

Hooksett Public Library Trustee Meeting
Official Minutes
August 8, 2022, 5:30 pm

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

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

Call to Order S. Mack called the meeting to order at 5:35 pm

Public Input none at this time

Proof of Posting of the Public Hearing

T. Hooker provided proof of posting of the public hearing in the NH Union Leader on July 22, 2022.

S. Mack opened the Public Hearing at 5:36 pm to accept a donation of \$18,715.67 from TD Bank from their Affinity Program.

Secretary's Report B. Davis Made a motion to accept July 18, 2022, minutes; M. Farwell seconded the motion. Voted: 5 in favor, 0 opposed, 0 abstained. The motion passed

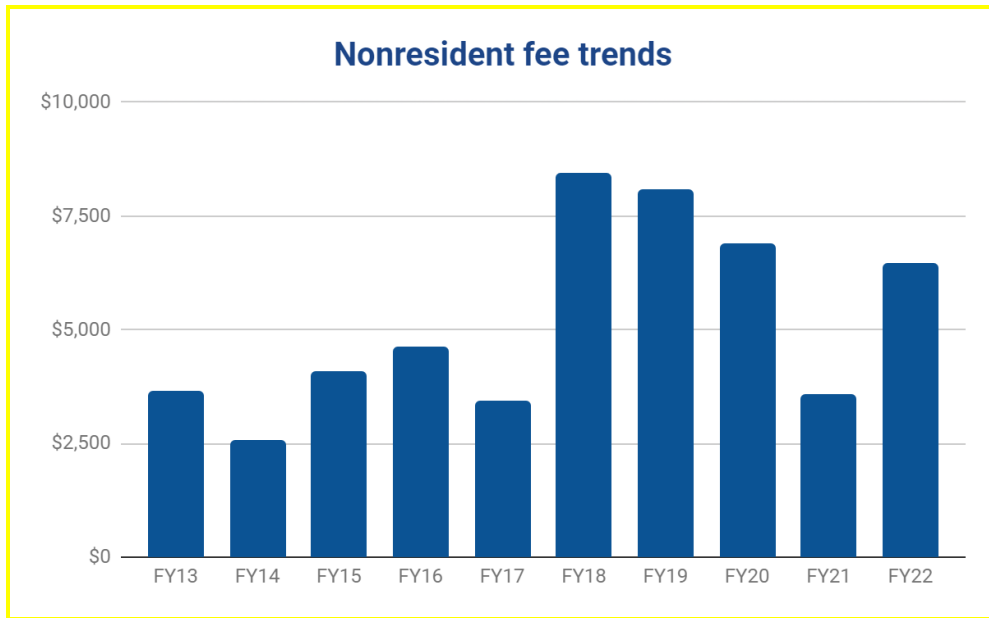
Treasurer's Report ending July 2022. B. Davis reported that the budget was very routine and in line for the one month of spending.

Library Director Report

The Hooksett Town Council is recognizing employee longevity accomplishments at their Sept 28, 2022 meeting. They will recognize Martha Simmons for 10 years and Deb Young for 5 years.

New Library cards: 79 total cards; 1 town employee; 2 young adults; 9 nonresidents; 9 juveniles and 58 residents. T. Hooker asked do we know how patrons hear about the library as the number of new cards continues to increase each month. M. Glisson will add "how did you hear about the library on the new onboarding email that is sent out to new patrons

Non-resident trends- The Director shared the trends for nonresident fees from 2014 to the present year.



Retirement party: The retirement party for Lee Ann Chase has been set for Saturday, September 17th from 2 - 4 pm

Friends of the Library-currently displaying & selling games. Their next event is October 20, 2022, making a beaded basket.

Policies

Personnel plan Introduction, Sections 1 & 2, Review Nepotism language the director will add the definition of “domestic partner” & “roommate”

M. Farwell made a motion to accept Sections 1 & 2, Nepotism Language with revisions, adding the definition of “domestic partner” & “roommate”

Seconded by B. Davis

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

Reviewed Goffstown Library’s policy on trustees and their family members serving as volunteers or employees of the library. It was discussed if we should revise our personnel policy in regard to potential new hires being related to Trustees, have a separate policy or both; Director and Trustees to explore further options.

H. Rainier will share recommendations for Section 3 of the Personnel Plan

Circulation Policy revisions were reviewed-L. Kleinschmidt made a motion to accept the revised circulation policy amended 7-18-22. Seconded by B. Davis.

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

Meeting Room Policy Revisions were discussed. B. Davis made a motion to accept the revised meeting room policy with the revision as of 8-8-22. Seconded by M. Farwell

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

Pandemic Policy revisions were reviewed. M. Farwell made a motion to accept the revised pandemic policy with the revisions as of 8-8-22. Seconded by D. Davis. Voted: 5 in favor, 0 opposed, 0 abstained. The motion passed

Unfinished Business

Facility- New Fire Panel & Annunciator Installation: Our new alarm company—ESP—installed our new fire panel and annunciator units (Mechanical Room and Upstairs front foyer). These replacement devices represent the first phase of the overall upgrade of our fire alarm system. The technician plans to return to do some more testing of the individual alarm sound devices throughout the building. M. Glisson is currently reviewing a quote for the fire panel as part of the overall upgrade.

