

**Hooksett Public Library Trustee Meeting
Official Minutes
August 13, 2019 5:30 PM**

In attendance: Mac Broderick, Tammy Hooker, Linda Kleinschmidt and Barbara Davis

Mary Farwell, excused

Guest: Heather Rainier, library director

M. Broderick called meeting to order at 5:36 pm

M. Broderick opened the Public Hearing at 5:40 pm to accept the donation of \$15,857.61 from TD Bank from their Affinity Program.

TD Bank will present the check on September 12, 2019 during a program at 6:30 pm

Public Input none at this time

Secretary's Report

B. Davis moved to accept the July 23, 2019, Meeting minutes. M. Broderick seconded the motion. Voted: 3 in favor, 0 opposed, 1 abstained, 1 absent. The motion passed

Treasurer's Report was reviewed ending in July 2019

Library Director's Report

Front Portico was power washed on August 8th, 2019 and looks great. Suggested we put this on the schedule to do annually

Attendance in the children's room had over 1000 people attend events in the month of July.

Museum passes-a banner month for museum passes! The NH State Parks pass is a huge hit! Number reserved for the month of July 273!

Lynda.com bought by LinkedIn and is now call LinkedIn Learning. Our Technology Librarian reached out to the Rep regarding the migration of Lynda.com to LinkedIn Learning and how it will impact branding and patron access and their profiles. The Rep confirmed that, although profile settings will by default be configured with a public profile type, these settings allegedly can be manually changed by the user. It will be incumbent on us staff to provide tutorials for users on how to lock down their profile, unless they choose otherwise. After review with staff about this migration from Lynda.com to LinkedIn Learning along with its privacy implications, and the general consensus was that this migration could be of substantial benefit and advantage to a previously untapped target audience who would much appreciate the wedding of the Lynda.com's learning tools with their LinkedIn profile, be it for professional development or employment concerns. We've learned from various library sources, including ALA and sizeable

State Libraries, who've reviewed the fine print regarding the Terms of Agreement on the LinkedIn website, that former Lynda.com user data may still be harvested by 3rd Party players. Our plan is to regroup among staff to reconsider our options and weighing whether it's worth the risk to our users. It might be well worth the trouble of investigating alternative online databases, like Gale, to see if it would be a suitable replacement option for our current Lynda.com users.

Our Technology Librarian has explored the Gale options and they pale by comparison to LinkedIn/Lynda.com. We have spent significant time recently reading, understanding and discussing this issue and we are still undecided on the right choice for our library and our community.

State interlibrary loan State library moving forward with a new replacement for NHUPAC and an updated interlibrary loan system. The new system will utilize Z39.50 technology which allows the system to search our GMILCS-hosted database including the current status of our holdings. This will improve efficiencies immensely both for patrons in the speed of getting their materials and for staff not having to waste time on saying no to item requests because they are out. We are enabling a staff-mediated interlibrary loan request option which will allow patrons to place their own interlibrary loan requests for materials outside of GMILCS. It will also have an option that will pop up if the item is already in the GMILCS consortium of offerings so as not to duplicate requesting items that are available locally.

We completed the initial technical survey for the state library and are looking forward to the next steps and going live.

Meeting room policy-The State Library is providing a workshop on meeting room policies and best practices in regards to intellectual freedoms. The workshop will be held at the Hooksett Library on September 12, 2019 from 8:30 am to 10:30 am. Trustees are invited to attend.

Committee reports

Personnel-annual review of files was completed.

Policy-volunteer deferred

Security-LeeAnn Chase will represent the library on the security subcommittee. The subcommittee will reach out and schedule a September meeting.

Friends- The Second Summer concert was held on August 8th with about 60 people. Next step is to discuss with the Friends to hold more next year. Library director to check with staff to see if it inconvenienced the patrons

Unfinished Business

Staffing-Custodian position is still open. The director has a couple of candidates and will schedule an interview with them

Current openings for circulation desk and children's room. The director has a couple of candidates and has interviewed them. We are having difficulty filling these positions as they are part time positions and candidates are expressing the need for fulltime employment.

Facility Issues

Children's room renovation will have a decision on the flooring, laminate and cabinets by the September meeting. Will obtain a quote for plumbing of the sink. Director will have a tentative schedule of installation for the September meeting

HVAC

Paradigm has fixed the broken compressor in the rooftop unit and the library is enjoying brisk cool air conditioning again.

PowerFlame - We have researched and determined the correct company that was recommended for the PowerFlame burner issue. Mark is working to contact them. The director will send a mid-month report on this

Repainting floor of front portico-will have a quote this week as Miville Construction has been on vacation.

2020-2021 budget presentation will be on September 18, 2019 at 6:00 pm with the town council.

Public Internet- Comcast - Static IP address - Required for in-house authentication to our online resources such as our databases. A standard practice for all libraries to be able to access their digital resources without requiring authentication through the automation system as is required when accessing from home. In order to have a static IP, you must have a Comcast business class account and those are not provided for free to municipalities as our regular public internet had been. We made the shift to a static IP in July of 2015.

Other unfinished business

New Business

M. Broderick announced the Public hearing was closed at 6:48 pm.

B. Davis moved to accept the to accept the donation of \$15,857.61 from TD Bank from their Affinity Program. L. Kleinschmidt seconded the motion. Voted: 4 in favor, 0 opposed, 1 absent. The motion passed

Acceptance of donations

Amoskeag Quilters Guild	\$60.00
Nepalese Literary Society	\$50.00
Model T	\$30.00

Sew Bee	\$32.00
Mahjong	\$50.00
Total	\$222.00

B. Davis moved to accept the above donations. L. Kleinschmidt seconded the motion. Voted: 4 in favor, 0 opposed, 1 absent. The motion passed

Apple trees-Per L. Kleinschmidt's conversation with Mr. Sorel we have 8 stumps and 2 more trees need to go. Mr. Sorel will remove the two dead trees. We will defer the decision of planting new trees until Spring of 2020

Director will check to see if Parks & Rec can remove the stumps.

Trustee calendar was reviewed. It was suggested that we add it to the monthly agenda

Next meeting to be held on September 17, 2019 at 5:30 pm.

ADJOURNMENT MOTION: B. Davis I moved to adjourn the meeting at 7:45 p.m. L. Kleinschmidt seconded the motion. VOTED: 4 in favor, 0 opposed, 1 absent. The motion passed.

Respectfully submitted, Tammy Hooker, Board Secretary