

Hooksett Public Library Trustee Meeting
July 21, 2015 5:30P M
Official minutes

Present: Tammy Hooker, Mac Broderick, Barbara Davis, Mary Farwell and Linda Kleinschmidt
Guest: Mat Bose, Acting Library Director and Mark Glisson, Information and Technology Specialist

Call to Order- M. Farwell called the meeting to order at 5:32 pm.

Public Input-none at this time

Election of Officers-

B. Davis made a motion nominate M. Farwell as chair. Seconded by M. Broderick. Approved by all

M. Farwell made motion to nominate M. Broderick as Vice Chair. Seconded by L. Kleinschmidt. Approved by all

L Kleinschmidt made a motion to nominate T. Hooker as secretary. Seconded by B. Davis. Approved by all

M. Broderick made a motion to nominate B. Davis as treasurer. Seconded by L. Kleinschmidt. Approved by all

HVAC -all three circulators have been replaced by on demand circulators.

Mark Glisson brought in a comparison between two vendors that was reviewed by the board. B. Davis made a motion to accept the Paradigm HVAC maintenance contact in the amount of \$1690.00. Seconded by L. Kleinschmidt. Approved by all.

Mark Glisson discussed the Estimate for control system diagnostics, research and modifications.

The goal will be to determine if we can add user adjustable features to the existing controls system or update the system to work with other components.

They will also rewire the boiler fresh air dampers to close when the boiler shuts down. They have estimated that they would need approximately 6 hours to complete these tasks at a rate of \$130.00 an hour.

Will not exceed the 6 hr. estimate without prior approval. We would like a written report from their findings.

L Kleinschmidt made a motion to accept the proposal from Paradigm for up to 6 hours at \$130 an hour. Seconded by B. Davis. Approved by all

Secretary's Report B. Davis made a motion to accept the minutes from the June 9, 2015. Seconded by L. Kleinschmidt. Approved by all.

Treasurer's Report was reviewed for year end.

Library Director's Report

Carpet in the meeting room was cleaned but did not get all the spots out. John from Town Hall will clean the carpet again with another type of cleaner for the spots. Trustees reviewed the grant that we received Family Place Library and M. Farwell suggested that we look into the Greenough Grant regarding Children's Health.

Unfinished Business

Staffing reviewed

Updates- facility Issues-Mat will follow up with John Gimas to see when he will be able to complete the electrical work.

Heating ducts were inspected and were in very good shape and did not have to be cleaned at this time

Painting has been completed in all areas.

New Business

Acceptance of donations

M. Farwell opened a Public Hearing at 6:16 pm to accept the TD Bank Affinity Award of \$9983.29

M. Farwell made a motion to close the public hearing at 7:16 pm

M. Broderick made a motion to accept the TD Bank Affinity Grant. Seconded by B. Davis. Approved by all.

Other donations

The Thinnes	\$20.00
E. Ferguson Piano Recital	\$20.00
Model T	\$30.00
Sew Bee	\$32.00
Knitting Group	\$10.00
Piano Recital	\$50.00
Stand by Me	\$100.00

L.Kleinschmidt made a motion to accept the above donations. Seconded by M. Broderick Approved by all.

Annual Report to the town was reviewed. The trustees had questions and M. Bose will research regarding non-budget expenses.

Minutes- T. Hooker will contact Katie at Town Hall regarding the procedure for hard copies of minutes.

Other new business

M Farwell has been asked where the TD Bank check came from.

M. Farwell suggested that we put a note by the check for people to sign up.

2016-2017 budget was briefly reviewed.

M. Farwell made a motion to enter into non-public at 7:17 pm. Seconded by B. Davis. Roll call vote:

M. Farwell-Yes

M. Broderick-Yes

B. Davis-Yes

L. Kleinschmidt-Yes

T. Hooker-Yes

Entered into Non Public at 7:17 pm under 91-A:3 II (b) the hiring of a person

Exited non-public at 7:30 pm.

M. Farwell announced that we are now in public section and that the board voted to seal the minutes.

The board voted to accept the non-public minutes from the June 9, 2015

Next meeting to be held on August 18, 2015 at 5:30 pm at the Library.

B. Davis made a motion to adjourn the meeting at 7:45 pm. Seconded by M Broderick
Approved by all.