

Hooksett Public Library Trustee Meeting
Official Minutes
August 21, 2023
5:30 PM

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

Virtual: 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

Proof of posting of the public hearing

T. Hooker provided proof of posting of the public hearing in the NH Union Leader on 7/31/2023.

Legal Notice

**TOWN OF HOOKSETT
PUBLIC HEARING NOTICE**

The Hooksett Library will be holding a public hearing on **August 21, 2023, at 5:30 pm** at 31 Mount Saint Mary's Way Hooksett NH. The public hearing is to accept a check in the amount of \$19,615.46 from TD Bank Affinity grant.
(UL - July 31)

S. Mack opened the Public Hearing at 5:31 pm to accept a donation of \$19,615.46 from TD Bank Affinity Program.

Public Input - None at this time.

Secretary's Report Minutes were reviewed from the July 24, 2023 meeting. B. Davis made a motion to accept the minutes. L. Kleinschmidt seconded the motion. Roll call vote:

Sandra Mack yes

Barbara Davis yes

Linda Kleinschmidt yes

Tammy Hooker yes

Mary Farwell yes

Minutes were reviewed from the August 7, 2023 meeting. B. Davis made a motion to accept the minutes. M. Farwell seconded the motion.

Sandra Mack yes

Barbara Davis yes

Linda Kleinschmidt yes

Tammy Hooker yes

Mary Farwell yes

Treasurer's Report is for the first month of the new fiscal year. Everything looks very routine.

Library Director Report

The Director reported on the planning and launch of the new Aspen catalog overlay. Pre-launch work on Aspen required lots of staff time with substantial contributions from senior staff along with GMILCS partners. The public launch was on Aug 21, 2023. The director gave a tutorial of the new interface. The trustee gave feedback that they really liked the new look and usability.

IMLS Report: The director gathered the statistics and data needed for the FY23 IMLS annual report that is coordinated by the state library each spring. The data reported is for the 2023 fiscal year and is much more relevant to review and easier to gather when completed in July following the close of the fiscal year rather than waiting until the following spring.

Historical Society: The director and assistant director met with members of the Historical Society. It was decided that items at the historical society that are print-based, booklets, books and papers will be moved to the Library for future digitization and preservation. We will create an area in the physical archive (that we are creating) that will be designated as Historical Society items.

Personnel: the director started one-on-one meetings with each of the senior staff. Meetings will occur every other week, for ½ hours and will focus on projects they are working on and a space for them to share any questions and concerns that they have.

The Library will present our proposed FY24 budget to the Town Council on 9-20-23.

Friends of the Library

B. Davis reported that the income from the ongoing book sale for July 2023 was \$570.00

Policies

InterLibrary Loan Policy was reviewed and revised.

M. Farwell made a motion to accept the changes as presented by the director.

Seconded by L. Kleinschmidt

Roll call vote:

Sandra Mack yes

Barbara Davis yes

Linda Kleinschmidt yes

Tammy Hooker yes

Mary Farwell yes

Code of Conduct Policy The director will add to the matrix to be reviewed in the future

Trustee policy for language to seal minutes and review sealed minutes HSB 321 was voted in law effective 10-1-2023. T. Hooker will share the spreadsheet regarding the list of sealed minutes. We will need a policy in place going forward.

Unfinished Business

Professional Development Plan The director shared a draft with the trustees. The draft outlined the segments of the plan including: Curriculum by position, a professional development tracking form, a spreadsheet/form for tracking the follow up steps for sessions attended and a follow-up mechanism for those steps. The director will bring an updated version to the September meeting.

Facilities

Phase Loss Protection - M. Glisson reported that he had a conversation with the new vendor that the Hooksett SAU recommended. Their one suggestion was to have a backup power generator, since this is the most common solution for power loss prevention. The electrician indicated that he would consult with his colleagues to propose other options and get back to us. Mark was also able to work with our MHEC specialists to find another electrical contractor who might be able to address our needs, pending the results of the consultation with the most recent electrician. A meeting will be scheduled in the near future with the Director, Mark and the electrician.

New Business

S. Mack announced the public hearing was closed at 6:45 pm.

B. Davis moved to accept the donation of \$19,615.46 from TD Bank from their Affinity Program. M. Farwell seconded the motion.

Roll call vote:

Sandra Mack yes

Barbara Davis yes

Linda Kleinschmidt yes

Tammy Hooker yes

Mary Farwell yes

M. Glisson will check to see if we have the “big” check to add to the library marketing.

B. Davis will reach out to the TD Bank to see if they would like to come to the trustees next meeting to present the check to the trustees. Will also see if they have a “big” check if we do not have one in storage.

Donations

Meeting room donations:

Model T	\$60.00
Sew Bee	\$ 7.00
BNI Strategic Partners	\$100.00
GSNH-Nepalese	\$50.00
Intn’l Literature Society	\$50.00
Total:	\$267.00

B. Davis made a motion to accept the above donations.. L. Kleinschmidt seconded the motion. Roll call vote:

Sandra Mack yes

Barbara Davis yes

Linda Kleinschmidt yes

Tammy Hooker yes

Mary Farwell yes

Other New Business

Reviewed non budget items for FY 23 & FY24

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

Roll call vote:

Sandra Mack yes

Barbara Davis yes

Linda Kleinschmidt yes

Tammy Hooker yes

Mary Farwell yes

Meeting adjourned at 7: 24pm.

The next meeting is scheduled for September 18, 2023, at 5:30 pm.

These minutes recorded by Tammy Hooker

September Action Items

- *H. Rainier will provide an updated draft of the Professional Development Plan and Workshop/Seminar write ups.*
- *M. Glisson awaiting quote, proposal, and summary of services for Phase Loss Protection (meeting with vendor).*
- *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.*
- *H. Rainier will provide the agenda for the 9/20 Town Council Budget Presentation.*
- *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

- Back Parking Lot Follow-up (October)
- Final Professional Development Plan & Workshop/Seminar Write-ups (October)
- Personnel Tracking Form (December)
- Personnel Policy (January)
- 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)