

Hooksett Public Library Trustee  
Official minutes  
May 23, 2022, 5:30 PM

In Attendance: Mary Farwell Chair, Barbara Davis, and Sandra Mack. Tammy Hooker & Linda Kleinschmidt virtually,

Guest: Heather Rainier, Library Director; Mark Glisson Assistant Director

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

Public Input none at this time

#### Secretary's Report

S. Mack made a motion to accept April 25, 2022, minutes; L. Kleinschmidt seconded the motion.

#### Roll Call vote:

M. Farwell-Yes

S. Mack-yes

T. Hooker-yes

L. Kleinschmidt-Yes

B. Davis abstained

Treasurer's Report-was reviewed ending April 2022

#### Library Director Report

Both the Director and Asst Director have printed one-time/backup password tokens for admin access to their Google and LastPass accounts. They will work with all staff to also complete this task for Google and LastPass (where applicable) as an additional layer of backup. The tokens/temporary passwords do not expire.

101 New cards for April: Residents 46, Nonresidents 10, Candia 1, Employed in town 1, Juvenile 42 (Heather Dresser attended Underhill Family Night) Young adult 1.

The director reported that the [sam.gov](https://sam.gov) account has proven to be very timely and required to receive our ARPA grant funds. It's been a challenging process to work through and our name appears to be listed in two different ways. Sam.gov has us listed as Hooksett Public Library and CAGE has us listed as Town of Hooksett Public Library.

The director will review the prior budget committee meetings along with the current budget committee meeting videos. A discussion was held regarding our current budgeting process to solicit not only needs but also wants from the staff.

Friends of the Library is hosting a Social Tea on June 9, 2022, at 6:00 pm. Four Stations for tea and include items that the Friends sponsor for the library, like the Library of Things collection.

Policies-deferring some of them. T. Hooker suggested that we hold a workshop to work on policies as we keep deferring them. The director did not feel it was necessary at this time as some of our facility items have been completed and we should have more time at our meetings.

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.

M. Farwell made a motion to enter into nonpublic. Seconded by L. Kleinschmidt

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

Mary Farwell	Y
Linda Kleinschmidt	Y
Tammy Hooker	Y
Sandra Mack	Y
Barbara Davis	Y

The motion passed  
Entered into at 6:06 PM  
Exited nonpublic 6:08 pm

*M. Farwell made the announcement that the minutes of the nonpublic session Section one will be disclosed:*

We received the resignation from the long-term custodian Kathy Hebert effective June 4, 2022. The trustees would like to thank Kathy Hebert for her long-term dedication to the library.

With the resignation of our long-term custodian, the director would like to recommend that we use an outside cleaning company instead of posting the position. The director has researched cleaning companies. After researching numerous companies, the director and asst director interviewed an MHEC company, Emerald Green Building Services which has a satellite office in Manchester NH. They would clean while the library was closed for approximately 20 hours 5 days a week.

The annual cost is \$22, 500.

M. Farwell We would have to sign a contract? HR yes. MF: What if we are not happy? The director to review.

T. Hooker do we buy the supplies? HR yes estimated cost would be \$1500 a year.

T. Hooker is there a dedicated member that will clean? HR, yes. T. Hooker asked about a Certificate of Insurance with crime coverage. HR will forward it to T. Hooker for review.

Director, to confirm the following: How long is the contract?

Will they have subs if the dedicated team is not available?

Director to check references with companies using the Manchester team.

B. Davis made a motion to replace a custodial position with an outside vendor due to the current difficult hiring environment. S. Mack seconded the motion;

Mary Farwell	Y
Linda Kleinschmidt	Y
Tammy Hooker	Y
Sandra Mack	Y
Barbara Davis	Y

*The motion passed*

B. Davis suggested a binder to communicate with the cleaning company. HR stated the company uses a checklist.

Facility

Front Door Threshold -M. Glisson has reported the issue to DPW and confirmed that the repair will be addressed along with another Town building that has the same repair issue. T. Hooker asked when do we take matters into our own hands to have repairs completed? Is this a safety issue? M. Glisson stated he was not aware of a vendor that could make the repair. B. Davis suggested we reach out to Tomb Doors since they repair our doors.

Elevator insurance claim -check has been issued to the Town and we will need to contact the town for reimbursement. H. Rainer to follow up.

Staff survey -The director reviewed the staff surveys and noted that the feedback was generally very positive with only a couple of comments about the need for improved communication regarding staff schedule changes; as a result of the survey, the Director will ensure the practice of having senior staff share their schedules on the shared Google calendars as well as communicate on-the-fly changes via email and/or text messaging. Received positive feedback from the staff. Trustees suggested we do a staff survey annually in March. The trustees appreciate that the staff took the time to complete the survey.

Affinity update -per B. Davis we will have the numbers in September. M. Farwell informed B. Davis that we usually received our check-in in June or July. B. Davis will reach back out to our contact at TD Bank.

