

Hooksett Public Library Trustee Meeting
Unofficial Minutes
January 22, 2024

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 5:30 pm

Public Input - none at this time

Secretary's Report Minutes were reviewed from the November 20, 2023 meeting. B. Davis made a motion to accept the minutes. L. Kleinschmidt seconded the motion. Approved by all

Note: No meeting was held in December of 2023

Treasurer's Report very routine ending December 2023

The Director will provide a report for donations for fiscal year-to-date donations from all sources including donations for services provided by staff to make sure we are accepting all donations received.

Library Director Report-The Director highlighted her monthly report.

Proton VPN- M. Glisson shared, "In the interest of enhanced privacy and security for our laptop use when on the road, he started testing the free version of ProtonVPN. This VPN service is exceptional due to its stringent privacy and security protocols, even with the free edition." His testing thus far has been productive with the pros of the service being better privacy/security when staff has to be connected to public networks, such as when on the road for training workshops, etc. He will report back to the trustees if he recommends that we purchase this for the library.

LibCal-H. Rainier reported that the months of November and December focused heavily on our move from Assabet to LibCal. LibCal is proving to be a far more sophisticated platform that we believe will benefit our patrons in ease of use and accessibility as we move forward as well as the integration with Aspen Discovery / our new website.

Roof replacement -H. Rainier confirmed it is part of the Capital Reserve under the town building fund for FY 2025

Friends of the Library-

Santa Party the Friends took photos of Santa and guests as part of their fundraising.

Held a craft night in November and had 9 people in attendance with two new Friends joining. We made Christmas cards and with the leftover kits we made we assembled them and dropped 60 cards off at Hackett Hill Nursing home

Holding a raffle for a basket in February .

Starting in February they will be meeting on the first Monday of the month.

Policies

Meeting Room Policy-was reviewed and amended. **B. Davis made a motion to accept the amended meeting room policy. Seconded by M. Farwell. Approved by all.**

Program Policy-was reviewed and amended. **M. Farwell made a motion to accept the amended program policy. Seconded by L. Kleinschmidt Approved by all.**

ILL Policy-was reviewed and amended. **B. Davis made a motion to accept the amended ILL policy. Seconded by L. Kleinschmidt Approved by all.**

Unfinished Business

Review Procedure & Language for Sealed Non-public Meeting. The new procedure was reviewed. **B. Davis made a motion to accept the Procedure For Maintenance Of Minutes And Record. Seconded by L. Kleinschmidt Approved by all.**

L. Kleinschmidt will bring minutes to the trustee meetings for review going forward.

FLSA Salary Threshold- No updates at this time, the Director will continue to monitor for updates from the IRS and will share when available.

Investment policy: Deferred until February

Gift (Accessioning & Deaccessioning) Policies - **M. Farwell made a motion to accept the amended Gift Policy. Seconded by L. Kleinschmidt. Approved by all.**

Facilities

- Phase Loss Protection Solution Update- Were looking at a FEMA grant but difficult to obtain. The last wind storm the library lost full

power which resulted in a partial power outage for several hours. This phase loss event impacted the elevator, drained our backup UPS/APC devices which required a battery replacement. The Director will research how much we have paid out in expenses or filed insurance claims and speak with the Town Administrator to see what our options are regarding a generator for the whole library.

ENE Systems provided updated quotes for replacing the heat exchanger, the Carrier unit itself, PM services (our contact with CTI expires on April 30, 2024), and a final quote to replace our JACE. They also provided an amortized quote for the new control upgrade so that we could pay the cost over the next 4+ years, interest-free, making the expense more palatable from a budget standpoint. It was noted that ENE Systems does all the HVAC work for the Hooksett Schools as well as a number of libraries in NH.

M. Farwell made a motion to move our preventative maintenance to ENE Systems with a three year contract starting 5/1/24 with the annual costs:

7/1/2024-6/30/25 \$4,235

7/1/2025-6/30/26 \$4,319.70 (2% increase)

7/1/2026-6/30/27 \$4,449.30 (3% increase)

B. Davis seconded the motion. Approved by all

Other Unfinished Business

ARPA Funds: H. Rainier and M. Glisson had a successful visit to the Town Council. They approved our request for \$19,749 to replace the aging smoke detectors in the building with new addressable ones as we had previously discussed. H Rainer has reached out to Christine, Finance Director to determine our next steps for the ARPA funds and M. Glisson has contacted ESP Security to approve the quote and get us scheduled.

New Business

Donations From November 2023

Meeting Room

Model T \$60.00

BNI Strategic Partners Group \$100.00

Total \$160.00

Donations from December 2023

Meeting Room

Model T \$30.00

A. George-Private	\$175.00
J. Parent-Private	\$97.30
Gurung Society of NH	\$20.00
Total	\$322.30

Tech Support Donations	
Diana Daras	\$100.00
Anonymous	\$29.12
Total	\$129.12

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

Acceptance from Friends of the Library from 10-1-23 to 12-31-23 for a total of \$4064.66 Items included FLL kits & sets; Popcorn cart; Hot books: Playaways; Booksale cart. **B. Davis made a motion to accept the above donation. L. Kleinschmidt seconded the motion. Approved by all**

Other New Business

Town Deliberative session on February 3, 2023 at 9:00 am at Cawley Middle School

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

Motion to enter Nonpublic Session made by M. Farewell seconded by B. Davis

Non Public 91-A:3 II(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.

Roll Call vote to enter nonpublic session:

Mary Farwell	Y
Linda Kleinschmidt	Y
Tammy Hooker	Y
Sandra Mack	Y
Barbara Davis	Y

The motion passed. Entered into non public at 7:54 pm. Exited nonpublic at 7:56 pm
S. Mack made a motion to not seal these minutes. Seconded by B. Davis

Roll call vote to not seal the minutes:

Mary Farwell	Y
Linda Kleinschmidt	Y
Tammy Hooker	Y
Sandra Mack	Y
Barbara Davis	Y

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

At the recommendation of the Director we are removing Jane Martina from probation effective 2-7-24.

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

Meeting adjourned at 7:57 pm.

Next meeting will be on February 12th at 5:30 pm

These minutes recorded by Tammy Hooker

February Action Items

- *Trustees will review and recommend updates to Investment Policy.*
- *H. Rainier will provide an update on FLSA salary threshold.*
- *H. Rainier will provide updates to Personnel Policy.*
- *H. Rainier will provide updates to Commemorative Memorial Policy - [Commemorative Memorial Policy](#).*
- *M. Glisson will follow up on Phase Loss Protection solution.*
- *M. Glisson will provide an update on Jace Replacement & New BMS Controls for the RTU & Boiler Room Quote.*
- *Linda K. will bring sealed non-public minutes for review.*
- *If any, H. Rainier will continue to review the Intellectual Freedom Manual and bring recommendations to the Board for changes to existing policies. (ongoing)*