

Hooksett Public Library Trustee Meeting
November 21, 2022
Official Minutes

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

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

Trustees Watched United for Libraries Short Take Video - Intellectual Freedom (15 min)

Call to Order S. Mack called the meeting to order at 5:41 pm

Public Input none at this time

Secretary's Report B. Davis made a motion to accept the October 17, 2022 minutes. M. Farwell seconded the motion. L. Kleinschmidt abstained. Approved by all.

M. Farwell suggested that we add the approved minutes to the Google Drive under Trustee Packets.

Treasurer's Report was reviewed ending in October and everything looks routine

Library Director Report-

M. Farwell asked if the trustees are able to receive a report regarding the number of Affinity accounts signed up monthly. H. Rainier stated it would be easier to report on a quarterly basis since the information is turned into TD Bank at that time. It was agreed that the trustees would receive a report quarterly on the number of Affinity accounts signed up.

B. Davis will follow up with TD Bank regarding Affinity account for the December meeting

Card Signups:

54 New accounts in October; 9 adult non residents; 1 Juvenile/Child; 44 Adults

Leak in the children's room-It was discovered by a staff member on Saturday. The staff was able to shut off the value in the registers in the children's room to prevent further damage due to the preventative maintenance that was completed earlier by adding shut off valves in the registers.

From Library Directors' report: Mt Saint Mary-Town Administrator Garron hosted a meeting with two members of Mt. St. Mary's condominium association, Nicholas Williams (Community Development), Leann McLaughlin (Project Coordinator), Mark and myself. Mt. St. Mary's wanted to meet to discuss the speed bumps in particular - which they will be removing three of on November 15th. We also discussed the easement the library has for the property and what the options are. The condo association is struggling financially with the maintenance of the building and surrounding property and looking for ways to offset their costs. I shared that we continue to need parking for larger events and floated the idea to Andre to explore if we could acquire the back parking lot. It was just an initial idea that was shared and didn't go anywhere, but I was able to express our need for additional parking.

After discussion The trustees would like to entertain the idea of obtaining the additional back parking lot. H. Rainier to discuss further with Town Administrator Garron.

Friends of the Library-membership renewals have been sent out
Booksale was held on 11-12-22 and the Friends made over \$4600 for the day.

- Policies

Personnel Plan: Section 4 - Hours of Work Updates -changes were reviewed

M. Farwell made a motion to accept the personnel plan as amended. Seconded by L. Kleinschmidt. Approved by all.

Circulation Policy Review-changes were reviewed.

L. Kleinschmidt made a motion to accept the Circulation Policy as amended. Seconded by B. Davis. Approved by all.

Books & Materials Challenges Request for Reconsideration H.Rainier will further research if it is a public meeting or a public hearing; Is the request for reconsideration a private document or a public document.

Books & Materials Challenges & Key Policies Discussion

- Number of book challenges a person can have
- Procedures for appeal challenges

M. Farwell Made a motion to accept the draft of the Request for Reconsideration. L. Kleinschmidt seconded the motion. Approved by all

Non-Resident Fee-was discussed. L. Kleinschmidt made a motion to accept the Non Resident Fee policy as amended. B. Davis seconded the motion. Approved by all.

Meeting Room-L. Kleinschmidt made a motion to accept. B. Davis seconded the motion. Approved by all

- Unfinished Business

Review Indemnification Clause in Trustees Bylaws- it was reviewed by T. Hooker and discussed that we should add "Per the Hooksett Town Council's Rules of Procedures eff 9-14-22 the trustees of the Hooksett Library are indemnified as elected officials" to the Trustee Bylaws.

M. Farwell made the motion to amend the Bylaws. L. Kleinschmidt seconded the motion. Approved by all

Review Hooksett Library Trustee Public Input Policy- the draft was reviewed and discussed. B. Davis made a motion to accept the Hooksett Library Trustee Public Input policy. L. Kleinschmidt seconded the motion. Approved by all.

Report on the status of Intellectual Freedom challenges in the state. Per the director, none at this time.

Facilities

- Fire Alarm Panels Follow-up - M. Glisson connected with the Alarm company to inquire further about what our new Fire Alarm panel provides in terms of

smoke or fire alarms in the building. He indicated that it will report on 3 zones in the building, whether the trouble is upstairs, downstairs and/or with the hvac systems. In short, it will give the HFD the same info that they've had access to even with the old fire panel.. This information will help us decide on proceeding with a partial or full upgrade of the system. M. Glisson reached out to Ian T. from HFD and it was determined we could wait for the upgrade. Trustees will review our budget in February 2023 for further consideration.

Donations

Acceptance from Friends of the Library none at times

Other Donations

- Sew Bee \$11.00
- Model T \$30.00
- Alicia Grant \$125.00

Jonathan Murphy Fund

- Chloe Newlon \$50.00
- Candy & Jim Murphy \$250.00

B. Davis made a motion to accept the above donations. Seconded by L. Kleinschmidt. Approved by all

How do other libraries use volunteers? A survey was completed by NH libraries and we currently use volunteers in all of the ways on the survey that are appropriate.

Other New Business

Staffing-childrens room has been reviewed. A part time circulation staff does float into the childrens room.

Next meeting will be December 12, 2022 @ 5:30 pm. Trustees will meet at 5:15 pm to watch ALA short take video.

B. Davis made a motion to adjourn the meeting at 8:08 pm. Seconded by L. Kleinschmidt. Approved by all.

December Agenda Items

- *H. Rainier will continue to review the Intellectual Freedom Manual and bring recommendations to the Board for changes to existing policies.*
- *H. Rainier will continue to look into Intellectual Freedom updates
Includes number of book challenges a person can have & procedures for appeal challenges.*
- *H. Rainier will report when there are challenges in the state (Ongoing).*
- *Personnel Plan Section 5 - Leave of Absences*
- *Leave time for part-time employees (Personnel Plan 2.5) Survey for leave time for part time employees at other libraries (H. Rainier)*
- *Review ALA Policies - Code of Ethics, Freedom to Read, Freedom to View, and Library Bill of Rights (H. Rainier)*

- *Review Matrix for 2022 policies (H. Rainier)*
- *Review Exhibit Space Application and Exhibits, bulletins boards, and displays policies - December*

Future Agenda Items

- *How to handle an appeal process for book challenge - T. Hooker to reach out to NHLTA.*
- *Review Trustees Bylaws (January)*
- *Review InterLibrary Loan Policy (January)*
- *H. Rainier will add the fire alarm panel to the library's wish list of pending items and will bring it to the board for the February meeting.*
- *Review Exhibit Space Application and Exhibits, bulletins boards, and displays policies - December (Already listed under December agenda items.)*
- *Professional Development Plan and Personnel Tracking Continued (AI) - move to January.*