

**Official Minutes**  
Hooksett Public Library Trustee Meeting  
April 17, 2023

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

Mary Farwell excused

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

Call to Order S. Mack called the meeting to order at 5:31 pm

Public Input none at this time

**Secretary's Report**

B. Davis made a motion to accept the March 20, 2023 minutes. L. Kleinschmidt seconded the motion. Approved by all.

Treasurer's Report ending March. Looks to be routine. The Director reported that she researched the Health insurance line being underspent for the year end.

**Library Director Report-**

S. Mack Congratulated the staff on the Library receiving the Hooksett Kiwanis Community Impact Award! The Community Leaders dinner is on Tuesday, May 9th at 6:00pm at SNHU.

The Director highlighted her report. She pointed out that we unveiled a new collection "Wonderbooks" funded by the Friends of the Hooksett Library and the Shessler Family. These are read-along books made by the same company that makes Playaways, and we haven't been able to keep our collection on the shelf! I'm looking forward to adding more in the future.

Friends of the Library-T. Hooker reported that the week of April 24 is National Library Week with Tuesday, April 25, 2023 being National Library Workers Day. The Friends will supply the staff with snacks during the week as a thank you for all they do to support the Friends.

The Friends took photos at that annual Easter Egg Hunt

We have two more Friends being Friends events scheduled for April 20th and May 11th.

Tea Party is scheduled for 5-20-23

Bringing back the Summer Concert in July 14, 2023

B. Davis reported Book Sale ongoing book sale \$530.00 in March, 2023.

#### Policies

Personnel Plan

2.9 ADA section

B. Davis made a motion to accept revised ADA sections as written from the SHRM template. Seconded by L. Kleinschmidt. Approved by all

Approved addition to Personnel Plan Section 4 Equal Opportunity & Commitment to Diversity. B. Davis made a motion to accept. Seconded by L. Kleinschmidt. Approved by all

Non-Resident Card-adding a radius to non Resident use of ebooks to be tabled until April 2024. The Director is waiting to hear back from the NH State Library regarding ebooks being used by non-residents and if there is an in-state stipulation.

B. Davis made a motion to retain the \$70.00 fee for non resident cards. Seconded by L. Kleinschmidt. Approved by all.

Bulletin Boards and Distribution of Free Material

B. Davis made a motion to accept the changes as written. Seconded by L. Kleinschmidt. Approved by all.

Digitization Copyright-The Director presented a new policy to be reviewed and accepted at the May meeting

Hooksett Library Credit Card Acceptance-the Director presented a new policy to be reviewed and accepted at the May meeting.

L. Kleinschmidt made a motion to absorb the fees for the credit cards. B. Davis seconded the motion. B. Davis inquired what the fees were. H. Rainier reported the fees are as follows:

Fees 2.9% + .30/transaction for online store purchases

Fees 2.6% +.10/transaction when using the card reader

Approved by all

Circulation Policy-L. Kleinschmidt made a motion to accept the revised circulation policy. B. Davis seconded the motion. Approved by all

Meeting Room - It was discussed that we could not support or defend the

exception to allow Hooksett Community Organization to book meeting rooms 180 days out. After further discussion and consideration it was recommended that we remove the exception to allow equitable use for all members of the community.

L. Kleinschmidt made a motion to accept the revised policy. B. Davis seconded the motion. Approved by all.

#### Unfinished Business

Review 2022-23 Budget Projections-The Director provided updated year end projections.

#### Facilities-M. Glisson

Request for Quote for Phase Loss Protection- M. Glisson is working on obtaining quotes from vendors that were recommended by our own electrician.

The new AV system has been installed and we have already received positive feedback from groups regarding the video quality.

#### New Business

##### Donations

Acceptance from Friends of the Library

From 7-1-22 to 3-31-23

Hot Books	\$380.85
Library of Things	\$719.19
Summer Reading Program 2022	\$550.50
Book Page Subscription	\$234.00
Total	\$1884.54

B. Davis made a motion to accept the donations from the Friends of the Library.

L. Kleinschmidt seconded the motion. Approved by all.

##### Other Donations

In Memory of Peggy Teravainen \$200.00

Misc Donations \$19.50

Tech Support donations \$60.00

Total \$279.50

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

##### Other Donations-Meeting Room

NH Sister's Group \$20.00

Model T \$30.00

BNI-Strategic Partners \$100.00

Sew Bee	\$4.00
Total	\$154.00

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

**Other New Business-**

Kiwanis Community Leaders dinner on Tuesday May 9th @ 6:00 PM at SNHU -It was discussed that we close the library at 5:00 pm so that all staff members can attend. B. Davis made a motion to close the library at 5:00pm on May 9, 2023. L. Kleinschmidt seconded the motion. Approved by all

B. Davis made a motion to spend up to \$500 for the tickets for the Kiwanis Community Leaders dinner for staff & trustees to attend. B. Davis made the motion . L. Kleinschmit seconded the motion. Approved by all

Memorial Tree Planting- A patron inquired about having a memorial tree planted in memory of a Hooksett resident who recently passed. The Director requested the Board review the Commemorative Plaques Policy in reference to memorial trees.

Non Public if needed 91-A:3 Ila (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. II(b) The hiring of any person as a public employee. ,c) Matters which, if discussed in public, would likely adversely affect the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to 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

S. Mack made a motion to enter into nonpublic Seconded by B. Davis

Roll call vote to enter into non public

S. Mack-yes  
L. Kleinschmidt-yes  
B. Davis-yes  
T. Hooker-yes

The motion Passed to enter into non public

Enter into non public at 7:47 pm

Exited non public at 8:16 pm

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

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

Meeting adjourned at 8:18 pm

These minutes recorded by Tammy Hooker

Next meeting will be held on May 22, 2023 at 5:30 pm at the Library.

**May Action Items**

- *H. Rainier will present the new Digitization Copyright policy for review, public input, and approval (2nd reading).*
- *H. Rainier will present the new Library Credit Card Acceptance policy for review, public input, and approval (2nd reading).*
- *H. Rainier will provide an update on budget projections for 2022-23.*
- *M. Glisson will submit a request for quotes for Phase Loss Protection.*
- *H. Rainier will continue to review the Intellectual Freedom Manual and bring recommendations to the Board for changes to existing policies. (ongoing)*
- *H. Rainier will report when there are challenges in the state. (ongoing)*

**Future Agenda Items**

- COVID Sick Leave (May)
- Fire Alarm Panel Updates (May)
- TD Bank Affinity Update (May)
- Adopting Classifications (May)
- Professional Development Plan and Personnel Tracking Continued (June)