M. Farwell called the meeting to order at 5:08 pm. 

In attendance:   Roll Call:

Mary Farwell-yes
Mac Broderick-yes
Tammy Hooker-yes
Linda Kleinschmidt -yes
Barbara Davis-yes

Guest: Heather Rainier, Library Director

Public Input none at this time.

Secretary’s Report

B. Davis moved to accept the April 14, 2020. L. Kleinschmidt seconded the motion. Roll Call Vote:

Mary Farwell-yes
Mac Broderick-yes
Tammy Hooker-yes
Linda Kleinschmidt -yes
Barbara Davis-yes

The motion passed

Treasurer’s Report was reviewed

Library Director’s Report-Lions Club has a 100th bench they would like to place at the library. Deferred for now.
Nonresident cards—should we start accepting credit cards thru Polaris. No PCI compliance. $800 a year $2.00 fee for each transaction. Was discussed and deferred for now. The director would like the trustees consider for when we re-open to limit the staff collecting cash.

Unfinished Business

Staffing—everyone is doing well.

Facility Issues

Painting floor of front portico—We received a quote from Millville for the floor and ceiling. B. Davis made a motion to have Millville repair the portico floor and ceiling for a total of $9596. Seconded by L. Kleinschmidt

Mary Farwell—yes
Mac Broderick—yes
Tammy Hooker—yes
Linda Kleinschmidt—yes
Barbara Davis—yes

The motion passed.

Budget—planning for spring expenditures

Addressed the eBooks holds and has been working on fulfilling the demand. Physical books are part of June projections and have been purchased. Summer reading program—Kiwanis has offered to assist with buying books but still in the discussion process

Purchased two laptops for staff that arrived today.

Security checklist has been designed for the staff to sign off using their home networks

VPN was addressed with GMILCS and the director will research further for staff use for additional network safety.

Water bubblers were discussed, the director will obtain quotes for a tall bottle filler and a short water fountain for upstairs as required by ADA and a bottler filler and bubbler for the downstairs

Researching Standing desk for the circulation desk and director

Carpet cleaning—director to obtain a quote from Dirt Away. Meeting rooms and upstairs to be done. The children’s room will be cleaned after construction is completed.

A-Z database the staff is reviewing a new database that will offer resume writing and research businesses.

Other unfinished business

Book drop was open on Saturday and will be open Saturday mornings going further. The director will have the lock on the book drop replaced.
The director is still working with Earl regarding the outside lighting and the roof inspection.

**New business**

Discussion about NHLTA roundtable-was reviewed. When we open, the plan to consider is for Hooksett card holders or nonresident cards only. It was also suggested open by appointments only for walk ins or offer curbside pick-up.

Canopy for kids-director is not a fan of a program being offered for free and then having to pay for it later.

Staff Developing a list to call patrons and mails cards. The children’s dept is working on sending out post cards to story time kids letting them know they are missed.

Pandemic policy was reviewed and deferred until next meeting for further review. M. Broderick to review and add his thoughts regarding continuity which could be another document.

Plan for opening the library; director will start ordering supplies & will review custodial staffing for cleaning of the hard surfaces. It was discussed that we need to install shields for the circulation desk and children’s room desk or plastic sheeting. The director will look into obtaining a quote from Amigraphics.

Trustees questioned what was being done on the Town side and if we had a joint loss committee and if they are meeting. Director confirmed there is a joint loss committee but did not think they were meeting. Trustees are not sure if the town has an emergency operations committee to work with for reopening.

The staff is starting interactive programs next week.

Story time is being saved to the library’s YouTube channel for one week so that patrons can watch at their convenience.

M. Farwell made a motion to enter non public. Seconded by B. Davis

**RSA 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.

**Roll Call vote** to enter nonpublic session:

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<thead>
<tr>
<th>Name</th>
<th>Vote</th>
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<tbody>
<tr>
<td>Mary Farwell</td>
<td>Y</td>
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<tr>
<td>Mac Broderick</td>
<td>Y</td>
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<td>Barbara Davis</td>
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<td>Tammy Hooker</td>
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</tbody>
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Entered Nonpublic at 7:19 pm

Exited nonpublic at 8:00pm

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

M. Farwell announced now on to other new business.

Trustees will write a letter to inform the Town Council & the Budget Committee letter. Trustee asked if Ann could assist in writing the letter and the trustees will review. One idea was informing them that the library is ordering eBooks for only the Hooksett card holders

L. Kleinschmidt made a motion to adjourn the meeting. B. Davis seconded the motion.
Mary Farwell-yes
Mac Broderick-yes
Tammy Hooker-yes
Linda Kleinschmidt -yes
Barbara Davis-yes
The motion passed

Meeting adjourned at 8:08 pm

Next meeting to be held on May 12, 2020 at 5:00 pm

Respectfully submitted, Tammy Hooker, Board Secretary