

Hooksett Public Library Trustee Meeting  
Unofficial Minutes  
June 19, 2023  
5:30 PM

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

Excused: Linda Kleinschmidt and Mary Farwell

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

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

**Call to Order Public Input** - None at this time.

Before the meeting, the trustees met with Ron Trexler & Rachel Sweeney of the Hooksett Garden Club to review the site for a Butterfly Garden Plan. Ron showed where he would like to add a sensory garden in the area between the parking lot and front driveway above where the two meet. He would like to add walking paths and raised beds to accommodate people with disabilities. He suggested adding fencing to both sides. The trustees had numerous concerns that the area is too close to traffic. We felt there was a liability issue. Fencing would present a problem with the removal of snow as the parking lot does shrink with the snow banks. The trustees feel this is a great concept but belongs at a location that could support field trips and ongoing educational programs. It was suggested he contact the schools especially Memorial Middle School since they host the YMCA summer camp. We would like to thank Ron & Rachel for meeting with us again.

**Secretary's Report** B. Davis made a motion to accept the May 22, 2023 minutes. S. Mack seconded the motion. Approved by all

**Treasurer's Report** B. Davis reported that she reviewed the current budget ending May 2023 and it is in line.

**Library Director Report**-H. Rainier reviewed the Library of Things circulation report.

Accepting credits cards-the Square reader is all set up and the library is accepting credit cards.

The GMILCS Board adopted the Formula group's recommendation to use rolling averages which will lessen the impact of changes with individual libraries from year to year and will improve our ability to budget for our annual dues.

**Friends of the Library**

Touch A Truck is on June 24th,  
May Ongoing book sale was \$530.00

## **Policies**

Request for Reconsideration Amendments (number of reconsiderations per calendar year). It was discussed and reviewed. We will amend the number of reconsideration requests to one request per month per Hooksett patron; maximum 6 requests a year; an item will not be eligible to be reviewed again for a period of five years from the date of the library director receipt of the initial objection form. B. Davis made a motion to accept the above revision. S. Mack seconded. Approved by all.

Intellectual Freedom update recommendations to existing policies-the director did not have anything to report at this time

## **Unfinished Business**

*Back Parking Lot* Follow-up-deferred. The position of Town Planner is currently vacant. The Director felt it would be best to wait until the Town fills this position

*2022-23 Budget Projections*-was reviewed

Healthtrust is no longer reimbursing the FSA. They will send the explanation to the library and in turn the library will reimburse the insured.

### *Facilities*

Fire Alarm Panel Upgrade- deferred for further review.

Request for Quote for Phase Loss Protection Mark has been reaching out for a second opinion but they have not called him back. His next step will be to reach out to our electrician to see if he would reach out to the vendor that he recommended.

## **Other Unfinished Business**

### New Business

#### *Donations*

Gift donations:

In Memory Peggy Tervainen:

S. Cunningham                      \$97.62

Meeting room donation:

BNI                                      \$100.00

B. Davis made a motion to accept the above donations. S. Mack seconded the motion. Approved by all

*TD Bank Affinity* Update-B. Davis has followed up with TD Bank for an update and will continue to follow up.

*Professional Development Plan / Workshop & Seminar Write-ups* deferred until July.

Town Council Meeting- June 28th to showcase the library. Mark will create a slideshow to highlight the library's accomplishments over the past year.

*NH HB321 - Right to Know & Sealed Minutes*-In the absence of an adopted procedure to review and determine whether the circumstances no longer apply for meeting minutes kept from the public, the public body or agency shall review and determine by majority vote whether the circumstances that justified keeping meeting minutes from the public under RSA 91-A:3, III no longer apply. This review shall occur no more than 10 years from the last time the public body voted to prevent the minutes from being subject to public disclosure. Meeting minutes that were kept from the public prior to the effective date of this paragraph that are not reviewed by the public body or agency within 10 years of the effective date of this paragraph shall be subject to public disclosure without further action of the public body.

<https://fastdemocracy.com/bill-search/nh/2023/bills/NHB00010382/>

The trustees discussed the house bill and felt that this could be time consuming but felt we should have a procedure in place.

T. Hooker to review and develop a procedure for non public minutes.

*Kiwanis 5K Trail Race*-September 16, 2023. Kiwanis would like to hold this event at the library again this year.

B. Davis made a motion to allow the Kiwanis 5K Trail Race to use the library. Seconded by S. Mack. Approved by all

B. Davis made a motion to have a delayed opening of 10:00 am on the day of the race. Seconded by S. Mack. Approved by all

*2024-2025 Budget* is due to the town on August 11, 2023

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.

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

**Roll Call vote** to enter nonpublic session:

S. Mack	Y
B. Davis	Y
T. Hooker	Y

The motion passed

Entered non public at 7:16 pm

Exited non public at 8:45 pm

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

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

B. Davis made a motion to adjourn the meeting. S. Mack seconded the motion. Approved by all.

Meeting adjourned at 8:48 pm

These minutes recorded by Tammy Hooker

Next meeting will be held on July 24, 2023 at 5:30 pm at the Library.

August meeting will be held July 31, 2023 at 5:30 pm at the Library

### **July Action Items**

- *H. Rainier will provide a final budget for the end of 2022-23.*
- *H. Rainier will provide first draft of 2024-25 budget*
- *H. Rainier will provide an update of the Professional Development Plan with workshop and seminar write ups. Review again during the August meeting. Completed write-ups by 9/30/23.*
- *M. Glisson awaiting quote, proposal, and summary of services for Phase Loss Protection (awaiting follow-up from contractor (M. Glisson)*
- *If any, H. Rainier will continue to review the Intellectual Freedom Manual and bring recommendations to the Board for changes to existing policies. (ongoing)*

### **Future Agenda Items**

Professional Development Plan and Personnel Tracking Continued (August)

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)

Commemorative Memorial Policy (TBD)

Non-Resident Card - Add to matrix for (April 2024)