

AGENDA

Hooksett Public Library Trustee Meeting August 8, 2022

- Call to Order
- Public Input
- Public Hearing: To accept a donation of \$18,715.67 from TD Bank from their Affinity Program
- Secretary's Report
- Treasurer's Report
- Library Director Report
- Friends of the Library
- Policies
 - Introduction, Sections 1 & 2, Review Nepotism language (vote)
 - Circulation
 - Meeting Room Revisions
 - Pandemic
- Unfinished Business
 - Staffing
 - Facility
 - Library Hours
 - Personnel Plan – Chapter 2 Employment Practices
 - Dehumidifier Update
 - Generator Update
 - Book lockers - ARPA Grant Update
 - Trustee Hooksetlibrary.org emails
 - Books & Materials Challenges – Discussion
 - First Amendment Audits
 - Appeal process for book challenge (AI)
 - Litchfield/Mock Challenge
 - Other
- New Business
 - Donations
 - Email Disclaimer Language – NH RSA 9-1A
 - Budget 2023-2024 and Narrative
 - Annual Report & Town Annual Report Financial Outline
 - Trustees and HPL family members
 - Other New Business

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.

August Action Items

- *Personnel plan updates- All trustees will review the second section of the Personnel Plan.*
- *The Trustees are to read Materials Challenges: Key Library Policies. T. Hooker will set up a shared Google doc for trustees to compile questions. She will also add links to the library policies to the Google doc.*
- *T. Hooker will research if we need to accept donations to the library that are then given away to patrons.*
- *T. Hooker to a post public hearing to accept the donation for the TD Bank Affinity donation of \$18,715.67 to be held at the August meeting.*
- *M. Glisson will reach out to see if we can add anything to our current HVAC system or our other options to dehumidify the storage room.*
- *M Glisson will set up separate email accounts for each trustee by September 1, 2022.*
- *Preparing for Book and Program Challenges. H. Rainier will share her recommendations as to which items the Trustees should focus their attention.*
- *H. Rainier will share her notes on the First Amendment audits training prior to the next meeting.*
- *H. Rainier will draft the written narrative for the library's FY24 budget proposal for the August meeting.*
- *H. Rainier will share statistics on door counts, circulation data and meeting room use for the review of library hours prior to August board meeting.*
- *H. Rainier will update the meeting room policy and forward it for the August meeting.*
- *H. Rainier will review the Pandemic Policy section of the meeting room policy which limits room size usage and will report back at the August meeting.*
- *H. Rainier will review the Pandemic Policy to see if it needs to be voted to an inactive status.*
- *H. Rainier will share a revision of the nepotism section of the personnel policy based on information gathered from other libraries in the state.*
- *H. Rainier will share recommendations for Section 3 of the Personnel Plan in preparation for the August meeting (may want to move to the September agenda).*
- *H. Rainier will share the museum pass usage spreadsheet which illustrates the cost savings to Hooksett patrons and the cost per usage for the library for each pass.*

September Agenda Items

- The September meeting will start at 5:15pm at which we will view the first video in the series from United for Libraries *What It Takes to be a Trustee*.

Future Agenda Items

- The September meeting will start at 5:15pm at which we will view the first video in the series from United for Libraries *What It Takes to be a Trustee*.
- Personnel Plan Section 3 (September)
- Review Policy Matrix with timeframe for revisions on policies (October)
- Professional Development Plan and Personnel Tracking (October)
- Nonresident fee formula (October)
- Leave time for part-time employees (October or November)
- How to handle an appeal process for book challenge-T. Hooker to reach out to NHLTA
- Research how other libraries use volunteers

Tagline – the heart of the community (or “the heart of Hooksett” telling the stories of our community

Grant opportunities for wish list items
Library Advisory Group –Dream Team