

Hooksett Public Library Trustee Meeting
Official Minutes
September 19, 2022

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

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

Call to Order S. Mack called the meeting to order at 5:36 pm

Public Input none at this time

The trustees watched a video from the ALA called “What it means to be a trustee in a series of trustee training. “

Question from watching the video: Does the town have D&O for the trustees. The Director will follow up with the town to see if there is a policy that covers the trustees.

Secretary’s Report B. Davis Made a motion to accept August 8, 2022 minutes;

L. Kleinschmidt seconded the motion. Roll Call Vote:

Barbara Davis Yes

Tammy Hooker: yes

Linda Kleinschmidt yes

Mary Farwell Yes

Sandra Mack yes

Motion Passed

L. Kleinschmidt Made a motion to accept August 22, 2022 minutes; B. Davis seconded the motion. Roll Call Vote:

Barbara Davis Yes

Tammy Hooker: yes

Linda Kleinschmidt yes

Mary Farwell abstained

Sandra Mack yes

Motion Passed

Treasurer’s Report August 2022. B. Davis reported that the budget was very routine and in line for the month of spending. B. Davis noted that Payroll for 9/1/2022 was in the August column.

The director reported that the books and materials line looked underspent but some of the invoices had not been registered yet. We are more in line now.

Library Director Report

M. Farwell asked if the formulas in the statistics report were correct? The director will make corrections to the statistics report for the year to date

New Library cards: 65 Total; 1 adult employed in town; 9 adult- non resident fee; 47 adult/resident; 6 Juvenile/child; 2 Teacher
“How did you hear about the Library?” or “What brought you to the Library today?” the staff reported that they do ask this question but often received a puzzled look from the patron. Going forward the staff will report if the patrons shares why they are obtaining a library card.

T. Hooker asked if we can obtain a report showing the number of patrons that are using the smart lockers. Director will add it to the monthly report.

Friends of the Library: T. Hooker reported the upcoming schedule of events

Costume Swap the month on October

Friends social 10/20/22 beaded bowl

Truck or Treat 10/29/22

Booksale 11/12/22

Santa Party 12/3/22

Annual membership renewals be sent out by the end of October.

Policies

Personnel Plan: Section 3 defer until October

Section 4 Overtime needs to be reviewed.

Trustees and HPL family members were reviewed and it was discussed that a “potential ” hire would not be subject to the HPL personnel policy but instead the board will draft a policy outlining that a relative or family member of a trustee is not eligible to work for the library.

Books & Materials Challenges & Key Policies Discussion

Collection & development policy, when someone submits a challenge it will be reviewed by the review committee to determine if it fits the library’s collection & development policy.

It was discussed if the trustees needed their own policy to accept and review the appeal, including guidelines to determine when the Board would hear an appeal
Conversation to be continued after additional research is completed to see if other libraries have such a policy.

Additional discussion was held regarding the concept of imposing a limitation on patrons challenging the same library materials for a certain period of time after a decision had been reached about the suitability of those materials for the library collection.

Unfinished Business

Facility

- Dehumidifier Update - mini-splits. M Glission gave us an update. The library’s HVAC contractor recommended that we work with the current HVAC systems (both controls and equipment) to ensure that they are operating as engineered before introducing additional, potentially unnecessary

equipment to solve the unusually high humidity conditions in the lower level of the library, especially in the staff storage room area. After a brief review of the JACE interface, the library's HVAC specialist recommended that we address the issue initially by adjusting the air supply flow in the AHU and add a control to the JACE interface so that staff can make manual adjustments, as needed. The results from these recommended changes will help to determine the next steps in the humidity resolution process. In the meantime a dehumidifier has been deployed in the storage room.

- Fire Alarm System upgrade proposal-has been received with a quote for a phased approach to the upgrade. The Director and Assistant Director will review and make a recommendation for the best time to proceed with installation. .
- Painting of Meeting Rooms & Orange Room- A quote was obtained for the Electrical Room (Orange Room) at \$700. The Hebert and Village combined meeting rooms were quoted at \$3500, the consensus of the Board and staff was to wait on this project due to more pressing building priorities at this time.

