

Hooksett Public Library Trustee Meeting  
Official Minutes  
October 14, 2019 5:30 PM

In attendance: Mary Farwell, Mac Broderick, Tammy Hooker, and Barbara Davis

Linda Kleinschmidt, excused

Guest: Heather Rainier, library director

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

Public Input none at this time

**Secretary's Report**

B. Davis made a correction to the September 17, 2019 minutes, that the donation for J. Bourcher was incorrect and it should read: Jacequeline Bourke

B. Davis made a correction to the September 17, 2019 minutes that the date of the book sale is on November 9th, 2019

B. Davis moved to accept the September 17, 2019, Meeting minutes per the above changes. M. Farwell seconded the motion. Voted: 4 in favor, 0 opposed, 0 abstained, 1 absent. The motion passed

**Treasurer's Report** was reviewed ending in September 2019

**Library Director's Report-**

Budget: Warrant article for union & nonunion positions are still in discussion.

Health insurance rates have been released effective 1-1-2020: 3.6% increase for medical and 3.9% increase for dental. The increase will be addressed at the next town council meeting.

NH Retirement rate is published every 2 years. Our current rate is 11.17% for 07/01/2019 - 06/30/2021

It was discussed about adding additional reports to the directors' report from the Technical Services Librarian and Head of Patron Services.

Youth Services added a new program, Stories and Stretches after they attended training provided by the State Library on incorporating movement and yoga-type activities

It was suggested to reach out our eBook borrowers via email to educate them on the challenge's libraries are facing in the e-publishing world and the impact on budgets and hold lists.

Lynda.com/Linked In Learning: The library received the following email from our representative at Lynda.com Our upgrade scheduled for November 4th has now been paused. “While we’ve worked with many of our public library customers on this transition, we recognize that there are ongoing concerns about some of the changes we are making. This pause will give us time to continue our discussions with the library community and understand if we can build an online learning solution that meets the needs of public libraries and library patrons. While we cannot commit to any changes in our approach at this time, this pause will give us time to have the right, thoughtful discussions.”

NH State Library-The new state union catalog / interlibrary loan system is now live (as of Monday, October 7th). The head of Patron Services has attended trainings, and available patron services staff attend trainings and been practicing using the new system for requesting interlibrary loans and managing requests from other libraries.

This change also has an impact for our downloading of records and cataloging procedures. The GMILCS staff have been working closely with the state library staff on our behalf to connect the systems properly and to work out the bugs. The new program will connect our database of holdings (library materials) with the state database through a connection software - Z39.50. This is a significant improvement for us as it means we no longer have to update the state database with additions and removals.

Additionally, the Z39.50 software allows for current circulation status to be known for items when placing an interlibrary loan request which means it will not request items from a library whose item is a current status of out or not available (lost,missing,in-repair). We expect this to result in a significantly improved interlibrary loan experience for our patrons and around the state as there are approximately 70 libraries in the state who will be connecting with the interlibrary loan system through Z39.50. Many in the state are also allowing for patron-initiated interlibrary loan requests. This follows the same model as our hold requests for our patrons now, but instead they would be able to submit a request on an item anywhere in the state directly through the state software. There is a bit of a stumbling block for this and how it interacts with Polaris that we are trying to determine how to fix. Once we have that work flow fixed, we will advertise this information to our patrons and change our interlibrary loan information on our website.

Hooksett DPW has removed the old pine tree stumps. They also removed the small stumps on the hill side off the driveway. They did a nice job and we appreciate them working with the library,

### **Committee reports**

**Personnel** met and reviewed files for final review. A new employee checklist will be added to the files. Added a line for the new employees to sign on the employment offer form. Developed a form for part time positions to sign after giving notice of resignation with their last date of employment and why they are leaving.

**Policy**-The senior staff have been actively working on the challenges to revisiting our meeting room policy. The Director will bring questions to be considered by the Board to the November meeting.

**Security-deferred**

**Friends**-working on renewal forms. The Friends are also working on ordering new bags with the Friends logo

**Unfinished Business**

Staffing-our new facility maintenance technician starts 10-16-2019

Motion to enter Nonpublic Session made by M. Farwell seconded by B. Davis

Specific Statutory Reason cited as foundation for the nonpublic session:

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.

Roll Call vote to enter nonpublic session:

Mary Farwell	Y
Barbara Davis	Y
Tammy Hooker	Y
Mac Broderick	Y

Entered into non-public at 6:29 pm

Exited nonpublic at 7:02 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

**Facility Issues**

Children’s room renovation update We have been actively working on flooring options and vendors. Our current status is reviewing our options for the flooring, none of which we have loved until we met with the Patcraft rep. We have a visit from the Mohawk rep. this week as well. The Patcraft rep. was very helpful in helping us understand what we are looking for and what our options might be. We collectively felt better about the process after meeting with him,

he was very helpful with discussing options and the overall plan. Once we determine the product we want, we will have three vendors from which to receive quotes. From the flooring, we will select our cabinet finish and wall colors.

The Director to follow up on a quote for plumbing installation.

Repainting floor of front portico-defer until Spring 2020 due to cold weather coming.

**Boiler**-update on the boiler and the power flame burner-The technology librarian has been told by the recommended vendor in Concord that they were too busy to meet with us. He was directed to a company in Massachusetts who then informed us that it would be cost prohibitive for us to have them come to our library but connected us with. He was told they would be in touch with more information following a Powerflame conference. Their follow up call with a possible alternate vendor was not successful. Mark the contacted Powerflame directly and was directed to Blake in Concord which was our original vendor who was too busy to schedule with us.

With this information it was suggested that we investigate buying a new burner. The director is to contact Earl and have a discussion with him.

Affinity-we will continue with the Affinity program again this year. We have many opportunities to ask for new sign ups at the programs in October

Other unfinished business

Two-factor authentication and employee cell phones: We discussed 2-factor authentication and there is an option to receive a phone call on the library's land line with the authentication code if we have an employee who does not wish to use their personal cell phone. At this time we do not believe we need a policy to address this given the additional option.

## **New Business**

Acceptance of donations	
In honor of George Gregoire	\$25.00
Anonymous	\$30.00
Sew Bee	\$22.00
Mahjong	\$64.00
Quilting	\$ 23.00
Total	\$164.00

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

Trustee of the year award ceremony November 14, 2019 @ 6:30 pm

Evergreen tree-after consultation with the Hooksett Garden Club regarding the evergreen tree the in the butterfly garden that is lacking upkeep. The garden club will prune the tree.

eBook/print unique users -eBook/print unique users - On average, our eBook/e-audio users make up 30% of our borrowers for overall circulation.

First Amendment Audits reviewed. Was discussed and need to discuss further after Director continues to research the issue and how the library should best handle it.

Trustee calendar was reviewed

Other new business

Next meeting to be held on November 19, 2019 at 5:30 pm.

ADJOURNMENT MOTION: B. Davis moved to adjourn the meeting at 8:00 p.m.

M. Broderick seconded the motion. VOTED: 4 in favor, 0 opposed, 1 absent. The motion passed.

Respectfully submitted, Tammy Hooker, Board Secretary