Other unfinished business

## New business

### Donations

B. Davis made the motion to accept the following donations. S. Mack Seconded the motion.

Sew Bee	\$23.00
Vensure Employer Svc Inc. (Matt Comai)	\$400.00
Great Woods Condo	\$100.00
Model T	\$30.00
Total	\$553.00

### Roll Call Vote:

Mary Farwell	Y
Linda Kleinschmidt	Y
Tammy Hooker	Y
Sandra Mack	Y
Barbara Davis	Y

Approved by all

End of year spending proposals: The Director provided an up-to-date budget with projections through the end of the year. At this time, all funds are allocated for projects and no new spending proposals were presented.

Alarm repair -Per the director they are having a hard time obtaining estimates. The current alarm system is outdated. The director would like to review everything with the Hooksett fire department and will report back

Meeting room dividers-The director & assistant director are meeting with a vendor to review options.

Locked-in rates with our utility company-Utility rates: We have a fixed rate with UGI of 77.2 fixed cents per therm (same as \$7.72 perMMBTU) for natural gas. We pay two separate vendors for this, UGI and Liberty Utilities. For electricity, we have a fixed rate of 7.39 cents/kwh with Constellation, however, the delivery rates with Eversource are subject to market fluctuation. Our payment to Constellation is included in our Eversource bill each month. Both rates are locked in through December 2024.

Digital collection platform: Contentdm- build, showcase and preserve your digital collections. They will host the content of our digital collection on their cloud. The library will own the data. Will provide an interface to review our collection and it also has a search feature. Abby software Will take text and transfer it to data and included it in The annual cost is \$1200.

Book lockers - ARPA grant -Book Lockers: One set has been delivered and is waiting on the installation company to install. In the interim, the Director and Asst. director has been taking steps to prepare for the integration.

Professional Development Plan and Tracking - The Director provided an outline of the preliminary plan she has developed with the Asst. Director. There are potentially four stages to the plan: Curriculum by position, a tracking form for learning events, outcomes and application tracking, and a professional portfolio. It will be reviewed with senior staff for feedback. Each employee will have their own tracking form and each position will have a guided curriculum to follow for topic categories. This will help prioritize professional development opportunities and ensure that every employee is educated on current topics and trends.

Book & Program Challenges - The Director shared her notes on the book and program challenges workshop prior to the meeting. Mary Farwell asked the Director to draft a list of items for the trustees to consider, outlining policy revisions and steps the trustees would also need to take.

The appeal process for book challenge-deferred

United for Libraries - The Director shared a resource for trustees, American Library Associations' United for Libraries: Short takes for trustees. Short informational videos to watch and discuss. [https://www.ala.org/united/training/short\\_takes](https://www.ala.org/united/training/short_takes)

Personnel plan Review Section 1 Organization of the Library-

It was recommended that the Introduction be revised to eliminate the wording that employees receive paper copies of the Plan and the revisions. It should reflect that the notifications are done electronically.

The Organization was revised to reflect the current positions. The Director will share the updated section to be voted on at the 6/2022 trustee meeting.

Other new business

Benches for the Discovery room were purchased.

COVID sick leave expires on June 30, 2022. B. Davis made a motion to extend the COVID sick leave for the part-time employees ending 12-31-22. S. Mack seconded.

Roll Call Vote:

Mary Farwell	Y
Linda Kleinschmidt	Y
Tammy Hooker	Y
Sandra Mack	Y
Barbara Davis	Y

Motion Passed

The Hooksett historical map that Kathie Northrup had acquired was approved and the map to be displayed at the library.

Carpet cleaning & Staff Training: B. Davis made a motion to close the library on Friday, July 1st, and Saturday, July 2nd for carpet cleaning upstairs. Friday will be a staff training session. Seconded by S. Mack

Roll Call Vote

Mary Farwell	Y
Linda Kleinschmidt	Y
Tammy Hooker	Y
Sandra Mack	Y
Barbara Davis	Y

Motion Passed

The Town Council meeting has been rescheduled to June 22, 2022, at 6:00 pm.

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.

*M. Farwell made a motion to enter into nonpublic Seconded by S. Mack*

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

Mary Farwell	Y
Linda Kleinschmidt	Y
Tammy Hooker	Y
Sandra Mack	Y
Barbara Davis	Y

*The motion passed*

*Entered into nonpublic at 7:41 pm*

*Exited nonpublic at 8:10 pm*

*M. Farwell made the announcement that the minutes of the nonpublic session Section 2 will be sealed*

*S. Mack made a motion to adjourn the meeting B. Davis seconded the motion.*

*Roll Call Vote*

Mary Farwell	Y
Linda Kleinschmidt	Y
Tammy Hooker	Y
Sandra Mack	Y
Barbara Davis	Y

*The motion passed*

*Meeting adjourned at 8:12 pm.*

*The next meeting is scheduled for June 13, 2022, at 5:30 pm.*

*These minutes recorded by Tammy Hooker*

*June Action items*

- *Preparing for Book and Program Challenges. H. Rainier will share her notes with the Board in advance of the May meeting. Complete.*
- *Personnel plan updates- All trustees will review the second section of the Personnel Plan updates for the June meeting. - All trustees & Mary*
- *Tammy to contact members of NHLTA on how to handle an appeal process*
- *Trustees will view the first video in the series: What It Takes to be a Trustee and be prepared to discuss it at the June meeting.*