

Hooksett Public Library Trustee Meeting  
Official Minutes  
December 12, 2022

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

Virtual: Mary Farwell

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

Call to Order S. Mack called the meeting to order at 5:40 pm

Public Input none at this time

Secretary's Report B. Davis made a motion to accept the November 21, 2022 minutes. L. Kleinschmidt seconded the motion.

Roll Call vote: S. Mack yes; B. Davis yes; L. Kleinschmidt yes; T. Hooker yes; M. Farwell yes

Approved by all.

Treasurer's Report-spending is on track ending November 2022.

Library Director Report-

The director would like to offer the upright piano on the free Hooksett Facebook page as it has not been used for years. The trustees have no objections. The director will post.

Intellectual freedom training: Lori Fisher from the State Library provided two days of outstanding training for our staff, staff from local libraries and a few trustees. The director sat in on both sessions to listen to the questions and discussion at each. The director was very impressed with the level of thoughtful questions our staff asked during the discussions. The director was very pleased to hear Lori Fisher state that we are well prepared for potential challenges with a few policies and procedures to be developed. M. Glisson stated that we were able to record the training for reference and for those trustees that were not able to attend. It was asked that we do not share recording outside of the Hooksett Library

The director attended a HealthTrust webinar providing an overview of the new Slice of Life program with Virgin Pulse and the LifeResources Employee Assistance Program (EAP) with ComPsych®. The EAP program is quite extensive and is available to all staff, board members and volunteers of the library. The director will share more information with the Board as information is received

The director attended a Primex training regarding: ADAAA (Americans with Disabilities Act Amendments Act of 2008) Overview. A three-hour workshop on the impact of the ADA and the 2008 Amendments on employers.

SHRM-Society of Human Resource Management. The director discovered that SHRM has a library of personnel policy templates available for members and purchased a one year membership for the library for \$229. This now provides us with a policy library of 228 policy templates that are constantly updated (most were updated in 2022) and reviewed by HR managers and attorneys.

Grants account reconciliation the director has been working on reconciling the past grant income and expenses in our grant account. At this time the director is requesting that the treasure assist her. They will be meeting in the near future to review.

#### Friends of the Library-

B. Davis provided an updated on the booksale, the total of the booksale was \$5484.13

T. Hooker reported that the Santa Party was held on 12-3-22 and they raised \$341.50 from taking photos with Santa.

Friends Being Friends Craft Night was held on 11-30-22 with 21 Friends in attendance. We had 5 new friends join us. The weather was not good that night with heavy rain & wind as 38 people had registered.

#### Policies

Meeting room- The director is looking at allowing groups to use the library starting at 7:00 am Tuesday, Wednesday and Thursday. The library has received requests from two different business groups that are in need of morning meeting spaces, which is currently nonexistent in Hooksett.

We would charge a \$25.00 fee for before hours meeting. It was discussed a fee would be charged as there may be additional staff hours needed.

L. Kleinschmidt made a motion that we amend the meeting room policy to allow groups to meet at the library at 7:00 am on Tuesday, Wednesday and Thursday for a fee of \$25.00 per event.

B. Davis seconded the motion.

Roll Vote S. Mack yes; B. Davis yes; L. Kleinschmidt yes; T. Hooker yes; M. Farwell yes. Approved by all

#### Personnel Plan: Section 5 - Leave of Absences (AI)

5.1 Sick Leave-revised wording completed on 12-12-22

5.3 Bereavement Leave -revised wording completed on 12-12-22

5.10 Holiday-revised wording completed on 12-12-22

5.11 Vacation leave-revised wording completed on 12-12-22

L. Kleinschmidt made a motion to updated the Personnel Plan as discussed.  
B. Davis seconded the motion.  
Roll Vote S. Mack yes; B. Davis yes; L. Kleinschmidt yes; T. Hooker yes; M. Farwell yes. Approved by all

The director will research excused or unexcused absence and will bring Section 5.2 Maternity leave 5.6 Military Leave & 5.12 Family & Medical Leave Act to the board in January

#### Personnel Plan 2.5 - Leave time for part-time employees

The director shared a survey for leave time for part time employees completed by other libraries. It was discussed about offering paid time off for part time employees.

Vacation: Establish two tiers for part-time employees for longevity with the library, these two tiers will follow the equivalent full-time rate of accrual.

Tier 1 Vacation 0 to 4.99 years. 1 hour of vacation leave is accrued for every 22.22 hours worked

Tier 2 Vacation 5+. 1 hour of vacation leave is accrued for every 15.3 hours worked.

