

Hooksett Public Library Trustee Meeting

Official Minutes

September 15, 2020 5:30 PM

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

Guest: Heather Rainier, library director; Mark Glisson, Technology Librarian; LeeAnn Chase, Head of Patron Services; Heather Dresser, Youth Services Librarian

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

Public Input none at this time

Secretary's Report

B. Davis moved to accept the August 18, 2020 minutes. L. Kleinschmidt seconded the motion.

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

B. Davis moved to accept the August 18, 2020 non-public minutes. L. Kleinschmidt seconded the motion.

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

M. Broderick moved to accept the August 26, 2020 minutes. L. Kleinschmidt seconded the motion.

Voted: 4 in favor, 0 opposed, 0 absent 1 abstained. The motion passed

B. Davis moved to accept the August 28, 2020 minutes. M. Broderick seconded the motion.

Voted: 4 in favor, 0 opposed, 0 absent, 1 abstained. The motion passed

Treasurer's Report was reviewed ending August 2020

Library Director's Report was reviewed and covered under the minutes.

Town Council has added a hiring freeze. Further details will be discussed at the next town council meeting.

**Policies**

Pandemic policy- was reviewed to add "The Hooksett Library Director or designee is authorized by the Trustees of the Hooksett Library to take any measures up to and including closing the library, at his or her discretion, for violations of the Trustees' rules regarding compliance with COVID 19 safety rules." B. Davis made a motion to add the above. Seconded by L. Kleinschmidt

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

## **Unfinished Business**

### Staffing

Custodian- Should we be scaling back the job descriptions to cleaning not as a maintenance person? The director will review the current schedule of the cleaning person. The director will post the position for a cleaning person as we need additional cleaning staff due to COVID 19. The director will post the position this week at \$15.00 an hour for 12 hours a week

Remote staffing-There are currently two staff members working a hybrid model with time in the library and remotely.

### Facility Issues

Plexiglass-The director contacted Portland Glass and was informed that the plexiglass is on backorder for 3-4 weeks. T. Hooker asked if we could reach out to the Town Clerk to see if in the interim if we could use the plexiglass dividers that were used during voting.

Exterior lighting- The library has obtained updated quotes from Gimas and answered all the questions that were asked of him. Gimas can have the lighting completed in two weeks. I. C. Electric is the town electrician and provided a quote, not sure when he is able to install. The director has submitted it to Andre Garron, town administrator for him to sign a waiver requiring 3 bids. The director will follow up with the town administrator again on Thursday.

Column repair-the director has followed up with Bruce Thomas, Town Engineer who is working with Miville who is working with the vendor for repair. It is currently unknown who will pay for the repair.

iWave ionizer-After meeting with Granite State Plumbing & Heating it was determined that since there are no ventilation in the bathrooms vents are needed in the doors to spread the ions from the iWave ionizer. There are two exhaust fans on top of the building for the bathrooms, one is not working, and one is making a lot of noise.

The director will reach out to obtain quotes to replace the exhaust fans. The director will also put in a work order with the town to have the bathrooms door vents installed

M. Glisson will add additional information regarding the iWave ionizer under the frequently asked questions to educate the patrons on what the library is doing during COVID19

Illness policy-reviewed and the director will update per the new guidelines per the NH Bureau of Infectious Disease Control dated 8-27-2020

B. Davis made a motion to add the above. Seconded by L. Kleinschmidt

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

Plans for opening the library- The staff updated the trustees on how the browsing is going. Browsing appointments, Friday afternoon seems to be busy. Have not had people waiting. The staff is currently monitoring the number of people in the library and have not set a number of people allowed in the library at one time. There has not been any issue with patrons lingering in the library. Some laptop use, but not extensive. The staff feels it is because patrons are not able to ask for assistance when needed.

What are the next steps: Trustees would like to see a plan for the eventual reinstatement of in-house computer use with time restrictions along with more virtual adult programming and the consideration of a hybrid model that includes both virtually and limited patrons in attendance and additional browsing hours with an unlocked door.

In person meetings Hooksettits-have been meeting virtually. M. Glisson has assisted the members setting them up. The Ash Street digital photography class is going to start meeting virtually with Mark's assistance.

