

Hooksett Public Library Trustee Meeting
Official Minutes
October 17, 2022

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

Linda Kleinschmidt excused

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

Call to Order S. Mack called the meeting to order at 5:30 pm

Public Input none at this time

Secretary's Report B. Davis made a motion to accept the September 19, 2022 minutes.

M. Farwell seconded the motion. Approved by all

Treasurer's Report was reviewed ending September 2022

Library Director Report-B. Davis suggested that the library look at projects that the Friends of the Library could finance. H. Rainier will speak with H. Dresser regarding some ideas.

Vacation/sick accrual account is currently funded with at 53% of the full total needed if all employees left simultaneously. The Board feels this is a safe percentage balance to have in reserve.

Health Insurance - We are using the health insurance premiums that were received by the Town Finance Director for our budget of 2024. Health insurance increased by .5% and dental insurance increased by 1.5%.

H. Rainier contacted the town regarding a D&O policy for trustees.-The Director reported the Town's Public Official Errors and Omission coverage when acting with the course and scope of their official duties and for the benefit of the library. The limit per wrongful act is \$5,000,000.

Utilities:

H. Rainier drafted projections for FY23 and FY24 for natural gas and electricity. Rainier questioned the difference between supply and delivery rates. M. Farwell explained that the Delivery rate: Cost of transmitting and Supply: Cost company has to pay on the open market. Supply is what we have a contract through 2024.

The Blanche & Oscar Morin Sr Memorial Fund-H. Rainier gave the background on the memorial fund after researching its origin in the town annual reports. H. Rainier

shared the details of an accounting error she discovered and made the recommendation to return the funds from the special checking account to the Morin Account. M Farwell made a motion to transfer \$857.09 from the Special checking account to the Blanch & Oscar Morin Sr Memorial Fund due to an accounting error that was just discussed. Seconded by B. Davis. Approved by all

Insurance Workers' Compensation Sick and vacation leave. The Town Council, at their meeting of 09/14/22, approved the below update to the Town Personnel Plan:

Insurance – Workers' Compensation. Sick leave and vacation leave **will** accrue while on workers' compensation.

Section 8 Workers Compensation

Sick, vacation, and holiday leave will ~~not~~ be accrued while the employee is on workers compensation. ~~Additional holiday pay above workers compensation payments will not be awarded while the employee is on workers' compensation.~~

B. Davis made a motion to amend the policy to read: Sick, vacation, and holiday leave will accrue while the employee is on workers compensation. Seconded by M. Farwell Approved by all.

Friends of the Library:

Costume Swap is set up and will end October 31, 2022
Ongoing book sales are doing well.

Policies

Personnel Plan: Section 3.1 - 3.10 was reviewed.

Meal Breaks-under Section 3.10 The Director will link the Department of Labor laws in the documentation.

B. Davis made a motion to approve Section 3 with updates. Seconded by M. Farwell. Approved by all. All updates to the Personnel Plan are recorded and available upon request from the Director.

Books & Materials Challenges & Key Policies Discussion -the number of challenges one person can have. The Director researched the question and the results were inconclusive. The Director and Assistant Director are attending a legal workshop on library policies on Saturday, October 22, 2022 and hope to have an answer from the workshop.

The Director shared that she is working with Lori Fisher, Assistant State Librarian, to offer a training on Intellectual Freedom challenges to staff and trustees. She will share dates of the trainings when finalized.

Library Trustees as Volunteers or Employees. M. Farwell made a motion to accept the new policy for Library trustees as Volunteers or Employees. Seconded by B. Davis
Approved by all.

B. Davis will contact Hooksett town officials with the trustees' new email addresses.

Bylaws-T. Hooker reviewed the trustees current bylaws and found that they do not currently state that the trustees are indemnified. The Board will revise the bylaws at their next meeting to reflect the Town's Public Official Errors and Omission coverage.

Unfinished Business

Continue United for Libraries Short Takes- The Board will convene at 5:15 for their next meeting to view the Intellectual Freedom short take.

Facility

Dehumidifier Update - Our HVAC system received some necessary upgrades to address humidity and air supply controls. A new damper actuator was installed to provide more control over air supply into the building. In addition, new programming was added to our JACE interface to give us more on-demand control over the settings for air supply and temperature, along with a control for high-occupancy status. These feature updates should provide more economy and efficiency in our system operation. T

The HVAC technician started our PM and discovered that one of our circulator control boxes had failed (\$400-\$600 to replace), but will save us labor costs by including the replacement during a future PM visit. M. Glisson is happy to report that the humidity conditions have much improved in the staff storage room, mostly due up to this point to the portable dehumidifier, but also due to outside weather conditions. The hope is that with the advent of the heating season and the updated JACE controls, we'll be in better shape.

