

Hooksett Public Library Trustee Meeting  
Official Minutes  
December 9, 2019 5:30 PM

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

Guest: Heather Rainier, Library Director

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

Public Input none at this time.

Secretary's Report- B. Davis moved to accept the November 19, 2019. M. Broderick seconded the motion. Voted: 5 in favor, 0 opposed, 0 abstained, 0 absent. The motion passed

Treasurer's Report-reviewed ending November 2019

**Library Director's Report**

Has reached out to Earl Labonte DPW Director for help with HVAC and outside lighting for the replacement lightning.

Bruce Thomas, Town Engineer will assist with writing an RFP for installation of a sink and remove the heat registers. Will have RFP by the end of the week. The director will also include the installation of the dishwasher to be placed in the Mechanical Roof for staff use.

Santa Party was a huge success with over 300 people in attendance.! Staff will meet with PTA representative about scheduling conflicts

**Committee reports**

Personnel- Met and reviewed personnel file management. Background checks and medical files shall be kept in a locked drawer, separate from current employee personnel files. All background checks shall be kept in one folder.

Policy-Notary Policy, Exam Proctoring, Personnel and Meeting room will be reviewed in January. L Kleinschmidt will review the policies binder to see if we need to update anything additional into 2020

Security-meeting scheduled for Jan 13, 2020

Friends-recap on the book sale. Post-sale was up. 2019 was a record year!!

**Unfinished Business**

Staffing-all is well

Facility Issues:

Children's room renovation update-is working with the vendor Patcraft regarding new flooring and carpet samples. The Director to follow up and obtain larger samples. The Director will also work with Bruce Thomas on writing an RFP for the installation of a sink, installation of a dishwasher and capping off two heating vents.

HVAC update-The director is working with public works to be included in the town wide RFP for HVAC service and to receive assistance in trouble shooting the ongoing boiler situation

Affinity-no update at this time.

Other unfinished business

### **New business**

Acceptance of donations

Mahjongg	\$61.90
Model T	\$30.00
Sew Bee	\$7.00
Knitting/Quilting	\$11.00
Total	\$109.90

B. Davis moved to accept the above donations. M. Broderick seconded the motion. Voted: 5 in favor, 0 opposed, 0 abstained, 0 absent. The motion passed

A stove and a dishwasher were donated by Leslie Madison of 149 University Circle, Hooksett. The value of the Whirlpool stove is \$468.00, and the Whirlpool dishwasher is \$404 for a total of \$872.00.

B. Davis moved to accept the above donations. L. Kleinschmidt seconded the motion. Voted: 5 in favor, 0 opposed, 0 abstained, 0 absent. The motion passed

Update on input from Bruce Thomas, Town Engineer about outside lighting and parking lot/driveway improvements-to be reviewed in January. The trustees would like to meet with Bruce to discuss our options for parking and subsequently lighting

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
Linda Kleinschmidt	Y

Entered non-public at 7:39 pm

Exited nonpublic at 7:47 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

Property insurance- The Director is still trying to obtain appraisals on the piano. T. Hooker provided a possible connection for the director to pursue in hopes of finding an appraiser.

CCS Presentation-Bose speakers' adequacy-The Director stated the speakers are adequate for the use of the meeting room.

Northeast Credit Union- The Director will follow up with NCC again to see if their personal home budgeting software is available for the public. A representative from NCC mentioned it at a prior meeting when discussing community needs.

Trustee calendar-deferred until January. The Board will review better ways to utilize it.

It was discussed that the library will be closed on Dec 24, Dec 25 & Dec 26, The Director shared the patron count from Christmas Eve 2018 which was a Monday morning after being closed on Sunday was only 11 people. The Director feels that with Christmas on a Wednesday there would be even less traffic this year.

Next meeting to be held on January 21, 2019 at 5:30 pm.

Trustee workshop February 8th, 2020 from 10 am to 2pm

ADJOURNMENT MOTION: B. Davis moved to adjourn the meeting at 7:55 p.m.

M. Broderick seconded the motion. VOTED: 5 in favor, 0 opposed, 0 absent. The motion passed.

Respectfully submitted, Tammy Hooker, Board Secretary

February Workshop 2020

Employee handbook

Show & Tell tracking forms

Patron overview training

“Sharing the stories of our community”

Project Management