

Hooksett Public Library Trustee
Official Minutes
November 15, 2021, 5:30 PM

In Attendance: Mary Farwell, Chair; Tammy Hooker, Linda Kleinschmidt, and Sandra Mack

Barbara Davis-excused

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

Call to Order M. Farwell called the meeting to order at 5:33 pm

Public Input none at this time

Secretary's Report- L. Kleinschmidt made a motion to accept the 10-18-21 minutes;

S Mack seconded the motion

Voted: 4 in favor, 0 opposed, 0 abstained, 1 excused. The motion passed

Treasurer's Report-M. Farwell questioned if the library has a locked in rate for any of our utilities. The director stated the library is currently locked in for our natural gas and will check our rate with Liberty Utilities. The director will check to see if we have a locked-in rate for our electric and report back to the trustees.

Library Director Report

New library cards for October. There were 56 new library cards: Resident 45, Nonresident 8, Junior 2, and Young Adult 1.

The library has purchased benches for the Discovery Room. It was discussed that we would fund the benches from the Affinity Grant Program

Friends of the Library-held a costume swap in October. We recorded the donation of 20 costumes and those patrons in turn took 4 costumes and 4 masks. We made \$92.50 from those that did not have a swap

Trunk & Treat was a tremendous success. Over 180 kids participated in the trunk & treat and there were over 400 people in attendance.

Book Sale was held on 11-13-21 and the preliminary numbers are in at over \$5000!! Our best year yet! We would like to thank B. Davis and volunteers for all their support.

Volunteer Fair will be held on Tuesday Dec 7th and currently have 12 organizations for the event.

Unfinished Business

Staffing-all is good. Still looking to fill open positions.

Facility: Mark reached out to John Gimas to find out the status of the replacement batteries for the emergency lighting throughout the building. He reported back that he was able to find an alternate source for batteries, after the first two sources fell through. It was mentioned to him that we would like to have the light switches in the boiler room and upstairs circ closet fixed, since they are malfunctioning most due to the low voltage equipment.

Elevator

M. Glisson negotiated a \$300 discount to the original elevator repair quote, since we had been charged \$300 for Preventive Maintenance which never happened, due to the elevator's out-of-operation status. HR signed the quote and I sent it off on 10/19/21 to Stanley so that they can get started with ordering any parts in advance of the repair job.

The director has been advised by the Town Finance Director to file an insurance claim in regard to the damage to the elevator for potential claim.

HVAC Control Technologies discovered two additional items that need immediate attention during our fall maintenance session. They discovered that there are three compressor crankcase heaters in the rooftop unit that have failed and need to be replaced. The estimate was for \$633 with labor. The director has requested them to order the parts and move forward on the repairs.

Additionally, the boiler plate in the boiler is broken and needs to be replaced immediately. The estimate for the replacement is approximately \$600. The director has requested them to order the parts and move forward on the repairs.

The evaluation on the zone valve actuators: Scope of Work • Remove and replace the (8) failed Belimo zone valve actuators for RH# 3-2, 3-3, 3-4,3-9, 1-2-1,1-3-1, 1-12-2 and 2-1 • Troubleshoot RH# 9-4 & 9-5, no power to valve, controls not responding - we will trace the wires to find the problem. • Test and verify proper operation of the newly installed heating valve actuators. Total Price \$3317.00 Clarifications: RH#9-2 & RH1-2 heating valves will be quoted separately as they will need to be replaced during warmer months. Any issues/parts found during troubleshooting will be quoted separately. Excludes any line voltage electrical work should that be needed

Preventative maintenance has been scheduled on the controls.

During a service call the tech noticed a heater in the mechanical room and it is the only source of heat in that room. It was recommended that it be replaced since it is old, and parts would not be available. M. Glisson asked if it could be replaced by an electric heat incase the boiler does go out it would continue to heat the room. We have requested a quote for replacement.

Dividers for the meeting room. It was discussed that these are over 20 years old and have been exceedingly difficult to open & close. It was suggested that the staff start working on obtaining quotes for replacement.

AV system-The control box is not working. M. Glisson has reached out to have it serviced.

Health & Dental Staff reimbursement

Dental Insurance surplus return to employees and retirees: L. Kleinschmidt motioned to distribute the FY2021 surplus of funds in the amount of \$7118.25 as follows: \$214.30 to retirees, \$460.14 to employees, and the remaining \$6443.81 to be used to offset the increase in health insurance in FY22.

S. Mack seconded the motion

Voted: 4 in favor, 0 opposed, 0 abstained, 1 excused. The motion passed

New business

Donations

Candy and Jim Murphy donated \$250 to the Johnathan Murphy Memorial fund

Rose Spiewak and family donated \$100 in memory of Donna Farseze who passed away this fall

Barry Cogan to provide mask for patrons \$5.00

Anonymous \$20.00

Model T Club \$30.00

Sew Bee \$20.00

Heritage Quilting \$17.00

Total of donations: \$420.00

S. Mack made a motion to accept the above donation. L. Kleinschmidt seconded the motion

Voted: 4 in favor, 0 opposed, 0 abstained, 1 excused. The motion passed

Flexible Spending Account per the IRS they have increased the 2022 annual contribution limit to \$2850 for employees. S. Mack made a motion that the library set the employee to contribute the new maximum amount of \$2850.

L. Kleinschmidt seconded the motion

Voted: 4 in favor, 0 opposed, 0 abstained, 1 excused. The motion passed

ARPA will not be decided until December 1, 2021

Pay Equity Longevity -Budget Committee hearing date. The director will follow up to see if the \$4000 was left in our budget. She will also follow up to see if we know when the budget committee will be hearing the warrant article.

Hiring & promotion templates were reviewed, and we will be making the following changes to streamline.

Full time and part time Offer Letter of conditional employment will be signed by the employee. We will discontinue using the second letter showing they have passed the background check.

Benefits will be on a separate page the shows the break down for full time positions.

We will continue to issue a letter at the End of probation 180 after start date.

The director will forward the revised letter template to the trustees.

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.

M. Farwell made a motion to enter nonpublic Seconded by

Roll Call vote to enter nonpublic session:

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

The motion passed

Entered nonpublic at **7:04** pm

Exited nonpublic at **8: 05 pm**

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

Meeting adjourned at **8: 06** pm.

L. Kleinschmidt made a motion to adjourn the meeting T. Hooker seconded the motion.

Voted: 4 in favor, 0 opposed, 0 abstained, 1 excused. The motion passed

The next meeting is scheduled for December 13, 2021, at 5:30 pm

These minutes recorded by Tammy Hooker