Fire Alarm Panels - Received an updated quote for a phased upgrade to our fire system. This quote consists of an upgrade to one level of the building's fire alarm equipment and is essentially half the cost of an upgrade proposal that includes both levels of the building. M. Glisson solicited HFD's feedback on the feasibility of this more phased upgrade approach and received a thumbs-up with the proviso that a full-building upgrade would be more desirable, funds permitting. The next step in the decision-making process is to work with the Director on availability of funds to proceed, either with the partial or full upgrade.

The Director will review the current fire panel settings to see if it reports by the room or just the level and report back at the next board meeting.

New Business
Donations

Acceptance from Friends of the Hooksett Library- B. Davis made a motion to accept the donation from the Friends of the Hooksett Library in the amount of \$2695.34 . Seconded by M. Farwell. Approved by all

Other

Stephanie Ferreira	\$5.00
Anonymous	\$20.00
Model T	\$30.00
T.O.P.S	\$75.00
Total	\$130.00

B. Davis made a motion to accept the above donations. Seconded by M. Farwell Approved by all.

B. Davis made a motion that effective Fiscal Year 7-1-22 all donations to the Friends of the Hooksett Library including in kind donations that are then given to the library to then be given away by the library to patrons shall be accepted by the trustees. Seconded by M. Farwell Approved by all.

The Policy Matrix with timeframe for revisions on policies was reviewed and added future as agenda items.

Professional Development Plan and Personnel Tracking: The Director shared the first draft with the trustees. The professional development tracking document outlines action steps from each professional development response form that staff complete after attending a professional development seminar. The form records: Date attended, workshop title, topic category, next step to be taken, short/long term, priority status, current status, timeline to start, estimated time task will take, staff to collaborate with and follow up mechanism. The Director will bring revisions to share at the December meeting. It is still a work in progress. To be reviewed again in December.

A	B	C	D	E	F	G	H	I	J	K
Date attended	Workshop	Topic	Next step	Short/Long term	Priority status	Status	Timeline to start	Estimated time this step will take	Staff to collaborate with	Follow up mechanism
07/14/2022	Preparing for Book & Program Challenges	Policy Development	Explore Crisis Communication Plan -see write up	Long term task	High		**Script to send notification to email that the date/timeline to start is "here".			

Public comment time frame. T. Hooker reported that the Town of Hooksett allows 5 minutes per person; Hooksett School District allows 3 minutes. T. Hooker to write up public input procedures for library board meetings.

Non-resident fee formula: The Director proposed a nonresident fee formula to create a fee that is equal to or greater than the library's budget per capita income from tax revenue.

Library budget (tax revenue) divided by the population.

FY23: \$1,058,085 budget divided by 15,127 (2021 population) = \$69.95.

based on the aver. It was determined that the non-resident fee should be increased to \$70.00 a year. The Director recommended that we change the billing date to the anniversary date of the card holder rather than July 1st of each year. The Director confirmed the system will send out a renewal notice on the anniversary date. The Director will revise the Non-Resident Fee policy with this change and will bring recommended revisions for the Circulation Policy to the Board at the November meeting. B. Davis made a motion that effective 10-17-22 we are to increase non resident fees to \$70.00 a year and amend anniversary date to date of renewal instead of July1. Seconded by M. Farwell. Approved by all.

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 adversely affect 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 into non-public. Seconded by B. Davis

Roll Call vote

M. Farwell yes

B. Davis yes

S. Mack yes

T. Hooker yes

Entered into non public at 8:16 pm

Exited non-public at 8:27 pm.

S. Mack announced that the minutes of the non public would be disclosed:

H. Rainier recommended that we remove Nicholas Maher-Lewis from his initial six-month hire probation.

H. Rainier provided an update on staff and everyone is doing well.

B. Davis made a motion to adjourn the meeting. Seconded by M. Farwell

Motion to adjourn the meeting at 8:28 pm

Next meeting Monday, November 21, 2022 @ 5:30 pm. Trustees will meet at 5:15 pm to watch a short video in regards to Intellectual Freedom.

November Agenda Items

- H. Rainier Circulation Policy
- H. Rainier & Trustee Library Personnel Policies Section 4 “Hours of Work”
- Trustee bylaws
- Fire alarm panel
- *H. Rainier will report the status of Intellectual Freedom challenges in the state*

Action Items:

- T. Hooker will obtain the legal wording to amend the *bylaws to state that trustees are indemnified (protected)*.
- H. Rainier will continue to review the Intellectual Freedom Manual and bring recommendations to the Board for changes to our existing policies.
- Intellectual freedom
- H. Rainier will investigate the level of detail shown on the fire alarm panel in its current state when a smoke detector is engaged.
- *H. Rainier will report the status of Intellectual Freedom challenges in the state*

December Agenda Items

- Leave time for part-time employees (Personnel Plan 2.5)
- *Personnel plan updates Personnel Policies Section 5 Leaves of Absences*
- *H. Rainier ALA policies*
- *H. Rainier all policies in the Matrix ending 2022*
- H. Rainier will work on a survey for leave time for part time employees with other libraries.

Future Agenda Items

- How to handle an appeal process for book challenge - T. Hooker to reach out to NHLTA.