HVAC M. Glisson is currently working on obtaining a quote to add mini splits to work as a dehumidifier for the storage room.

M. Glisson also reported that the damper in the air handler for the downstairs has two modes, open or closed. Obtaining an estimate to be able to control the amount of outside air that is pulled in, this should help with the humidity issue downstairs.

M. Glisson is obtaining quotes to paint the Electrical Room and two meeting rooms.

Library Hours -were discussed. The Director shared data for foot traffic and circulation for evening and Saturday afternoon hours. The Director stated that there has been increased usage by individuals studying and staff providing additional services during the evening hours. The director will continue to monitor the usage of the library. Trustees reviewed all the information and concluded that at this time we will keep our current hours of operation. The Director will continue to monitor library usage and foot traffic statistics and will consider library usage in the year ahead as we revisit community needs and library priorities.

Generator Update-the library has not heard anything additional from the town.

Book lockers - The book lockers are now in use. The staff has been trained on the steps and tools required to manage the new locker system. The additional set of lockers is still on backorder.

Trustee Hooksettlibrary.org emails-M. Glisson is setting up a trustee's email. He would like to do a Zoom meeting to set up each trustee account. He will send out invites to each trustee.

Books & Materials Challenges – Discussion

- First Amendment Audits sent on May 20, 2022
- Appeal process for book challenge -deferred

The trustees will read Materials Challenges: Key Library Policies for the September Meeting

New Business

S. Mack announced the public hearing was closed at 6:42 pm.

B. Davis moved to accept the donation of \$18,715.67 from TD Bank from their Affinity Program. M. Farwell seconded the motion.

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

Donations:

Model T	\$30.00
Sew Bee	\$ 6.00
Quilters	\$3.00

B. Davis moved to accept the above donations M. Farwell seconded the motion.

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

Email Disclaimer Language –was discussed to be added to emails. L. Kleinschmidt made a motion to add the following signature to all of the new trustee email accounts: While the contents of this communication are intended to be confidential, email sent to and from this address is subject to NH RSA 91-A (the NH Right-To-Know Law) and may, subject to certain exemptions, be subject to disclosure to third parties. Any unauthorized disclosure, reproduction, use or dissemination of this communication (either whole or in part) is prohibited. If you are not the intended recipient of this message, please notify the sender immediately and delete the message from your system.

B. Davis seconded the motion. Voted: 5 in favor, 0 opposed, 0 absent. The motion passed

Other New Business

Shared folder: Trustees discussed the amount of information that is received can be overwhelming when trying to locate the report. It was suggested that we use a Google shared file so that all reports can be in a central location. M. Glisson will set up a Google shared file for trustees to use.

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.

L. Kleinschmidt made a motion to enter into nonpublic Seconded by B. Davis

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 7:06pm

Exited nonpublic at 7:39 pm

S. Mack made the announcement that the minutes of the nonpublic session will be sealed

Budget 2023-2024 and Narrative were reviewed. The budget is due to the town on August 12, 2022. B. Davis made a motion to accept the 23-24 budget & narrative as presented. L. Kleinschmidt *seconded the motion*. Voted: 5 in favor, 0 opposed, 0 absent. The motion passed

Annual Report & Town Annual Report Financial Outline was completed and filed.

L. Kleinschmidt made a motion to adjourn the meeting. B. Davis seconded the motion. Approved by all.

Meeting adjourned at 8:22 pm.

The next meeting is scheduled for September 19, 2022, at 5:30 pm.

These minutes recorded by Tammy Hooker

September Action Items

- *The Trustees are to read Materials Challenges: Key Library Policies.*
- *T. Hooker will research if we need to accept donations to the library that are then given away to patrons.*
- *M. Glisson will follow up with our HVAC vendor to obtain a quote for a mini split to be used in the downstairs storage room for dehumidifying.*
- *M Glisson will meet with each trustee to establish their hooksetlibrary.org email accounts by September 1, 2022.*
- *H. Rainier will share recommendations for Section 3 of the Personnel Plan in preparation for the September meeting.*
- *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.*
- *M. Glisson- Will add a brief survey question to the new library patron welcome emails asking, What brought you to the library?*

- *Family members of trustees as employees - Director and trustees will explore options for policy development.*
- *After all trustees have established their hooksetlibrary.org email addresses, M. Glisson will create a shared Google drive folder for all trustees to access documents.*
- *M. Glisson is working with our HVAC vendor regarding the quote request for the adjustment of the damper on the downstairs air handler.*
- *M. Glisson is obtaining quotes to paint the orange storage room and two meeting rooms*

Future Agenda Items

- *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*