

Hooksett Public Library Trustee Meeting  
Unofficial Minutes  
September 18, 2023  
5:30 PM

Call to Order

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 5:29 pm

TD Bank Affinity Program-Kim Favreau from Hooksett TD Bank informed us that we are first in North America in regards to the largest affinity check received. She asked how we were able to continue this success. M. Farwell explained that our staff is what makes the program a huge success.

Public Input - none at this time

**Secretary's Report** Minutes were reviewed from the August 21, 2023 meeting. B. Davis made a motion to accept the minutes. L. Kleinschmidt seconded the motion. Approved by all

**Treasurer's Report**-very routine ending August 2023

**Library Director Report-**

An APC/UPS device in the electrical room for the new AV rack/system was installed recently and prevented damage during the recent power outage from this weekend.

**Friends of the Library**-upcoming events

Book & Bake Sale will be held Nov 4, 2023

Friends on gong book sale income for August \$772.00

**Policies**

HB 321 Sealed Non public meeting minutes review procedure was adopted and will be effective October 3, 2023. The procedure draft was reviewed and determined that we need to clarify once the nonpublic minutes are reviewed if they need to be reviewed again? T. Hooker to research and bring back to the October meeting.

## Unfinished Business

Professional Development Plan and Workshop/Seminar Write Ups -The director explained that the form was enhanced by using the staff jobs descriptions for topics. The staff will input their responses using a Google form that will feed back to the development plan and workshop write ups . Supervisor will review with staff at their monthly meeting. The director shared with us a new form that she developed regarding “personnel tracking” to assist with personnel management throughout the year as well as evaluations at the end of the year.

## Facilities

Quote for Phase Loss Protection - The Director and Assistant Director met with the electrician used by the SAU in Hooksett, they are leaning towards a generator to help prevent brownouts. They are writing a quote for a full building generator.

Smoke detector replacements-The Director and Assistant Director Mark attended the Town Council's ARPA Subcommittee on 9-14-23 to request funding for our smoke detector replacements. The director shared that the ARPA Subcommittee voted to move our proposal on to the full Town Council for review. The next step is to take our proposal to the full Council. We are working on an updated quote from ESP and as soon as we have that, we will look at dates for us to attend a Council meeting with our proposal, most likely in October. The director will inform the trustees once we have the quote and can work together to find a date to present.

## Other Unfinished Business-

M. Farwell pointed out the carpet in the meeting room has some major stains. The Assistant Director will look into replacing the carpet square or to see if the stains can be removed by spot cleaning.

## New Business

### Donations

#### *Other Donations*

Sew Bee	\$8.00
Strategic Partners Group	\$75.00
Model T	\$30.00
RNA	\$20.00
Total	\$133.00

M. Farewell made a motion for the above donations. Seconded by B. Davis. Approved by all

*Tech Support Donation*

Diana Dara	\$100.00
Sandra Tourangea	\$50.00
Total	\$150.00

M. Farwell made a motion for the above donations. Seconded by B. Davis. Approved by all

**Discuss agenda for 9/20 Town Council Budget Presentation**-Town Council goals: The Town Council met on August 9th to establish their goals for the upcoming year. The full set of goals is available here: [TC goals](#). Of particular interest for us is this: "Set budget increase for no more than 2%". The Town Administrator, Andre noted that it is too late for this budget cycle as all budgets have already been submitted, however, this may be something that comes up during our budget presentation. Our current proposed budget is at 2.17% and this does not include the health insurance rate increases that we will receive in October or November. The director will highlight what we spent and our budget is coming in within the 2% as requested.

**Longevity Recognition:** The library has two employees that will be recognized on September 27, 2023 at the Hooksett Town Council meeting. Mark Glisson has been with the library for 20 years and Heather Dresser for 5 years.

**Library Archive Cabinets**-the Director is proposing that we purchase three Gaylord Archival shelving cabinets for current and future collections as materials from the scrapbooks are digitized and preserved. She proposed that we use Greenough funds to purchase shelving.

B. Davis made a motion to purchase three Gaylord Archival cabinets for up to \$13,000, funded from the Greenough account. Seconded by L. Kleinschmidt. Approved by all.

**FLSA Salary Threshold**-The US Department of Labor has proposed "an increase to the Fair Labor Standards Act's (FLSA's) annual salary-level threshold to \$55,068 from \$35,568 for white-collar exemptions to overtime requirements. The department also is proposing automatic increases every three years to the overtime threshold." [Labor Department Proposes New Federal Overtime Salary Threshold](#). Donna shared the following from the Town Attorney, Stephen Buckley. , "*The Notice of Proposed Rule Making (NPRM) was issued by the Wage and Hour Division of the US Department of Labor on August 30, 2023. That notice proposes to increase the salary level for exempt employees from \$35,568 to \$55,068 and the threshold for highly compensated employees from \$107,432 to \$143,988. That NPRM has not yet been published as a Proposed Rule in the Federal Register. When published in the Federal Register, the NPRM will indicate the comment period, which could be 30, 60, 90 or 180 days. After the close of the comment period the*

*Wage & Hour Division would then need to take account of the comments and either publish a supplemental rule with an additional comment period, or, elect to publish the proposed rule as a final rule effective within 30 days. Thus, these new FLSA salary levels could go into effect by December 1, 2023 or January 1, 2024, or February 1, 2024 or March 1, 2024 all depending on the initial comment period.* Note: The Library has one salaried position that is currently under this threshold that we will need to review should this move forward. The Director will update the trustees as this moves forward.

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

Meeting adjourned at 7:24pm.

The next meeting is scheduled for October 23, 2023, at 5:30 pm.

These minutes recorded by Tammy Hooker

### **October Action Items**

- *H. Rainier will provide an update on the back parking lot.*
- *H. Rainier will provide an update on Patron Services Librarian Position Grade Adjustment.*
- *M. Glisson will follow up on Phase Loss Protection.*
- *Trustees will review Language for Sealed Non-public Meeting Minutes Review Procedure (HB321). Procedure to review sealed minute service every 10 years. Appoint one board member to catch up on the minutes through 2013.*
- *Trustees will review Investment and Gift (Accessioning & Deaccessioning) Policies.*
- *Identify meeting dates to discuss Code of Conduct, Meeting Room, and Commemorative Memorial Policies.*
- *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**

- 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)