

Hooksett Public Library Trustee Meeting
Official Minutes
June 13, 2022, 5:30 PM

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

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

Call to Order M. Farwell called the meeting to order at 5:34 pm

Public Input none at this time

Secretary's Report

B. Davis Made a motion to accept May 23, 2022 minutes; L. Kleinschmidt seconded the motion
Voted: 5 in favor, 0 opposed, 0 abstained, 0 excused. The motion passed

Treasurer's Report will be reviewed with the budget

Library Director Report

May 2022 library card registrations: 46. Residents: 29, Nonresidents: 6, Employed in town: 2, Juvenile: 8, Young adult: 1

Kiwanis 5K September 17, 2022 -The Kiwanis have requested permission to use the library for their annual 5K road race.

B. Davis made a motion to allow Kiwanis to use the library for their annual 5K Road Race on September 17, 2022. As a result, the library will open at 10:00 am. L. Kleinschmidt seconded the motion.

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

Payroll-Year end will close on June 30, 2022, but the pay period ends on July 1, 2022.

B. Davis made a motion to end the pay period on June 30, 2022, to close out year-end. The pay for 7/1 will be included in the first regular July, 2022 pay period. The director will have each employee sign a letter that they understand we will add July 1, 2022, to the first regular July payroll. L. Kleinschmidt seconded the motion.

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

Volunteer background checks: It is strongly recommended that all libraries conduct background checks on all volunteers. Our policy states that we will although we have lapsed in recent years. We have a small group of volunteers at the library now and the Director is actively working on achieving background checks for all of them and establishing a process for all new volunteers. There is a reduced cost option of \$10 for any volunteer who works with the elderly, disabled, or children.

Friends of the Library:

The director recommended that the Friends should be doing background checks on all volunteers themselves

The Friends social tea had 30 people in attendance.

Policies

The non-resident card renewal is due on July 1, 2022. T. Hooker made a motion that the nonresident fee will renew at \$60.00. L. Kleinschmidt seconded the motion.

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

The director will review in September 2022 the formula used for nonresident cards for July 1, 2023 renewal. She will report to the trustees what the average Hooksett taxpayer is contributing to the library. We currently have two types of nonresident cards: A regular nonresident account with full privileges matching a resident and a digital-only card for online materials use only.

The circulation policy-the director will forward a copy for the trustee to review.

Unfinished Business

Staffing

Staff development plan: Mark and Heather presented the staff development plan to the senior staff for review and feedback. They are going to review their job descriptions for areas of continuing education and will meet this month to review those as well as review the job descriptions for potential revisions.

Effective 7-1-22 per the Town warrant article #13 Non-Union Raises- Passed on March 8, 2022 by the Hooksett Voters for 1.6% increase for all non-union full time and part time town personnel.

https://www.hooksett.org/sites/g/files/vyhlf4541/f/uploads/warrant_1.pdf

Article 13: Non-Union Raises

To see if the town will vote to raise and appropriate the sum of **\$194,014.00** for an increase in salaries and benefits for non-union full-time and part-time Town personnel.

<u>Fiscal Year</u>	<u>Salaries</u>	<u>Benefits</u>	<u>Total</u>
2022-23	\$160,097.00	\$33,917.00	\$194,014.00

Estimated tax rate impact is \$0.09. Recommended by Town Council (5 Yes – 3 No); Recommended by Budget Committee (10 Yes – 0 No).

Voters' Guide Explanation:

This article provides a cost-of-living-adjustment (COLA) increase of 1.6% to all 61 full-time and part-time non-union employees including Police, Fire, Library and Town. This article also provides funds to adjust internal equity for 23 employees (16 Town and 7 Library) as recommended by Municipal Resources, Inc. (MRI), hired by the Town to perform a "Non-Union Wage and Classification Study".

During the study, MRI reviewed current job duties and compensation levels for all non-union positions and collected market salary information from 12 comparable communities. Some factors looked at in determining comparable communities included items such as populations, form of government, size of budget, income per capita, and location.

MRI then developed a Pay and Classification Plan (Plan) that provided the Town with a solid structure based on similar valued positions from comparable communities. The new Plan provides flexibility for hiring and placement levels based on education and experience, provides growth for positions and allows for flexibility for future performance achievements.

This article places current employees on the Plan according to number of years of service in their current positions. The result is the recommended adjustment to the salaries of 23 employees.

Facility

Meeting room dividers Wall partitions update: Mark met with Dividers Plus to have a look at our partitions. Dividers Plus was in and did maintenance on the partition panels. They greased and realigned the panels, so that they now fit more snugly along the seams and move along the carpet and ceiling supports more smoothly. The technicians strongly recommended that we have annual maintenance on the dividers to extend their life and performance.

Elevator claim: We have received the check from Finance and deposited it against the elevator repair expense. Our cost now reflects the \$1,000 deductible. The budget projections will not change as Heather had already accounted for the reimbursement.

Front door threshold: Mark followed up with the Town's Facilities Custodian and he has the supplies to make the repair, he was waiting for warmer weather to allow the material to set. We are on his list to make the repair.

