

**Unofficial Minutes**  
Hooksett Public Library Trustee Meeting  
May 22, 2023

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

Mary Farwell virtually

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

Ron Trexler from the Hooksett Garden Club came to review his plans for the butterfly garden. Would like to modify the existing butterfly garden to meet objectives to become certified monarch waystation; and achieve certified pollinator garden status from UNH; to provide an outdoor educational oasis for schoolchildren and adults; to provide a multi-sensory environment.

Secretary's Report

B. Davis made a motion to accept the April 17, 2023 minutes. L. Kleinschmidt seconded the motion.

Roll call vote

S. Mack-yes

L. Kleinschmidt-yes

B. Davis-yes

T. Hooker-yes

M. Farwell-abstained

B. Davis made a motion to accept the May 16, 2023 minutes. L. Kleinschmidt seconded the motion.

Roll call vote

S. Mack-yes

L. Kleinschmidt-yes

B. Davis-yes

T. Hooker-yes

M. Farwell-yes

**Treasurer's Report**-B. Davis reported that she reviewed the current budget ending April and currently we are over spent in maintenance. All other lines are routine.

## **Library Director Report**

NHLA Spring Conference Update-the Director attended this conference and provided her notes on the conference.

NHLTA Spring Workshop-the Director attended this conference and provided her notes on the conference.

GMILCS formula: The final version of the proposed new formula was adopted by the GMILCS Board at the April meeting.

## **Friends of the Library-**

Bake Sale Jun 3, 2023 9-12 with the Hooksett Garden Club plant sale

Touch a Truck Jun 24, 2023

Summer concert Friday, July 14 at 6:30 pm

B. Davis reported the Ongoing book sale income was \$520.00 for April

## **Policies**

**Hooksett Library Digitization Copyright Policy** for the Hooksett Library Digital History Collection B. Davis made a motion to accept the digitization copyright policy as presented. L. Kleinschmidt seconded the motion.

Roll call vote

S. Mack-yes

L. Kleinschmidt-yes

B. Davis-yes

T. Hooker-yes

M. Farwell-yes

Hooksett Library [Credit Card Acceptance](#) Policy

B. Davis made a motion to accept the Hooksett Library Credit Card with the revision of removing "debit card". L. Kleinschmidt seconded the motion.

Roll call vote

S. Mack-yes

L. Kleinschmidt-yes

B. Davis-yes

T. Hooker-yes

M. Farwell-yes

COVID Sick Leave for part time will expire on June 30, 2023. B. Davis made a motion to not renew the COVID Sick Leave for part time staff. L. Kleinschmidt seconded the motion.

Roll call vote

S. Mack-yes

L. Kleinschmidt-yes

B. Davis-yes

T. Hooker-yes

M. Farwell-yes

## **Personnel Plan -**

Sick Leave for Part-time Employees-Discussion was held on how we would be able to track hours worked. The Director reported our payroll system will be able to accrue sick leave per hour worked for part time employees.

B. Davis made a motion effective July 1, 2023 to offer pro-rated sick leave for part time employees using the same formula as full time employees. L. Kleinschmidt seconded the motion.

Roll call vote

S. Mack-yes

L. Kleinschmidt-yes

B. Davis-yes

T. Hooker-yes

M. Farwell-yes

**Request for Reconsideration Amendments**-the Director would like to amend the policy to include “An individual may submit no more than two (2) written Requests for Reconsideration in any given month, and no more than ten (10) in any calendar year. Materials in the HPL collection for which judgments have been rendered through the Request for Reconsideration process by the Committee or Board of Trustees will not be reconsidered again for a period of three (3) years following a judgment.”

Discussion was held and the trustees felt the number per calendar year was excessive. The trustees asked the Director to reach out to see what area libraries are doing and will report back at the June meeting.

Intellectual Freedom update recommendations to existing policies: See Request for Reconsideration amendments

## **Unfinished Business**

Staffing - Children’s Room-we now have a staff member in the Children’s Room for all of the hours we are open.

Back Parking Lot-Director will follow up with the town administrator.

Review 2022-23 Budget Projections - Tabled to follow the nonpublic session of the meeting.

## **Facilities**

Fire Alarm Panel Updates we have quotes and have been tabled for now.

Request for Quote for Phase Loss Protection -Mark will be meeting with a firm on Thursday, May 25, 2023 to obtain a summary of services.

