

Hooksett Public Library Trustee Meeting  
Unofficial Minutes  
July 24, 2023  
5:30 PM

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

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

**Call to Order** S. Mack called the meeting to order at 5:33 pm

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

**Secretary's Report** minutes were reviewed from the June 19, 2023 meeting. B. Davis made a motion to accept the minutes. S. Mack seconded the motion. Approved by all.

L. Kleinschmidt & M. Farwell abstained

**Treasurer's Report** is not completed as we are still in July 2023

**Library Director Report**

June 2023 marked the introduction of credit card payments at the Hooksett Library, making an immediate impact for both patrons and staff members. For a long time, patron services staff had to gently break the news that only cash or checks were accepted forms of payment, and now it's gotten much easier for people to resolve charges, take advantage of the book sale, renew non-resident fees and lost items.

Cleaning services-H. Rainier & Mark Glisson met with contacts from our cleaning service to review and implement a more formal cleaning schedule to include a checklist of scheduled cleaning. The immediate supervisor of the cleaning service trained a new cleaning team who coincidentally are a husband and wife. Thus far, the cleaning performance has been noticeably improved and the communication channels much smoother.

Aspen Discovery M. Glisson attended a virtual webinar for Aspen Discovery partner, on the subject of using Aspen Discovery not only as an online cataloged overlay, but also as a possible website replacement. The webinar demoed practical examples of how this website building tool would work and showcased examples of libraries using this already. The potential is very promising and bears further, close consideration and review.

All Staff meeting First Amendment audit was discussed. Groups of activism are coming into the library to test the rights of individuals to film in a public space. They ask if the library has a copy of the constitution in the library. A number of southern NH libraries have been visited by these "auditors" trying to get them to react on video as they get paid for the number of hits on YouTube. The staff at the Hooksett Library labeled areas that are for "staff only" to prevent them from being videoed.

M. Glisson did a great job this past year in regards to the facilities and assisting in keeping the utilities budget in line.

**Friends of the Library**

The Summer Concert was held on July 14th. It was moved inside due to threats of storms. There were 120 in attendance

Family Bingo was held on July 24th It was a great event and well attended by all ages! 85 people attended and the Friends gave popcorn

Ongoing book sale in June \$939.00

End of summer reading program will be held on July 31. The Friends is sponsoring Mr. Aaron and giving snow cones

**Unfinished Business**

Professional Development Plan and Personnel Tracking /Workshop & Seminar Write-ups -will have an update at the next meeting

Review 2022-23 Final year end budget was reviewed.

**Facilities**

Request for Quote for Phase Loss Protection - M. Glisson reached out to Hooksett SAU to see who they might use for this type of project. They recommend a vendor and M. Glisson has an appointment with them on Wednesday.

**List of Sealed Minutes Procedure-** T. Hooker would like to recommend that per RSA 91-A:3,III we create and maintain a list of all minutes that have been “determined not to be subject to full public disclosure” back to 1-1-22. We are only required to go back to 2022. For reference: [https://www.nhmunicipal.org/sites/default/files/uploads/workshop-materials/rtk\\_guidebook\\_w\\_supplement.pdf](https://www.nhmunicipal.org/sites/default/files/uploads/workshop-materials/rtk_guidebook_w_supplement.pdf) page 34 Section H List of sealed minutes.

T. Hooker is still working on a procedure on how often the board needs to review their non-public minutes once the list of minutes has been completed.

**New Business**

Election of officers: Year 2023-2024

M. Farwell nominated S. Mack as Chair. Seconded by B. Davis Approved by all  
B. Davis nominated M. Farwell as Vice Chair. Seconded by L. Kleinschmidt. Approved by all  
L. Kleinschmidt nominated T. Hooker as Secretary. Seconded by B. Davis Approved by all  
S. Mack nominated B. Davis as Treasurer. Seconded by M. Farwell. Approved by all

**Donations**

Acceptance from Friends of the Library	
Playaways	\$1,205.76
Wonderbooks	\$909.84
Total	\$2,115.60

M. Farwell made a motion to accept the above donations. L.Kleinschmidt seconded the motion. Approved by all

**Other Donations**

Meeting room	
Model T	\$60.00
BNI Strategic Partners	\$125.00
Granite Heights Condo Association	\$100.00
NH Sister’s Group	\$48.60
Sew Bee	\$7.00
Total	\$340.60

M. Farwell made a motion to accept the above donations. L.Kleinschmidt seconded the motion. Approved by all

Tech Support Donation	
Ruth Dabrowski	\$100.00

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

**TD Bank Affinity Update**-The library will receive \$19,615.46 this year. The trustees would like to thank the library staff for doing such a great job this year.

2023 detail information:

Additional 41 checking accounts

Additional \$11,176,449 in savings additional \$100,011

29 New account

The library has received a total of \$148,947.42 in Affinity Grant total as of 2023

**Draft Budget for 2024-25** was reviewed and each line was discussed. The director will forward the narrative to the trustees.

Budget is due to Christina at Town Hall on due 8-3-23

B. Davis made a motion to accept the proposed 24-25 Budget bottom line of \$1,132,495, which is an 2.17%

Seconded by M. Farwell. Approved by all.

**New Business:**

M. Farwell shared that Tony LaCasse from the Hooksett Heritage Commission contacted her as the Hooksett Heritage Commission would like to put display cases at the library. It was discussed and determined that It is the library practice not to have outside material in a permanent display as part of our past practices.

Non Public RSA 91-A:3, II(c) *Matters which, if discussed in public, would likely affect adversely the reputation of any person, **other than a member of this board**, unless such person requests an open meeting. This exemption shall extend to include 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 M Farwell

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

S. Mack	Y
B. Davis	Y
T. Hooker	Y
L. Kleinschmidt	Y
M. Farwell	Y

The motion passed

Entered non pubic at 8:05 pm

Exited non public at 8:15 pm

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

S. Mack reviewed the August 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 8:16 pm

These minutes recorded by Tammy Hooker

Next meeting will be held August 21, 2023 at 5:30 pm at the Library

### **August Action Items**

- *H. Rainier will provide a draft of the Professional Development Plan and Personnel tracking with workshop and seminar write ups. Complete write-ups by October meeting.*
- *M. Glisson awaiting quote, proposal, and summary of services for Phase Loss Protection (meeting with vendor - M. Glisson).*
- *H. Rainier will provide a draft of the InterLibrary Loan policy.*
- *H. Rainier and Trustees will come up with language for a procedure to seal minutes and review sealed minutes. HB321 - Procedure to review sealed minute service every 10 years - Appoint one board member to catch up on the minutes through 2013. (August)*
- *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 /Workshop & Seminar Write-ups (Continued - August)
- Back Parking Lot Follow-up (September)
- Completed workshop and seminar write-ups (October)
- Fire Alarm Panel Upgrade ~\$16,000 (TBD)
- Code of Conduct Policy (TBD)
- Meeting Room Policy - additional updates (TBD)
- Commemorative Memorial Policy (TBD)
- Non-Resident Card - Add to matrix for (April 2024)