Doors: M. Glisson coordinated with Tombs Door to have the 5 keyless locks installed, along with a new door to replace the Mechanical Room door. Staff codes in all the locks have been configured. These locks will provide ease of access, economy of scale (no more keys being made or lost), and security, since we can set up access controls very easily. Tombs Door will install a 5-keyless lock on the electrical room door (aka orange room).

The director has informed us that the Dept of Labor has advised that the public should not be in the "Orange Room", which is currently used for storage by three local organizations, because of the electrical panels. M. Glisson pointed out that the shelving units are not secured to the wall and that the groups that store items in the mechanical room often pile boxes up above head level, posing the risk of falling objects.

It was discussed that several groups store items in the mechanical room. It was suggested that we see if there are other areas in the library to store their items. B. Davis suggested the storage room. It was discussed further that this might not be the best place. T. Hooker pointed out from a liability concern they should not be in the storage room. T. Hooker suggested that each of the groups pair down what is being stored and remove any items that aren't directly used for or in support of the library. The director suggested they store items in the kitchen cabinets, and we could add a lock.

Door handles: In preparation for the start of our new custodial service, Paul was asked to switch door handle/lock with the NH Room's so that all the meeting room doors will now be consistent in terms of using the same key to unlock/lock them. Mark's office will now have the same key lock as the GMILCS office. This way, access to our offices will be controlled by the same key, and the same key that unlocks the custodian closet will also work on all the meeting room doors.

HVAC: Control Technologies performed spring cleaning/maintenance on our HVAC system, and during their visit, it was learned that there is an exhaust fan in the Mechanical room that can be used on-demand to vent the stale air.

Alarm System-ESP will provide a quote to take over our current alarm system and monitoring service. Do we need to sign a contract for them to monitor our service? M. Glisson confirmed that no annual contract is required for the service.

Affinity update B. Davis received an update from TD Bank and there was no additional information. B. Davis will be following up again. B. Davis will work on a flyer to help promote sign-ups.

Cleaning and custodial issues-we have received the update COI from the cleaning company. Positive reviews were received but they do not have a Manchester office as first indicated. MHEC has vetted them and recommends these businesses. They will be starting Monday, June 20, 2022.

New business

Donations

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

Sew Bee \$11.00

Model T \$30.00

Total \$41.00

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

Town Council presentation meeting on June 22, 2022

End-of-year spending proposals are on track

Book lockers - were installed on Friday. Working on training and waiting on Polaris to set up our virtual branch for patrons to utilize to select the lockers as a pickup location.

Book & Program Challenges deferred until July

The appeal process for book challenge-need to review collection development along with the appeal process. Send Heather a link ALA. Do we have to deliberate in nonpublic or public?

Trustee email options- deferred until July. T. Hooker will research further regarding Right To Know laws

Minutes and Documents binder the director to make a binder that holds all pertinent information to serve as our historical record in addition to our digital content.

United for Libraries- "What it means to be a Trustee" deferred as several of the trustees were not able to log in. T. Hooker to research further.

Personnel Plan -

Introduction-The director will work on an electronic way that the staff can sign anytime there is an update.

Chapter 2 Employment Practices- remove MVR & drug testing. The director will also review section 2.10 – Nepotism.

The director will forward the revisions of the introduction, organizational chart, and Section 2 to be reviewed at our July meeting

Other new business:

Staff survey: B. Davis mentioned that it was suggested that we close on Saturday at 2:00 pm.

Currently, we do not have the data to support closing at 2:00 pm. The director will bring additional data for review at a future meeting. As a result of the staff survey, the director has

been sending the director report and statistics before the trustee meeting to all staff. She is also sending the official trustee minutes after the meeting to all staff.

Non Public if needed 91-A:3 Ila (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 non public at 8:14 pm

Exited nonpublic at 8:52 pm

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

Meeting adjourned at 8:53 pm.

The next meeting is scheduled for July 18, 2022, at 5:30 pm.

These minutes recorded by Tammy Hooker

July Action items

- *Preparing for Book and Program Challenges. H. Rainier will outline what the trustees will need to review and steps that will need to be taken in preparing for book and program challenges.*
- *Share her notes with the Board in advance of the July meeting. - Completed prior to the June meeting.*
- *Personnel plan updates- All trustees will review Chapter 3 of the Personnel Plan - All trustees*

- *Personnel plan updated -Introduction, Chapter 1 & Chapter 2 revision for July meeting to be sent before meeting-Heather*
- *Right to know-Tammy to research regarding separate email addresses; phones & texting.*
- *Trustees will view the first video in the series: What It Takes to be a Trustee and be prepared to discuss it at the July meeting.*
- *Personnel policy-Heather to research nepotism*
- *United for Libraries log in-Tammy to research*
- *Alarm System Do we need to sign a contract for them to monitor our service? Mark will verify*

October Action Item:

Review cost of a library card for residents to review what should be charging for non-residents - Heather