

Hooksett Public Library Trustee Meeting
Official Minutes
September 14, 2021 5:30 PM

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

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

Call to Order M. Farwell called the meeting to order at 5:39 pm

Public Input none at this time

Secretary's Report-B. Davis made a motion to accept the 8-10-21 minutes;

L. Kleinschmidt seconded the motion

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

Treasurer's Report-M. Farwell asked about the automation line being \$2000 less than projected. The director will research and report back to the trustee.

Director Report -

Parking lot invoice for lights-The director reviewed the invoices and believes there was an oversight in us being notified of the changes in expenses. The director reached out to Andre Garron, Town Administrator and Earl Labonte, Public Works Director about the process but did not receive a response from either one of them. The director is working with the Town Administrator with providing him with information regarding our budget. She feels we should continue to work with the town to maintain a positive working relationship with them.

Roof repair-we have a recurring leak and Mark was in touch with Master Roofers for them to repair the leak.

Meeting room policy- there have been some request for rooms for interviews or study rooms and with our new policy revisions we do require them to be Hooksett cardholders. The staff will continue to monitor and report back to the trustees if there is an issue regarding non -Hooksett cardholders request that the library was unable to accommodate.

Unfinished Business

Staffing- Adult Services Librarian job description was reviewed. The director will post the position with a starting salary of \$51,147.

Hiring-The director has been conducting interviews for patron services assistance

Facility

Elevator-Longchamps Electric to install a meter reader for the power testing on Friday for a period of a week. Longchamps Electric will provide three quotes; 3 phase protections for the elevator; 3 phase protections for the roof top; 3 phase protections for the entire building. This was in response to Dana at Town Hall recommendation that we have our power supply tested.

Budget 2022-23 was reviewed. The library will present their budget to the town council on 9-15-21 at 6:00 pm.

Other unfinished business

New business

ARPA Grant- The staff will discuss further for different options and how to move forward.

Library update-The library is now open Monday thru Thursday from 9am to 8 pm; Friday 9-5 and Saturday 9 am to 3 pm. The director reported that the programs are going well; foot traffic has increased; circulation is going back up. Meeting rooms are being used.

Mask mandate -The director would recommend that due to the increases COVID cases she would like to reinstate the mask mandate in the library. T. Hooker would like to make sure the staff is prepared for any conflict with patrons since there is no longer a state mask mandate.

B. Davis made a motion that we reinstate the mask mandate effective 9-15-21. L. Kleinschmidt seconded the motion

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

Sick leave - part time employees -The director would like to reinstate a sick leave for part time employees to encourage them to stay home if they have COVID symptoms.

B. Davis made a motion to temporarily provide part time employees with sick leave related to COVID symptoms equivalent to one weeks average hours effective 9-15-21. The trustees will revisit at our January 2022 meeting. L. Kleinschmidt seconded the motion

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

The director will send out guidelines to the trustees.

Voicemail system-M. Farwell had a comment from a patron that when she called the person's voice mail did not indicate they were in or out of the office. M. Farwell also stated when she called in recently there was only one option and was not able to reach the correct party. M. Glisson will review the voicemail message.

Other new business

The Director reported the town is looking to address the pay equity longevity with town employees by using ARFA funds or health insurance savings. Town Administrator will present on October 27 to the Town Council. The trustees need to be at this meeting to make sure it includes the library staff. The Director will let the Trustee's know what formular the Town is using once they have decided on one.

File review-T. Hooker reported that the annual employee file review has been completed. The director has confirmed missing items have been completed. T. Hooker & B. Davis will review the files again.

Book Sale-B. Davis mentioned that we have enough books to have a small book sale. A tentative date of November 13, 2021 was set. With set up on Thursday & Friday. With a possible cancellation if COVID numbers increase. B. Davis would like to thank LeeAnn Chase for all her help with the sorting of the books and training of volunteers. Lee Ann had also been a huge help clearing out non-book sale items from the space so we have room to sort.

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 B. Davis

Roll Call vote to enter nonpublic session:

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

The motion passed

Entered nonpublic at 8:14 pm

Exited nonpublic at 8:34

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

Meeting adjourned at 8:36 pm.

L. Kleinschmidt made a motion to adjourn the meeting T. Hooker seconded the motion.
Voted: 5 in favor, 0 opposed, 0 abstained, 0 absent. The motion passed

The next meeting is scheduled for October 18, 2021, at 5:30 pm.

These minutes recorded by Tammy Hooker