B. Davis made a motion effective 1-1-23 we will offer part time employees vacation per the above tier. L. Kleinschmidt seconded the motion. Roll Vote S. Mack yes; B. Davis yes; L. Kleinschmidt yes; T. Hooker yes; M. Farwell yes. Approved by all

The director will update the libraries Personnel Plan

#### Books & Materials Challenges & Key Policies Discussion

The director recommend that we separate Request for Reconsideration from the Collection Development policy

L. Kleinschmidt made a motion to approve the new Request for Reconsideration from the Collection Development policy. Seconded by B. Davis  
Roll Vote S. Mack yes; B. Davis yes; L. Kleinschmidt yes; T. Hooker yes; M. Farwell yes. Approved by all

B. Davis made a motion that we accept the Hooksett Library Request for Reconsideration Of Library Resources Policy as presented. Seconded by L. Kleinschmidt Roll Vote S. Mack yes; B. Davis yes; L. Kleinschmidt yes; T. Hooker yes; M. Farwell yes. Approved by all

Number of book challenges a person can have- The policy was updated to reflect that if there are multiple challenges placed at one time, the library will extend the reconsideration period by 15 business days per title. The Director has researched this question and not finding any information to the contrary will keep the policy as drafted and will bring any additional information she learns back to the Board if the need arises.

Procedures for appeal challenges is part of the Request for reconsideration of library resources policy.

Intellectual Freedom update recommendations to existing policies. The director reported there are no changes to be made at this time.

#### Unfinished Business

Review ALA Policies - Code of Ethics, Freedom to Read, Freedom to View, and Library Bill of Rights we need to reaffirm our commitment in January.

Review Matrix for 2022 policies. The director has reviewed and highlighted what we need to review for 2022, 2023 and 2024 . Trustee will review for the January meeting

Report on the status of Intellectual Freedom challenges in the state (ongoing)

Facilities-annual fire inspection will be completed this week by the Hooksett Fire Dept.

Other Unfinished Business-none at this time.

#### New Business

##### Donations

Other Donations-Model T Club	\$30.00
Christina Somers	\$10.00
Total	\$40.00

B. Davis made a motion to accept the above donations. Seconded by L. Kleinschmidt Roll Vote S. Mack yes; B. Davis yes; L. Kleinschmidt yes; T. Hooker yes; M. Farwell yes. Approved by all

#### Other New Business

B. Davis made a motion to extend the COVID sick leave for part time employees until 6-30-23. Seconded by L. Kleinschmidt Roll Vote S. Mack yes; B. Davis yes; L. Kleinschmidt yes; T. Hooker yes; M. Farwell yes. Approved by all

Display policy was reviewed and discussed. B. Davis made a motion to adopt the Hooksett Library Display policy as presented. Seconded by L.

Kleinschmidt Roll Vote S. Mack yes; B. Davis yes; L. Kleinschmidt yes; T. Hooker yes; M. Farwell yes. Approved by all

The chair will add the link for the trustee public input policy to the agenda.

B. Davis would like to recognize all the hard work of the director and staff regarding reviewing and updating the library policies.

Next meeting will be January 23, 2023 @ 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 8:12 pm. Seconded by L. Kleinschmidt Roll Vote S. Mack yes; B. Davis yes; L. Kleinschmidt yes; T. Hooker yes; M. Farwell yes. Approved by all

### **January Action Items**

- *H. Rainier will make updates to Personnel Plan Section 5.2 5.6 5.12 - HR*
- *H. Rainier will make updates to Personnel Plan 2.5 - Leave time for part-time employees needs to be revised-HR*
- *Review ALA Policies - Code of Ethics, Freedom to Read, Freedom to View, and Library Bill of Rights (H. Rainier)*
- *H. Rainier will continue to review the Intellectual Freedom Manual and bring recommendations to the Board for changes to existing policies. (ongoing)*
  
- *H. Rainier will report when there are challenges in the state. (ongoing).*
- *Trustee to review the Policy Matrix for 2023 & 2024*

### **January Agenda Items**

- Review Exhibit Space Application and Exhibits, bulletins boards, and displays policies.
- Review Trustees bylaws.

### **Future Agenda Items**

- Fire Alarm Panels Update (February)
- Meeting Room Policy - additional updates (February)
- Professional Development Plan and Personnel Tracking Continued (February)
- Review InterLibrary Loan policy.-April