

Official Minutes
Hooksett Public Library Trustee Meeting
March 20, 2023

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

Mary Farwell 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 February 27, 2023 minutes. L. Kleinschmidt seconded the motion. Approved by all.

Treasurer's Report-B. Davis reported that she reviewed the current budget ending February and currently we will be underspent in wages but over spent in maintenance.

The Director presented year end budget projections for 22-23. She will review the health insurance line further as there appears to be considerable savings in that line.

Library Director Report-H. Rainier highlighted her director's report. She pointed out the number and variety of programs coming up in April, particularly the Rain Barrels to Soak Up the Rain at Home which is a collaboration between NH DES, Hooksett Village Water, Hooksett Garden Club, the Library and a student club at Cawley Middle School.

The Director reported they held their first staff meeting and all staff were very engaged. Both on site and hybrid options were offered.

Credit card payment-After reviewing the options available, we are moving in the direction of using Square. Trustees had additional questions regarding the type of reports that we can obtain and the fees to use. The Director reported that the fees are: Online store 2.9% plus .20 per transaction; Using the card reader 2.6% plus .10 per transaction. The Director will bring a policy and procedure to the April meeting.

Friends of the Library-Macrame Gnomes was held on March 9th with 12 in attendance. Will be holding the next event on Apr 20, 2023 . The Director thanked Tammy Hooker for providing these excellent craft programs which are in demand with our patrons.

A book sorting volunteer has made an awning for the ongoing book sale room and it looks great.

L. Kleinschmidt will attend the next Friends meeting to share an idea she has for a craft night.

Policies

Personnel Plan 2.4 - 2.8 Employment Classification (FT & PT)

B. Davis made a motion to consolidate Employment classification descriptions 2.4 full-time employment status, 2.5 part-time employment status, 2.6 temporary employment status, 2.7 exempt and nonexempt employees. section 2.4- Full Time & 2.5 PT. It will now be under 2.4 Employment Classification as of 3-20-23. Seconded by L. Kleinschmidt. Approved by all

Personnel Plan: 2.5 At Will employment & 2.6 Previous employment

B. Davis made a motion to accept 2.5 At Will employment & 2.6 Previous employment per revision. Seconded by L. Kleinschmidt. Approved by all.

Section 2.8 Personnel data changes were reviewed. B. Davis made a motion to accept 2.8 Personnel data as written with no changes. Seconded by L. Kleinschmidt. Approved by all.

Section 2.10 Benefits-start employment were reviewed. B. Davis made a motion to accept Section 2.10 Benefits-start employment as written with no changes. Seconded by L. Kleinschmidt. Approved by all.

Sections 5.6 Military Leave- The Director reached out to Davis & Towle Insurance Agency and requested they review the Section 5.6 Military leave. At their recommendation the policy was revised. B. Davis made a motion to accept the revision as written. Seconded by L. Kleinschmidt. Approved by all.

Intellectual Freedom update recommendations to existing policies (**ongoing**)

Unfinished Business

Review Policy Matrix for 2023/2024 -S. Mack requested the link be included in the monthly directors report each month.

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

Facilities

Request for Quote for Phase Loss Protection- M. Glisson reported that he has reached to our electrician for additional recommendations to find vendors for our RFQ for the Phase Loss Protection.

The claim for the damage to the two starter motors for the HVAC circulators from 12-26-22 has been submitted to Primex and is covered.

M.Glisson reported that there is a Town wide initiative to add security cameras and card-access security locks to provide better security control and ease of access for the Policy and Fire in case of emergencies. Funds for this upgrade will come either from ARPA or Homeland Security grants. This is currently in the early stages.

The Electrical room is now painted and ready for the installation of the AV System.

AV system is being installed on Wednesday, March 22, 2023

New Business

Donations

Acceptance from Friends of the Library. B Davis will have a report at the April meeting.

Other Donations for February 2023

Scott & Adrienne Newton for the Murphy Memorial	\$50.00
Shessler-Youth Services	\$500.00
Sew Bee Meeting room	\$12.00
BNI meeting room	\$100.00
Model T-meeting room	\$30.00
Total	\$692.00

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

Other New Business

Affinity Program ends on April 30, 2023. B. Davis is now working with another person at TD Bank. It appears we are on target to receive this year. B. Davis will bring the report to the April meeting.

Staffing-The Director will be posting a part time position for the children's room for 20 hours a week.

NHLTA conference-T. Hooker reminded the trustee of the upcoming conference and highly recommend for those that could attend to attend on May 9, 2023

The Director and Assistant Director gave an overview of Aspen Discovery interface GMILCs is purchasing and plan on having it implemented by August. The program is an overlay of the online catalog that makes it simpler to find items.

B. Davis made a motion to adjourn the meeting at 7:08 pm Seconded by L. Kleinschmidt. Approved by all.

Next meeting will April 17, 2023 at 5:30 pm at the Hooksett Library

April Action Items

- *H. Rainier will make updates to Personnel Plan 2.9 changing the language of ADA of 1990 to ADAAA of 2008.*
- *H. Rainier will make updates to Exhibits, Bulletin Boards, and Displays and Distribution of Free Material policy.*
- ***H. Rainier will review the Non-Resident Card Policy for the April agenda for annual review.***
- *H. Rainier will present a draft of the new Digitization Copyright Policy for the Board to adopt*
- *H. Rainier will develop a Credit Card Usage policy.*
- ***H. Rainier will provide an update on the children's room position.***
- ***H. Rainier will provide an update on budget projections for 2022-23.***
- *M. Glisson will submit a request for quotes for Phase Loss Protection.*
- *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)*

Future Agenda Items

- Meeting Room Policy - additional updates (TBD)
- Review InterLibrary Loan policy (August)
- Fire Alarm Panel Updates (May)
- Code of Conduct Policy (TBD)
- Professional Development Plan and Personnel Tracking Continued (TBD)
- Affinity update