Report on status of Intellectual Freedom challenges in the state none at this time

## New Business

### Donations

Gift:

In Memory Peggy Tervainen:

Williams & Pamela White \$100.00

Kiwanis \$50.00

George & Jesslyn Hiltz \$100.00

Total for Gift \$250.00

B. Davis made a motion to accept the above donations. L. Kleinschmidt seconded the motion.

Roll call vote

S. Mack-yes

L. Kleinschmidt-yes

B. Davis-yes

T. Hooker-yes

M. Farwell-yes

Meeting Room:

Model T \$30.00

Sew Bee \$14.00

BNI Strategic Partners \$125.00

Granite Hill Condo Assoc \$100.00

Total for Meeting Room \$269.00

B. Davis made a motion to accept the above donations. L. Kleinschmidt seconded the motion.

Roll call vote

S. Mack-yes

L. Kleinschmidt-yes

B. Davis-yes

T. Hooker-yes

M. Farwell-yes

**TD Bank Affinity** Update-B. Davis reported that we still do not know the amount we will be receiving. She will continue to follow up with TD Bank

**Adopting Classifications Pay Plan 2023** - was discussed to adopt the town's updated Classification Pay Plan to include the 2.2% COLA increase effective 7/1/2023.

B. Davis made a motion to adopt . L. Kleinschmidt seconded the motion.

Roll call vote

S. Mack-yes  
L. Kleinschmidt-yes  
B. Davis-yes  
T. Hooker-yes  
M. Farwell-yes

The Director will bring the merit recommendations based off of evaluations to the June meeting

**Cleaning Company Update**-H. Rainier & M. Glisson met with the supervisor from Emerald Green Buildings Services to review how things were going with the cleaning. H. Rainier & M. Glisson shared their pending list of items that we'd like to have addressed by the cleaning crew including a more formal cleaning schedule with frequencies and checklist for east of tracking and attention to heavy traffic areas, like the Children's & Discovery rooms. The contract is coming due this June.

**Update on Monthly Staff Meetings** The Director reported they reviewed revised Bulletin Board, Circulation and Meeting Room policies, had a good discussion on how to interpret and implement. Great questions from staff regarding potential scenarios that could happen in the future and how we would respond to them based on the revised policies.

**Workshop & Seminar Write-ups** This is tied in with the Professional Development Plan. Is part of the June action items.

### **Other New Business**

**Monarch Waystation Project** -it was discussed and decided that we should have long range planning for the property. We would love to incorporate the Monarch Waystation but are concerned about traffic and safety of the pedestrians. We need to reevaluate the bottom section for safety. The Director will request Ron Traxler to meet with us on June 19, 2023 at 5:00 pm

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

S. Mack made a motion to enter into nonpublic Seconded by B. Davis

Roll call vote to enter into non public

S. Mack-yes

L. Kleinschmidt-yes

B. Davis-yes

T. Hooker-yes

M. Farwell-yes

The motion Passed to enter into non public

Enter into non public at 8:23 pm

Exited non public at 8:52 pm

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

S. Mack reviewed the June action items and future agenda items.

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

Meeting adjourned at 8:57 pm

These minutes recorded by Tammy Hooker

Next meeting will be held on June 19, 2023 at 5:30 pm at the Library.

### June Action Items

- ***H. Rainier will gather more information for the Request for Reconsideration amendments (number of reconsideration requests in a calendar year).***
- ***H. Rainier will provide an update on budget projections for end of 2022-23.***
- ***H. Rainier will bring merit recommendations based on evaluations.***
- ***H. Rainier will provide an update of the Professional Development Plan with workshop and seminar write ups (tentative).***
- ***H. Rainier will provide a draft of the Professional Development Plan with workshop and seminar write-ups by 8/30/23 with a completed write-up by 9/30/23.***
- ***M. Glisson awaiting quote, proposal, and summary of services for Phase Loss Protection.***
- ***Fire Panel Upgrades - waiting until the end of June (M. Glisson)***
- ***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

- **Review InterLibrary Loan policy (August)**
- **Draft of workshop and seminar write-ups (September)**
- **Completed workshop and seminar write-ups (October)**
- **Code of Conduct Policy (TBD)**
- **Meeting Room Policy - additional updates (TBD)**
- **Professional Development Plan and Personnel Tracking Continued (TBD)**
- **Commemorative Memorial Policy (TBD)**
- **Non-Resident Card - Add to matrix for (April 2024) - Complete.**