

Hooksett Public Library Trustee Meeting

Unofficial Minutes

May 11, 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=bGYrWSsrdWRxbWs1TDhIY29BNHcwUT09>

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 April 13, 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-reviewed for month end and year end projections

Library Director's Report-

Fire Dept came and did an inspection of the building. They found Emergency lighting not working but the director stated that we were aware of this and the batteries for the lights have been ordered.

Public PC Service Updates-M. Glisson had sent a survey out to other libraries and had an overwhelming response. M. Glisson to share the survey with the trustees

Non Residents card fee-L. Kleinschmidt made a motion for the 2021-2022 fee of \$60.00.

B. Davis seconded the motion.

Roll Call vote:

Mary-yes

Barbara-yes

Mac-yes

Linda-yes

Tammy-yes

The motion passed

L. Kleinschmidt made a motion for non residents renewals from 20-21 will be at \$30.00 this year due to limited services from COVID 19

B. Davis seconded the motion.

Roll Call vote:

Mary-yes

Barbara-yes

Mac-yes

Linda-yes

Tammy-yes

The motion passed

Unfinished Business

Facility Issues

HVAC

Evaluation of the HVAC system was started in the past 2 days but it is not completed. The director and Mark are to follow up to see when it will be completed. They still need to complete the evaluation of the roof top and boiler.

Exterior Lighting-light poles have been delivered. Waiting for the town to install concrete footings.

The batteries for the Emergency Lighting have been ordered.

Staffing-The director informed the trustees that Beatrice Couser resigned on 4-30-2021 as she accepted a position at another library.

The director is reviewing the current staffing position to see what are the current needs to benefit the library and will bring recommendation to the next meeting. The director will review job descriptions and forward to the trustees.

Other unfinished business

New business

Reopening the Library -May 17th the library staff will no longer be working in teams.

June 1, 2021 the door will be unlocked and usage of the computer by appointment or drop in if the computers are available .

It was suggested that maybe the doors open the week before for a soft re-opening. The director will consider as there is additional training of the staff to be completed regarding wearing mask in the library and how to handle potential patrons that do not wish to wear a mask. The trustee stated that if we need to post an official notice that masks are required inside the library we will do so.

Open hours of the library were discussed and will continue to be reviewed.

Affinity Update-M. Farwell reported that the figure for March looks good

Pay Equity-M. Farwell stated the library pay equity was completed in 2014 and it was compared to the Town of Hooksett pay grade, not other libraries. The town pay equity that is being completed currently does not include the library. Mary Farwell to contact James Sullivan, Chairman of the town Council to discuss inclusion of the library into the wage comparison study currently being conducted.

Newsletter to Town Council & Budget Committee-The director will send them out in the mail since the town would not allow them in the packets.

Friends' donation-

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 \$4871.79

Seconded by M. Broderick

Roll Call Vote:

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

The motion passed

ARPA grant-working on the details of what we might apply our grant funds towards with a focus on outdoor furniture and or sound equipment. The breakdown for the distribution of the funds for the first round of grants outlines: Each community shall receive a base amount of \$1000, libraries in counties that have a poverty rate greater than 9% will receive an additional \$1675 with a remaining \$150,000 distributed by population size. The Hooksett Library is eligible to receive \$2616.

Safety Committee – deferred

Other new business-

T. Hooker suggested that we investigate the rental or purchasing a tent for summer programs to be held outside. The director stated the children's department is looking into it.

Acceptance of donations:

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

Laurie LaFleur \$100.00

Seconded by L. Kleinschmidt.

Roll Call Vote:

Mary-yes

Barbara-yes

Mac-yes

Linda-yes

Tammy-yes

The motion passed

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 7:57 pm.

The next meeting is scheduled for June 1, 2021, at 5:30 pm.

These minutes recorded by Tammy Hooker

Gifts to the Library from The Friends of the Hooksett Library

10/19/2016	FLL Jr Starter Kit	\$406.49
10/26/2016	Santa backdrop	\$249.95
11/24/2016	FLL Jr battery pack	\$107.98
4/14/2017	Easter Backdrop	\$249.95
05/24/2017	Backdrop	\$239.85
07/12/2017	2017 EV3 Robot Set	\$502.85
11/11/2017	Chromebooks	\$265.74
12/5/2017	Photo printer	\$964.98
12/6/2017	Hot Books Cart	\$339.84
2/8/2018	Chromebooks	\$797.22
09/01/2018	LEGO Mindstorms EV3 Core Set	\$489.95
09/17/2018	Great Northern Popcorn Popper	\$256.99
	Sub-total	\$4,871.79