M. Farwell has asked if the Garden Club could hold a meeting in the library. M. Broderick expressed concern regarding holding the meeting and thought it would be harder to police the number of people attending and wearing masks. He would rather see us increase hours or have the doors unlocked. Offer hybrid programs where a limited number of people attend and also virtual.

Youth services will continue to offer book bundles where youth services will select books based on a child's age or interest. This service has been very popular with the patrons.

Status of performance reviews have been completed and will be given by the end of next week.

Other unfinished business

## **New business**

Donations: Thirty One Gifts \$63.00

B. Davis moved to accept the above donations. M. Broderick seconded the motion.

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

2021-2022 budget presentation to the Town Council on Wednesday, 9-15-2020 at 6:00 pm. NH retirement shortfall for the library would be around \$11,000

Health trust insurance surplus-The library has been notified that we will have a surplus of \$3000. M. Broderick made a motion to apply a contribution holiday for the health trust surplus. B. Davis seconded the motion

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

REALM study -An updated report has been published. The library will continue to quarantine books for 3 days. A new procedure will be implemented and the "new" materials and DVD cases will be opened and put on a table instead of stacking.

### Other new business

NHMA and Primex webinar regarding "Reopening 2.0" M. Farwell attended the webinar. Much of the information presented was a review of previous items such as "under RSA202-A:~, the Library Trustees have the power to set rules, such as mask wearing for the library" There was a discussion of liability and the coverage that Primex would provide if a library or town was sued for COVID related reasons. The response from Primex was that Primex members would be covered against 3<sup>rd</sup> party claims for damages as long as the actions of the defendants were in good faith and undertaken within the scope and in the course of their duties.

During the presentation there was a discussion of Travel and Quarantine requirements. The presenters shared a grid which they strongly recommended that members follow in making determinations of actions to be taken during various circumstances. While the Library cannot prohibit non essential travel by employees , it can certainly discourage it and share the protocols that management would use if such travel were to occur.

M. Farwell asked if the library needs to have our own joint loss committee due to the number of employees. The director will research this as the town has a joint loss committee in which we have a library representative on the committee.

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.

**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 8:19 pm.

Exited nonpublic at 8:58 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.

Next Meeting Tuesday, October 13, 2020 at 5:30 pm at the library

L. Kleinschmidt made a motion to adjourn the meeting M. Broderick seconded the motion.

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

Meeting adjourned at 8:59 pm.

**These minutes recorded by: Tammy Hooker**

### Isolation and Quarantine Summary

	Household Contact (highest risk) to someone suspected or confirmed to have COVID-19 in past 14 days	Non-Household Close Contact with someone suspected or confirmed to have COVID-19 in past 14 days	Traveled outside NH, VT, ME, MA, CT, RI or by cruise ship	Traveled within NH, VT, MA, CT, RI or ME or No Travel
<b>New or unexplained symptom of COVID-19</b>	Isolate, Get Tested, If negative <a href="#">Self-Quarantine</a> for 14 days from last day of exposure (no exceptions)	Isolate, Get Tested, If negative <a href="#">Self-Quarantine</a> for 14 days from last day of exposure (unless essential employee as outlined above)	Isolate, Get Tested, If negative <a href="#">Self-Quarantine</a> for 14 days from last day of travel (unless essential travel – see definition below)	Isolate, Get Tested, If negative then person can return to normal activities once without fever for at least 24 hours (off fever reducing medications) and other symptoms improving
<b>Asymptomatic</b>	<a href="#">Self-Quarantine</a> for 14 days from last day of exposure (no exceptions), Get tested	<a href="#">Self-Quarantine</a> for 14 days from last day of exposure (unless essential employee as outlined above), Get tested	<a href="#">Self-Quarantine</a> for 14 days from last day of travel (unless essential travel – see definition below)	No restrictions
<b>Positive Test for COVID-19</b>	<a href="#">Self-Isolate</a>	<a href="#">Self-Isolate</a>	<a href="#">Self-Isolate</a>	<a href="#">Self-Isolate</a>

Essential Travel: Essential travel includes personal safety, medical care, care of others, parental shared custody, for food, beverage or medication or for work. Employees who travel outside of the New England states for personal or leisure reasons cannot rely on this exemption.

#### What is the difference between Isolation and Quarantine?

Isolation applies to people who are sick and quarantine applies to people who have been potentially exposed. They both mean to stay home away from others, but the time required for each differs. See this overview of differences [online](#).