

Official Minutes
Hooksett Public Library Trustee Meeting
December 12, 2017 6:00 PM

In attendance: Mary Farwell, Barbara Davis, Linda Kleinschmidt, Tammy Hooker and Mac Broderick

Guest: Heather Rainier-Library Director

Call to Order M. Farwell called the meeting to order 6:07 pm

Public Input none at this time.

Secretary's Report B. Davis made a motion to accept the minutes from the November 14, 2017 meeting. Seconded by L. Kleinschmidt. Approved by all.

Secretary's Report B. Davis made a motion to accept the minutes from the December 5, 2017 meeting. Seconded by L. Kleinschmidt. Approved by all.

Treasurer's Report-reviewed ending November 2017

Library Director's Report

Renewed utility contract for natural gas with Agera Energy with Liberty Utilities as the supplier for 3 years at .599 per therm

As part of the Southern NH Planning Commission's Age-Friendly Library Assessment a secret shopper visited the library regarding customer service for senior citizens and we did very well.

The director and assistant director meet with SIDDARTH regarding individual with special needs. SIDDARTH now has a representative for the library to contact if the library has any problems or concern.

On-Call for circulation desk-It was discussed about using on call staff to help fill in. We need to follow our normal employee hire procedures

Committee reports

Personnel-meet on 12-12-17 and everything is going good

Policy

Personal days-B. Davis reviewed personal days as pertains to end of employment. Our current Personal Policy has the handling of the personal days for the end of employment - no update is needed at this time.

Friends

Renewals were sent out.

Acknowledgements-L. Kleinschmidt will contact John Hannah regarding envelopes for thanks you.

Unfinished Business

Staffing-new hire to start on January 2, 2018

Facility Issues-Back lights waiting for Gimas to visit

2018-19 Budget-Health Insurance Options-In light of new information the library is able to stay on the Town of Hooksett's health insurance.

M. Farwell has made a motion that the trustees offer the Town of Hooksett's health insurance to the library employees. Seconded by T. Hooker. Approved by all.

For the library to stay on the towns plan we must enter into an agreement of combination for rating purposes. M. Farwell made a motion that the library trustees enter into an agreement of Combination of members for rating purposes Certificate of Authorizing Resolution with HealthTrust and the Town of Hooksett. Seconded by B. Davis. Approved by all. See attached.

B. Davis made a motion that we follow what the Town of Hooksett is offering regarding Section 125. Seconded by M. Broderick approved by all.

Utilizing the library's Section 125 plan through HealthTrust the Library will make the following insurance breakdown contributions toward employee plans.

Insurance plans and contributions:

Access Blue HMO AB201PDED

Library covers 85% of the premium, employee covers 15% of the premium for all single, 2-person and family plans. Library makes no contributions to the \$250/\$750 deductible.

Access Blue ABSOS20/40 1KDED Deductible: \$1000 per member per year; \$3000 per family per year.

Single: Library pays 100% of premium and 50% of deductible after the first \$400

2-person: Library pays 100% of premium and 50% of deductible after the first \$750

Family: Library pays 100% of premium and 50% of deductible after the first \$1000

Lumenos 2500 \$2500/\$5000 deductible. Library pays 100% of premium and no employer contribution to the employee's HSA account. This plan is considered by the IRS to be a high-deductible account and qualifies for an HSA.

Plans AB201PDED & ABSOS20/40 do not qualify with the IRS as HSA eligible.

The Library will establish an HRA account through Benefit Strategies, as a partner of HealthTrust, to facilitate the shared portion of the deductibles for the ABSOS20/40 plan.

All plans are eligible for FSA accounts. The Library will create an agreement through HealthTrust to allow employees to create Flexible Spending Accounts with employee contributions.

For the first year the Library will follow the Town's minimum contribution of \$480 and maximum contribution of \$2400. The Library has elected to allow a rollover of up to \$500 of unused funds at the end of the plan year.

B. Davis made a motion to follow the towns in regard to employee's opting out of participating in the Health Insurance. They will be reimbursed \$5,000 annually, which will be paid in their standard payroll. Seconded by M. Broderick. Approved by all.

Children's Room renovation- deferred until next meeting
Identifying libraries to visit
Tentative dates

New Business

Acceptance of donations B. Davis made the motion to accept the following:

| | |
|------------------------------|----------|
| White Mtn Woolen Magic Guild | \$75.00 |
| Appalachian Mtn Club | \$150.00 |
| Beading Group | \$20.00 |
| Model T | \$30.00 |
| Sew Bee | \$11.00 |
| Mahjongg | \$25.00 |
| Total | \$311.00 |

Seconded by L. Kleinschmidt. Approved by all

Eversource LED audit and proposal was discussed. B. Davis made a motion to authorize H. Shumway to enter into a contract with Lightning Retrofit Services for 100% Smart Start financing with a 4.2 year repayment plan. If this option is not available we authorize the director to enter into a contract for 50% smart start financing with a 2 plus year and 50% out of pocket expense for the library pending receipt of grant. Seconded by M. Broderick. Approved by all.

NH Room materials-volunteers are currently working the materials

Major donations-deferred

Using "hold" phone time to preview upcoming events. H. Shumway to research.

Other new business

Next meeting to be held on January 16, 2018 @5:30 pm

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

Meeting was adjourned at 7:50 pm.