

Hooksett Public Library Trustee Meeting  
Unofficial Minutes  
October 13, 2020 5:30 PM

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

Guest: Heather Rainier, library director; Mark Glisson, Technology Librarian

Call to Order M. Farwell called meeting to order at 5:36 pm

Public Input none at this time

Secretary's Report B. Davis moved to accept the September 15, 2020 minutes.

L. Kleinschmidt seconded the motion.

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

Treasurer's Report was reviewed ending September 2020

Library Director's Report

HealthTrust Rates:

Dental rate will stay the same for 2020-2021; Medical will increase 8.3% for 2021.

They are anticipating claims will increase next year. For the 12 months of claims experience, actuaries stopped using data as of the end of February through June as it wasn't a realistic picture of what to expect for future claims.

HealthTrust is increasing their capital reserve from \$85 million to \$90 million based on the recommendation of their financial consultants, the increase is in part to increase their capital reserve as well.

The surplus amount projected in September will be the amount we will receive and have requested that it be applied to our December invoice

NH Interlocal Trust -surplus from 2016 the library will receive about \$1000.00 and will need to return to the employees a percentage.

Joint Loss - Does the library need to have our own Joint Loss Safety/Management Committee since we have more than 15 employees or are we covered by the Town's committee. Of note, we have an employee representative on the Town's committee.

The director read the RSA quoted in the webinar. The below RSA refers to workers compensation, the library is covered by the Town's workers compensation enrollment.

[RSA 281-A:64](#) Workers Compensation and the following section [RSA 281-A:64-a](#). My assessment is that we are covered by the Town's Workers Compensation umbrella (account?) and as such we fall within their Joint Loss Management Committee. In addition, there is mention of Department of Labor inspections which we have had and the DOL Inspectors reviewed the Safety Manual as submitted by the town that included a library representative on the committee, so I think we are in a good place with following the regulations as included in the Town's JLMC. I think in light of this, it will be important for us to maintain a representative on the Town's committee just in case anyone ever wishes to question it.

## Policies

Illness update-the director reviewed the NHMA / [Primex: Joint Guidance on Employee and Premises Exposures for Local Government Employees](#) published on 08/07/20. The director reviewed the linked documents as well as a lengthy outline from the Plaistow Public Library on how to respond to an employee exposure or illness. The director is recommending adding the following to the Illness Policy based on the Primex/NHMA document.

- [An employee with a positive test result shall be monitored by the NH Department of Health & Human Services.](#) Upon completion of the necessary isolation period, the employee will receive a letter from their health care provider or NH DHHS citing they are released from isolation. The Library shall require a copy of this letter prior to re-entry to work. This is additionally outlined in the [New Hampshire Coronavirus Disease 2019 Case Investigation And Contact Tracing Plan \(06/24/2020\)](#).

The director also reviewed the NH Case Investigation & Contact Tracing Plan for details to include as recommended by the Joint Guidance document. The director started to draft a sample letter - based on a template from Plaistow that we would provide to our staff if they were exposed. The directors intent was to plan ahead and have things in place so that when the time comes for an action, we have templates ready to go to assist us.

Additionally, there had been a question raised on the Director's call - how do you handle a staff member whose child has been quarantined or believed to be exposed and then staff started to ask the same question as there were exposures within the schools here in Hooksett. As we discussed last meeting, the answer is we take it case by case, but it's also a question that staff members had so the director thought it was worthwhile to

work on it a bit to see if we could outline any preliminary responses and communication outlines.

The trustees had a lengthy discussion about the pros and cons of adopting this and it was decided not to adopt the policy due to the part of the delay in contact tracing by DHHS and other factors. We will continue to monitor on a case by case basis using the most current information from the CDC and/or NH DHHS

## **Unfinished Business**

Staffing-all evaluations have been completed. T. Hooker & B. Davis will conduct their annual review of files.

Custodian- the job description was revised. The custodian position was posted on the library website, the town website and Indeed on September 24th. We have candidates to review in Indeed and will be drafting our interview process and looking to interview next week.

### Facility Issues

Plexiglass-The director has requested that Portland Glass install the portion on the Youth Services desk earlier than the circulation desk if they are able. In the meantime, the Town Clerk has lent us a stand-alone unit for the Youth Services desk. Portland Glass to be installed around October 27, 2020.

Exterior lighting-The Town chose to award the bid to the lower bidder which is their contractor, Ian Cote Electric. Ian notified Public Works that it will be six weeks before supplies are available to install. Update: Supplies are back ordered until December 2020. Staff will monitor darkness level in the parking lot and bring any safety concerns to the Library Director.

Column repair -Bruce Thomas spoke to Ed Miville who did the work. He thinks that he did everything that he was supposed to do. Bruce asked him to write up a summary of what he did (including how he mixed the material and how he cleaned off the repair) but has not received anything yet. The director is to ask for a copy of the write up for our file.

Ventilation fans: John Gimás has provided a quote to repair and replace the two exhaust fans in the building for \$1750. We have approved the quote and John is adding us to his schedule for sometime in the next few weeks. It will increase the ventilation in the building.

HVAC rooftop unit: Mark is attempting to schedule Rob Roy for fall maintenance and to repair the rooftop unit. Fall maintenance will be completed on 10-14-2020.

Plan for opening the library- it is going well. Will start offering browsing during porch pick 9-12 and 2-close. Will start this week. Porch pickup is still very successful.

Do we need anything additional for any of the future phases? Do we need plexiglass between the computer stations or standing deskings or moveable plexiglass stations? Director to review with staff for their suggestions

## **New business**

2021-2022 budget presentation to budget committee on October 15, 2020 at 6:30 pm.

Goffer reimbursement-Round 1-April & May purchases GOTO meeting and laptops

Round 2: June was book carts, faucets, extending Wi-Fi, phones, appointment software.

Round 3 will include the IWave and has been submitted.

Bid process- The bid process does not allow leeway for changing vendors if issues are found with delivery of materials and that we should include a time line for installation in further bid requests.

Other new business

Illness policy-was discussed as COVID cases in Hooksett have increased.

It was discussed that we should create an emergency sick bank for part time staff that is not able to work from home due to COVID-19 symptoms or taking care of a child with symptoms. It would be an average hours per week to be used to supplement FFCRA and would end on December 31, 2020. This sick bank would provide for one week pay depending on the average hours worked.

M. Broderick made a motion to accept the Emergency sick bank. Seconded by B. Davis.

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

Vacation, sick & accrual-it was discussed. The town has a different plan than the library. This will be deferred until our next meeting for further consideration.

L. Kleinschmidt congratulated Tammy Hooker in her new position on the board of directors for NH Library Trustees Association.

L. Kleinschmidt made a motion to adjourn the meeting M. Broderick seconded the motion.

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

Meeting adjourned at 8:15 pm.

Next meeting is scheduled for November 17, 2020 at 5:30 pm.

**These minutes recorded by: Tammy Hooker**