

Hooksett Public Library Trustee Meeting

Official Minutes

July 18, 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

Election of officers:

M. Farwell nominated Sandra Mack as Chairman of the board. Second, by L. Kleinschmidt.

Roll Call vote:

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

L. Kleinschmidt nominated Mary Farwell as Vice Chairman of the board.
Seconded by B. Davis

Roll Call vote:

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

B. Davis nominated Tammy Hooker as Secretary. Seconded by L. Kleinschmidt

Roll Call vote:

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

L. Kleinschmidt nominated Barbara Davis as Treasurer. Seconded by T. Hooker

Roll Call vote:

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

Public Input none at this time

Secretary's Report

B. Davis Made a motion to accept June 13, 2022 minutes; L. Kleinschmidt seconded the motion. Voted: 5 in favor, 0 opposed, 0 abstained. The motion passed

Treasurer's Report is in balance for end of fiscal year 2022.

Library Director Report

Personnel Plan-going forward the director will utilize the Google forms for staff to sign off on updates to the personnel plan and other updates that generally require a written signature.

The staff did an amazing job cleaning out the Mechanical Room, Electrical Room and the general storage room M. Farwell noticed a musty smell with the recent increasing humidity. M. Farwell suggested that we look into a dehumidifier for the storage room. M. Glisson will reach out to see if we can add anything to our current HVAC system or our other options

Apple Orchard- The Director spoke with Mike Sorel, who shared that he can no longer maintain the apple orchards and he has reached out to Phil Arnone at DPW to take over their maintenance DPW took down one tree that was dead and pruned the 4 remaining apple trees. Linda Kleinschmidt will send a thank you letter to Mr. Sorel.

Governor & Executive Council held at the library on July 12, 2022 as part of the Town's Bicentennial celebration. Heather gave a presentation to the Governor and Executive Council with an emphasis on community along with the services we have received from the State Library and the ARPA grants. The director would like to point out that Brittany and Mark were a tremendous help.

New library cards: 92 new cards-61 residents, 8 non residents, 2 employed in town, 1 internet only, 14 juveniles, 4 young adults, 1 Candia and 1 student.

Friends of the Library- Discussion on how to classify gifts to the library that are not physical items for the library's ongoing usage such as equipment. T. Hooker will research if we need to accept donations to the library that are then given away to patrons.

B. Davis stated that the Friends will offer free books to Hooksett teachers for their upcoming school year and teachers will be invited to peruse available materials in August.

Policies

Circulation Policy - was reviewed with edits. B. Davis made a motion to accept the revised policy as presented. L. Kleinschmidt seconded the motion. Voted: 5 in favor, 0 opposed, 0 abstained. The motion passed

Meeting Room-At the recommendation of the director we will add, "A non-cardholder may reserve the NH Room as a study room once per week to work independently or to meet privately with one other individual." The Director will update the meeting room and forward it for the August meeting.

It was discussed that the Prescott room is currently locked. The Director will unlock the door, temporarily remove the chairs until needed by a meeting room reservation and add displays to the table.

The Director will review the Pandemic Policy section of the meeting room policy which limits room size usage and will report back at the August meeting.

The Director will review the Pandemic Policy to see if it needs to be voted to an inactive status.

Unfinished Business

Facility-all is running smoothly

- Affinity Grant-The library has been notified that they will receive a check for \$18,715.67. 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.

Ending number as of April 2022:

Baseline checking	759
Current Checking	759
New Accounts	34
Baseline Savings balance	\$9,286,804
Current Savings balance	\$10,085,672
FY 22 Contributions	\$18,715.67

The trustees would like to thank the library staff for their continuous hard work in obtaining new accounts for the TD Bank Affinity. We also want to thank Mark and Brittany for putting together an updated flyer for the Affinity program.

Cleaning and custodial issues update- The new custodial service company is doing very well and we are pleased with the cleaning service and will review a list of suggestions we have for them.

Book Lockers-have been installed. Working on pulling the reports to get the books into the lockers. The back end has been more challenging than anticipated. The second set of lockers are still on order, awaiting delivery.

New business

Donations

B. Davis made a motion to accept the following donations:

Steve Tebow & Family	\$50.00
Erin Bourgoine	\$40.00
Samuel Knowles	\$2500.00

Meeting room donations.

Model T	\$30.00
Sew Bee	\$20.00

L. Kleinschmidt seconded the motion. Voted: 5 in favor, 0 opposed, 0 abstained. The motion passed

Budget 2023-2024-preliminary budget was reviewed. There is a rate reduction for NH Retirement effective July 1, 2023, the rate will change from 14.06% to 13.53%.

The Director will draft the written narrative for the August meeting. Budget needs to be the Finance Department by August 12, 2022.

Books & Materials Challenges- The Trustees are to read Materials Challenges: Key Library Policies for the August meeting. 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 suggested that at a later date we have a committee of patrons review our policies to make sure they are clear.

B. Davis would like the Director to send a letter the department head at DPW in regards to the outstanding work performance by Paul Devarenne at the library these past few months. The Director will draft a letter of commendation for Paul Devarenne, Facilities Manager for DPW for his extensive work at the library these past few months.

Trustee email options-T. Hooker reached out to the NH Municipal Association in regards to trustees having their own separate emails to conduct library business. Jonathan Cowal stated that if you use your personal email address for library business you are potentially exposing all of the information included in your personal email account to disclosure. It is always the best practice to have a separate email address for work and board communications. It was also stated that the library email address should not be forwarded to a personal email. M Glisson will set up separate email accounts for each trustee by September 1, 2022.

United for Libraries- "What it means to be a Trustee- T. Hooker reached out to United for Libraries/ALA in regards to the trustees having issues logging on. It was discussed that starting in September the trustees will come to the meeting 15 minutes early to watch the videos together and to discuss. T. Hooker will continue to work on the issues the trustees are having with logging in.

Personnel Plan Chapter 2 Employment Practices-H. Rainier sent out a revision. The Board will review the revisions to the Introduction and Chapters 1 & 2 at the August meeting we will finalize the Intro, Chapter 1 & Chapter 2. H. Rainier will share a revision of the nepotism section based on information gathered from other libraries in the state.

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

L. Kleinschmidt 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 8:05 pm

Exited nonpublic at 8:30 pm

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

Meeting adjourned at 8:31 pm.

The next meeting is scheduled for August 8, 2022, at 5:30 pm.

These minutes recorded by Tammy Hooker

August Action items

- 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
- The Director will draft the written narrative for the library's FY24 budget proposal for the August meeting.
- T. Hooker will research if we need to accept donations to the library that are then given away to patrons.
- 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.
- The Director will update the meeting room policy and forward it for the August meeting.
- The Director will review the Pandemic Policy section of the meeting room policy which limits room size usage and will report back at the August meeting.
- The Director will review the Pandemic Policy to see if it needs to be voted to an inactive status.
- 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.
- 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.
- M Glisson will set up separate email accounts for each trustee by September 1, 2022.
- 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 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 Action 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*.
- H. Rainier will share recommendations for Section 3 of the Personnel Plan in preparation for the August meeting

Future Agenda Items:

- Personnel Plan Section 3 (September)
- Review Policy Matrix with timeframe for revisions on policies (October)
- Professional development 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