

B. Davis made a motion to amend the amount from the February 16, 2021 meeting Up to \$1000. Seconded by M. Broderick. Roll Call vote:

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| Mary Farwell | Y |
| Mac Broderick | Y |

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|--------------------|---|
| Barbara Davis | Y |
| Linda Kleinschmidt | Y |
| Tammy Hooker | Y |

Annual Performance reviews- Originals absolutely to be finalized and ready for review no later than May 8th and presented to employees no later than May 31st.

New business

Quarantining of books-The library is currently quarantining books for one day. The trustees expressed concern that they were receiving late notices after their books were returned and past the one day of quarantine. The director will investigate this.

Friends of the Library-T. Hooker had brought to the boards attention that the friends purchase will need to be donated to the library. The Friends will need to compile a list for donations and bring back to the board for acceptance.

Library stimulus-The director has heard anything but will keep us posted if she hears anything.

Safety Committee – will be meeting on March 24, 2021.

Other new business-

Opening the library: T. Hooker asked when the director thought when all staff will be back in the building and fully opened to the public. The director stated once the COVID vaccine is available to everyone.

Extending the hours to 8:00 pm on Monday & Wednesday. T. Hooker had asked if this was being considered. The director stated that currently the number of patrons picking up books have not increased in the evenings. The Director will continue to monitor browsing and porch pickup statistics. We expect these numbers will increase more dramatically once meeting rooms are open. T. Hooker suggested that with it staying lighter longer that people may be out more. The director will continue to review.

Computer usage not there yet. M. Farwell asked if patrons could use the computers inside the library. M. Glisson is sending out a survey to see how other libraries are handling it. Director will report back at the next trustee meeting.

Plans to offer summer reading in the library. The youth service department is currently working. They are looking to offer programming outside.

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 8:53 pm.

Next meeting is scheduled for April 13, 2021 at 5:30 pm.

These minutes recorded by: Tammy Hooker