

Hooksett Public Library Trustee Meeting
Official Minutes
July 14, 2020 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) (872)240-3212, entering the access code: 891-638-989. The public can also "join" this meeting via the **following link:** <https://global.gotomeeting.com/install/891638989>

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

Guest: Heather Rainier, library director

M. Farwell called meeting to order at 5:35 pm

Public Input none at this time

Election of officers:

Motion to open nominations for President made by M. Broderick Seconded by B. Davis

Nominations for President: Mary Farwell

Voted: 5 in favor, 0 opposed, 0 absent. The motion passed

Motion to open nominations for Vice President made by B. Davis Seconded by M. Farwell

Nominations for Vice President: Mac Broderick

Voted: 5 in favor, 0 opposed, 0 absent. The motion passed

Motion to open nominations for Secretary made by B. Davis Seconded by L. Kleinschmidt

Nominations for Secretary: Tammy Hooker

Voted: 5 in favor, 0 opposed, 0 absent. The motion passed

Motion to open nominations for Treasure made by M. Farwell Seconded by L. Kleinschmidt

Nominations for Treasurer: Barbara Davis

Voted: 5 in favor, 0 opposed, 0 absent. The motion passed

Motion to open nominations for policy chair made by M. Farwell Seconded by B. Davis

Nominations for Policy Chair: Linda Kleinschmidt

Voted: 5 in favor, 0 opposed, 0 absent. The motion passed

Secretary's Report

B. Davis moved to accept the June 30, 2020. L. Kleinschmidt seconded the motion.
Voted: 5 in favor, 0 opposed, 0 absent. The motion passed

B. Davis moved to accept the June 30, 2020 nonpublic minutes. L. Kleinschmidt seconded the motion.
Voted: 5 in favor, 0 opposed, 0 absent. The motion passed

Treasurer's Report the director will send the year end 2019-2020 final budget. B. Davis met with the administrative assistance on 7-4-2020 to review and close the year end budget.

Unfinished Business

Staffing will be discussed in nonpublic
Facility Issues

Discovery Room Renovation-It was decided no accent wall at this time. The staff would like to look for some artwork for the walls. It was suggested that we look for local artist and or illustrator.

Children's Sink in the Discovery Room has not been installed as the wrong size was ordered. The adult sink has been installed. The touch free faucets are on back order.

Bubbler has been installed upstairs and the downstairs bubbler has not been installed as only part of it was sent.

The director continues to work with vendor with updates.

Cleaning schedule -cleaning bathrooms once a day. Staff has been cleaning and sanitizing their own areas regularly.

Plan for interim opening of the library; Plan is to open the library by appointments only. The staff has determined that we need a sneeze guard for circulation and the children's librarian's desk and determined that at this time we do not want to add plexiglass to the tech services room but continue to focus on distancing staff in the building. They have mapped out how the circulation desk will be set up to allow for the least amount of open contact between patrons and staff while still being able to assist patrons. The staff will be using the self-checkout in the first phase where the staff will assist in checking out and the patrons will not be touching the screen. The staff will not be touching the books. When the patrons are called to verify their appointments the staff will use a script developed by the director to explain what will be expected of the patrons when they enter the library.

T. Hooker suggested we offer the first hour of appointments to older patrons or patrons with health concerns.

Plexiglass vendors will be coming in to do estimates the week on July 13, 2020 and on July 21, 2020.

Technology Librarian has installed Princh wireless printing software which allows patrons to use their credit card online and print to our copier.

T. Hooker suggested we add the REALM project link to our website to better educate our patrons regarding the study that is being done by OCLC, The Institute of Museum and Library Services and Battelle. The director will have the technology librarian add the information to the library website.

Chrome books-the library will be offering the use of library owned Chrome books as part of the reopening phase. They will be checked out to be used on the library property but outside of the library.

The director has asked for the Chrome books back that was leant to the town.

We should hear back in August regarding the grant with the State in purchasing additional Chrome books.

Other unfinished business

Salvation Army & Target back to school program will not be using the library for the supply pickup.

New business

Air purification system for the library M. Farwell has reached out to St A's regarding the iWave Air Purifier they recently had installed. M. Farwell will be meeting with Scott from Granite State Plumbing & Heating on Wednesday at 10:00 am for him to review our HVAC system to see how many units we may need and if it is a solution for the library especially with the reopening plans of the library to have patrons in the building during COVID -19

The board would like for M. Farwell to further investigate and obtain quotes.

Other new business

Non-Public

91-A:3 II(c) *Matters which, if discussed in public, would likely affect adversely the reputation of any person, **other than a member of this board**, unless such person requests an open meeting. This exemption shall extend to include 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.*

RSA 91-A:3, II(i) *Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or*

state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.

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

Roll Call vote to enter nonpublic session:

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

Entered nonpublic 6:36 pm.

B. Davis and L. Kleinschmidt left the meeting at 7:33 pm

Exited nonpublic at 8:30 pm

M. Farwell announced: During Non public the trustees voted to dissolve the personnel subcommittee eff 7-14-2020

M. Farwell announced that we would not disclose the remaining non-public minutes at this time.

M. Farwell announced now on to other new business.

Next Meeting Tuesday, July 21, 2020 at 5:30 pm at the library

M Farwell made a motion to adjourn the meeting M. Broderick seconded the motion.

Voted: 3 in favor, 0 opposed, 2 absent. The motion passed

Meeting adjourned at 8:31 pm