

Hooksett Public Library Trustee  
Official Minutes  
October 23, 2023  
5:30 PM

Call to Order

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

Virtual Linda Kleinschmidt

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

**Call to Order** S. Mack called the meeting to order at 5:41 pm

Public Input - none at this time

**Secretary's Report** Minutes were reviewed from the September 18, 2023 meeting. B. Davis made a motion to accept the minutes. M. Farwell seconded the motion.

Roll Call vote: S. Mack yes; B. Davis yes; M. Farwell yes; T. Hooker yes and L. Kleinschmidt yes

**Treasurer's Report** very routine ending September 2023

**Library Director Report-**

Jane Martina is representing the library and working with the Hooksett Heritage Commission. T. Hooker suggested that Jane track her hours that she works on the Hooksett Heritage commission. S. Mack suggested there should be a transition plan in place.

Trunk and Treat was canceled due to weather.

Sustainability-M. Glisson has registered for two sustainability initiatives for the library, one for electric car charging stations and another for a NHSave energy program. Still in the fact finding process. Grants may be available from the state.

**Friends of the Library**-upcoming Book & Bake sale is Nov 4, 2023

**Policies-**

RSA 91-A:3, III, minutes of non-public sessions “ Trustees procedure, T. Hooker had emailed Natch Greyes from NH Municipal Association asking once we have a procedure in place and review the minutes from 10 years do we need to review them again every 10 years. His response was that we adopt a procedure and then follow it. T. Hooker will review and revise the procedure and bring it back to the November meeting.

Review process update of non-public minutes. L. Kleinschmidt has reviewed non public up until 2015.

L. Kleinschmidt asked if there is a criteria when non-public minutes must remain sealed. T. Hooker to review.

**Facilities**

Smoke & carbon monoxide detectors-M. Glisson is obtaining an updated quote from ESP. H. Rainier & M. Glisson will take the revised quote to Town Council to be funded by ARPA

Phase loss prevention: M. Glisson has been working with the electrical contractor to solicit a proposal to address our phase loss power issues with our building. The consensus for the phase loss solution still remains focused on a backup generator of some sort with a rough estimate of \$64,000 but we are not aware if this is a backup generator for the whole building or partial for the mechanicals. M. Glisson will continue to work with the electrical contractor.

**New Business**

**Donations:**

Friends of the Library donations:

Hot Books \$378.45 purchased 7/18/2023

LOT - Lawn Games \$299.38 purchased 9/8/2023

Total \$677.83

B. Davis. made a motion to accept the above donations. Seconded by. M. Farwell

Roll Call vote: S. Mack yes; B. Davis yes; M. Farwell yes; T. Hooker yes and L. Kleinschmidt yes

Other Donations:

Strategic Partners Group \$125.00

Model T \$ 30.00

Total \$155.00

**B. Davis. made a motion to accept the above donations.** M Farwell

seconded the motion.

Roll Call vote: S. Mack yes; B. Davis yes; M. Farwell yes; T. Hooker yes and L. Kleinschmidt yes

### **New Business**

Back parking lot-H. Rainier to meet with new town planner Liz this week. H. Rainier met with Mike Heidorn, Village Water Superintendent regarding a new water loop for the area.

FLSA Salary threshold-no further update at this time.

Juneteenth Holiday-H. Rainier reported that the Town Council voted at their September 13, 2023 meeting to adopt Juneteenth as a recognized holiday to be added to the town personnel plan with the stipulation that it be observed on the day it falls.

**B. Davis made a motion to observe Juneteenth effective January 2024 for full time employee annual holiday hours amended from 88 hours to 96 hours to incorporate the addition of the Juneteenth holiday.** M.

Farwell seconded the motion.

Roll Call vote: S. Mack yes; B. Davis yes; M. Farwell yes; T. Hooker yes and L. Kleinschmidt yes

Tiered Health Insurance buyout-the director reported that The Town Council voted at their October 4th meeting to adjust the health insurance buyout for employees to a tiered approach in an effort to further incentivize employees moving to a spouse's plan. Currently an employee who is eligible for health insurance with the town/library is paid a \$5,000 stipend regardless of the plan they would have taken. The Council voted to adopt the following tiered buyout: Single \$5,000, 2-person \$7,500 and family \$10,000. This is set to take effect January 1, 2024.

**M Farwell made the motion that we offer the tiered health insurance buyout to follow the town.** B. Davis seconded the motion.

Roll Call vote: S. Mack yes; B. Davis yes; M. Farwell yes; T. Hooker yes and L. Kleinschmidt yes

Part Time vacation and sick accrual-Our payroll software calculates part-time sick and vacation accrual based on the number of hours an employee has

worked in that pay period, not all of the hours paid for that pay period. So they only accrue for the hours worked, not the leave time hours. Full-time employees accrue a set number of hours per pay period regardless of whether they were hours directly worked or leave time taken. The director will contact our payroll software to see if there is a work around.

Investment Policy & Gift Policy: B. Davis will review other investment policies and will bring them back to the November meeting.

HVAC-during the preventive maintenance the HVAC contractor found the rooftop heat exchanger unit cracked. M. Glission will question them regarding if the AC portion will continue to work. This unit has not been used for heating recently.

#### Non-Public

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.

Entered into non public at 7:40 pm

M. Farwell made a motion to enter into nonpublic. Seconded by B. Davis

Roll Call vote: S. Mack yes; B. Davis yes; M. Farwell yes; T. Hooker yes and L. Kleinschmidt yes

M. Farwell made a motion to exit into nonpublic. Seconded by B. Davis

Roll Call vote: S. Mack yes; B. Davis yes; M. Farwell yes; T. Hooker yes and L. Kleinschmidt yes

Exited non public at 7:49 pm

S. Mack made the announcement that we would not seal the minutes.

Effective 10-23-23 the board voted to remove Kristen McLean from probation and to increase her salary by 4% since she did not receive the COLA increase in July due to being on probationary status.

S. Mack reviewed the action items for the November meeting.

M. Farwell made a motion to adjourn the meeting. Seconded by B. Davis  
Roll Call vote: S. Mack yes; B. Davis yes; M. Farwell yes; T. Hooker yes and L. Kleinschmidt yes

Meeting adjourned at 7:54 pm.

The next meeting is scheduled for November 20, 2023, at 5:30 pm.  
December 18, 2023 at 5:30 pm tentative

These minutes recorded by Tammy Hooker

### **November 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 & FLSA salary threshold.*
- *H. Rainier will provide Workshop/Seminar Professional Development Plan and Personnel Tracking form updates.*
- *M. Glisson will follow up on Phase Loss Protection solution.*
- *M. Glisson will provide smoke/carbon monoxide detector update (applied for ARPA Grant).*
- *T. Hooker will provide language for sealed non-public meeting minutes. Review Procedure (HB321) to review sealed minute service every 10 years. Linda K. is catching up on the minutes starting 2013.*
- *T. Hooker will review minutes to determine if there are any anticipated updates to the Meeting Room policy*
- *B. Davis will review Investment and Gift (Accessioning & Deaccessioning) 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**

- Code of Conduct Policy - (December)
- Personnel Policy (January)
- Commemorative Memorial Policy - [Commemorative Memorial Policy](#) (January)