

Hooksett Public Library Trustee  
Official Minutes  
November 20, 2023

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

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

**Call to Order** S. Mack called the meeting to order at 5:36 pm

Public Input - none at this time

**Secretary's Report** Minutes were reviewed from the October 23, 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 October 2023

**Library Director Report**

Drop in craft from Saturday, November 18th had over 100 people. We believe the time of year and weather can cause large fluctuations in attendance at programs as prior Saturday programs had been very lightly attended.

The Library is transitioning to a new platform for events, room bookings and museum passes; LibCal will replace Assabet. We were very impressed with both the front end user interface and the backend. In addition to being a more feature-rich and polished product, LibCal is fully compatible with Aspen Discovery, affording complete integration into Aspen. As of this writing, we've been negotiating a contract with them at an affordable cost that's in keeping with what we already budgeted for Assabet over the next two years. Our plan is eventually to adopt Aspen as our website which will not only save us the cost of website hosting, but will also improve workflow efficiencies and asset discovery.

603Pest has been contracted due to signs of rodents in the building. They will continue to monitor conditions.

Hooksett Garden Club- The Director and adult services librarian met with the Garden Club to plan out upcoming months of co-sponsored programs. It was mutually decided that we are trying to offer different experiences and that we would plan programs independently with the hopes of potentially collaborating on one or two larger programs next year.

**Friends of the Library-** The book sale was a huge success.  
Booksale receipts for the event was \$4300.00  
Bake Sale receipts were \$256.00  
Costume swap-was very active this year with an estimated income of \$150.00.

### **Policies**

Meeting Room Policy- Deferred until December meeting

### **Unfinished Business**

Review Procedure & Language for Sealed Non-public Meeting Minutes deferred to December. T. Hooker had sent to NHLTA for further review but hasn't received a response yet.

Back Parking Lot Update-The Director met with Liz R. from the Town of Hooksett, Community Development. Liz checked easements on file and determined Mt St Mary's is required by town regulations to have a certain number of parking spaces to be a condo development. It was suggested that the library reach out to Mt St Mary's and University Heights Learning Center about large events being held and use their parking space for overflow. The Director will draft a list of dates for the year at a glance with future dates that we will need parking assistance for.

Update Grade of Patron Services Librarian Position: The Director confirmed it is coded as a grade 9.

Part-time vacation and sick accrual- The Director has followed up with the payroll company and they were able to include paid leave time in the accrual for vacation/sick time.

Workshop/Seminar Professional Development Plan and Personnel Tracking form-. The Director reported she is working with each of the senior staff revising their job descriptions and developing their job description categories. Once those are complete, we will transition to working on their professional development tracking. The Director has started the professional development task tracking with the Adult Services Librarian, as the most recent hire, the job description had been recently revised and was ready to have categories created which are used for the Director's personnel tracking and professional development for the ASL. Director will bring back to the board in February for a "show and tell".

Investment Policy -B. Davis reviewed other library investment policies and didn't find anything that wasn't covered in ours. Will vote on the small revisions to the policy at the December meeting.

Gift Policy- B. Davis recommended that we add RSA 202-A:4-d for donations over \$5000 that indicates we need a public hearing. B. Davis will bring the updated policy for review to the December meeting.

### **Facilities**

- Smoke/Carbon Monoxide Detectors -M. Glisson was able to obtain a revised quote from the alarm company vendor. The Director will make a request to attend a town council meeting in December to present the quote since this project was already approved by the ARPA subcommittee.

Phase Loss Protection Solution -After several consultations with the reps from Boisvert Electric, we finally received a proposed solution and quote (\$64K+) to address phase loss incidents that our building is especially prone to during heavy wind storms. M. Glisson shared the quote with our electrician who reviewed it and thought that it was reasonable both economically as well as technologically, given our building's power setup. The Director and M. Glisson met with the Town's Engineer and Code Enforcement Officer to get their input. They recommended that we once again reach out to Eversource to confirm with them whether the power failures can be attributable to the outside lines and equipment. The Town Engineer reached out to his Eversource contact on our behalf to start the conversation, and since we haven't heard back yet from Eversource, the Town Engineer indicated that he will ping his contact at Eversource once again. It was brought to our attention that this project would be a good use of the ARPA grant with the town. After further discussion the Director and M. Glisson will apply for the ARPA grant.

Library Roof-replacing of the roof will be a warrant article this year.

**Other Unfinished Business**-M. Farwell-reviewed the list of policies and the dates of review and questioned why dates were different. The Director explained she amended the dates to reflect the prioritization of updating each policy.

### **New Business**

#### **Donations**

*Murphy Memorial Fund:*

James & Candy Murphy	\$250.00
David & Melissa Barnes	\$200.00
Total	\$450.00

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

*Meeting room*

See Bee	\$17.00
BNI Strategic Partners	\$100.00
Total	\$117.00

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

*Tech Support*

Theresa Schmidt	\$30.00
James Mindard	\$100.00
Sandra Tourangeau	\$35.00
Total	\$165.00

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

Director and Trustee Chair Quarterly Meeting Update-Lunch and learn with staff; the Director shared her professional development tracking document and shared the examples of the professional development and personnel tracking system she has developed. ;Will review the Director's specific goals at the next quarterly Director/Chair meeting January 2024

Other New Business-Leach Library was recently in the news regarding their acceptance of donations into their collection.

Director will meet with her team regarding our collection development and review potential donation and collection development scenarios using our collection development policy as a guide for the process.

Pianos in the meeting rooms were discussed and what are our options as they have not been used in a number of years. B. Davis made a motion for the Director to seek out avenues to repurpose the pianos to another organization that would benefit from them. L. Kleinschmidt seconded the motion. Approved by all.

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

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

Meeting adjourned at 7:17 pm.

December 18, 2023 at 5:30 pm

These minutes recorded by Tammy Hooker

### **December Action Items**

- *H. Rainier will provide an update to the Code of Conduct policy.*
- *H. Rainier will provide an update on FLSA salary threshold.*
- *M. Glisson will follow up on Phase Loss Protection solution.*
- *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.*
- *H. Rainier will provide 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)*