Book lockers -the second set was installed last week. Patrons have been using them. Publicity has been generated through the library's regular PR avenues as well as a bookmark is being placed in each of the current hold items for patrons

Trustee Hooksettlibrary.org emails have all been set up

New Business

Donations	
Stephanie Ferreira	\$5.00
Model T	\$30.00
Sew Bee	\$6.00
Quilters Matter	\$4.00
Total of	\$45.00

L. Kleinschmidt Made a motion to accept the above donations; B. Davis seconded the motion. Roll Call Vote:

Barbara Davis Yes
Tammy Hooker: yes
Linda Kleinschmidt yes
Mary Farwell Yes
Sandra Mack yes
Motion Passed

2023-24 Budget Addendum - longevity pay copy from director report

The Director to forward revised budget to town council with a reduction of \$9738 to the bottom line. The revised budget includes longevity bonuses and reduction in health insurance as we had a staff change from a two person to a health stipend.

.B. Davis made a motion to accept the revised budget of \$1,083,702.00

L. Kleinschmidt seconded the motion:

Roll Call Vote:

Barbar Davis yes

Tammy Hooker: yes

Linda Kleinschmidt yes

Mary Farwell Yes

Sandra Mack yes

Motion Passed

Add disclaimer to trustee emails per meeting on 8-8-22. Trustees are to add the following Email Disclaimer Language to their new library emails. While the contents of this communication are intended to be confidential, email sent to and from this address is subject to NH RSA 91-A (the NH Right-To-Know Law) and may, subject to certain exemptions, be subject to disclosure to third parties. Any unauthorized disclosure, reproduction, use or dissemination of this communication (either whole or in part) is prohibited. If you are not the intended recipient of this message, please notify the sender immediately and delete the message from your system.

Other New Business-

B. Davis brought up a concern regarding patrons information that could be seen on the children room computers. M. Glisson will be installing a screen on the windows so that this information is not visible to patrons in the library.

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.

L. Kleinschmidt made a motion to enter into nonpublic Seconded by B. Davis

Roll Call vote to enter nonpublic session:

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

The motion passed

Entered into non public at 8:28 pm

Exited nonpublic at 8:39 pm

S. Mack made the announcement that the minutes of the nonpublic session will be disclosed.

H. Rainier-recommended that we remove Elizabeth Nerbonne from probation. She has completed her new hire six month probation period. M. Farwell made a motion to remove her from probation. Seconded by L. Kleinschmidt:

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

The Director reported that Michael Cox was a new hire at the library in August 2022. He is currently working the circulation desk and will possibly be working in youth services.

The Director reported that Sean Sherwood was a new hire at the library in August 2022. He is currently working circulation

The Director reported that Emily Fay has accepted a position as Library Director at the Maxfield Public Library.

B. Davis asked when the youth services room will have coverage all the hours that the library is open. The Director stated our goal is to have the youth services room fully covered in the next 3-6 months.

Staff file audit missing information was due on 9-16-22. The Director will have them completed before 10-4-22 so that T. Hooker & B. Davis can review

L. Kleinschmidt made a motion to adjourn the meeting. B. Davis seconded the motion.
Approved by all.

Meeting adjourned at 8:40 pm.

The next meeting is scheduled for October 17, 2022, at 5:30 pm.

These minutes recorded by Tammy Hooker

October Action Items

- H. Rainier will share recommendations for Section 3 of the Personnel Plan in preparation for the October meeting.
- October-Personnel plan updates - All Trustees will review the third section of the Personnel Plan.
- H. Rainer to contact town regarding a D&O policy for trustees
- T. Hooker to review our bylaws to see if it states trustees are indemnified
- ALL-Determine language for policy on Trustees and HPL family members in the Trustee policy
- T. Hooker Public comment look at town council and the school-time frame
- H. Rainier will review the number of challenges one person can have;The Trustees are to read Materials Challenges: Key Library Policies.
- H. Rainier to locate and share trustee's policies

Future Agenda Items

- Review Policy Matrix with timeframe for revisions on policies (October).
- Professional Development Plan and Personnel Tracking (October)
- Nonresident fee formula (October)
- Leave time for part-time employees (November). (Personnel plan policy 2.5)
- Research how other libraries use volunteers.(November)
- Do library trustees need a procedure for an appeal challenge (October)
- H. Rainier to report any challenges in the state

Tagline – the heart of the community (or “the heart of Hooksett” telling the stories of our community

Grant opportunities for wish list items

Library Advisory Group –Dream Team