

Hooksett Public Library Trustee Meeting
Official minutes
February 27, 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 5:33 pm

Public Input - none at this time

Secretary's Report Minutes were reviewed from the January 22, 2024 meeting. B. Davis made a motion to accept the minutes. M. Farwell seconded the motion. Approved by all

Review Sealed Non-public Meeting Minutes for 2014.

L. Kleinschmidt motioned to unseal the non-public minutes of 1-21-14; B. Davis seconded the motion. Approved by all.

L. Kleinschmidt motioned to unseal the non-public minutes of 6-17-14; B. Davis seconded by Approved by all

Treasurer's Report- Reviewed ending January 2024. The Director will review the budget for the end of the year projections.

Library Director Report

AV System- M. Glisson has been working with Barco technology for wireless connection to the projectors and installing AV in the Junior room, using our old projector. The wireless connection will eliminate the need for the various cords and adaptors.

IRS ACA Reporting information-The IRS required that 1094 & 1095 forms be filed online. H. Rainier has submitted our application. Once approved she will submit the 1094 & 1095 reporting forms online.

Staff retreat: On Monday, February 19, 2024 the full time staff held a retreat focusing on current services, future services and how to determine our focus areas for the year ahead. These are the outcomes for us to focus on in the year ahead based on our assessment of our community needs.

2024 Service & Project Goals:

- Homebound services / Outreach to senior community living spaces
- Genealogy / historical resources
- ESL support services
- Meeting / party spaces - Flooring, tables, noise cancellation
- Individual video conferencing space / quiet study space - noise absorption
- Community organizations - Staff involvement add February 2024 Service & Project Goals:

Friends of the Library-February basket raffle was a success. \$136.00 was made. Ongoing book sales are going strong.

Policies

Investment Policy was reviewed. B. Davis made a motion to accept the new investment policy L. Kleinschmidt. Approved by all.

Personnel Plan Policy - amendment: The vacation leave bank may go into a negative balance no more than 20 hours for full-time employees and 10 hours for part-time employees. In the case of a negative balance, any leave taken beyond the 20 /10 hours will be unpaid leave until the leave balance has been brought out of the negative.

L. Kleinschmidt made a motion to accept the Personnel Plan Policy. Seconded by M. Farwell. Approved by all.

Commemorative Memorial Policy - Reviewed, Director and trustees will research other libraries and review again next month. .

Unfinished Business

FLSA Salary Threshold: The Director reported that the Department of Labor is expected to have a ruling on this in April.

Facilities

Smoke detector replacement- At the Town Council meeting on Wed, January 10th to get final approval for the ARPA grant towards the replacement cost of the smoke detectors. After hearing from Town Hall about the need for 3 quotes for the funding, we've reached out to local electricians for a quote from them. H. Rainier reported that they are having a difficult time obtaining a third quote. The trustees recommended that they compile a list of vendors that expressed they were not interested in providing a quote and return to the Finance Department at Town Hall.

Phase Loss Protection Solution Update- The Director recommends submitting a warrant article through the Capital Improvement Program (CIP) for FY26.

Jace Replacement & New BMS Controls for the RTU & Boiler Room-M. Glisson is working with the vendor ENE to install the JACE system and integrate the the boiler and RTU units into a new Tridium controller solution

Other Unfinished Business

Elevator- The Library received a quote from Stanley Elevator to replace the current light fixture with an LED fixture after the current fixture failed. The quote is for \$2,875. During the quarterly elevator service call visit, M. Glisson inquired further about the need for replacing our lighting in the elevator, since one of the bulbs shorted out. The technician indicated that it's not necessary to have two lights, since one illuminates the space sufficiently and it's not uncommon for elevators like ours at other venues to have just one light.

New Business

FY2025 Budget Updates-H. Rainier to reach out to the NHMA to ask about contractual agreements and the details for which contracts can be included in the default budget.

TD Bank CD-B. Davis reported that 6 months CDs rates are 5%
M. Farwell made a motion to transfer \$20,000 from the Greenough account to TD Bank CD L. Kleinschmidt seconded the motion. Approved by all.

TD Bank Affinity-B. Davis reported that her contact cannot obtain the detailed information. As of November 2023: 21 new accounts, 806 checking, and over \$2M in savings. It was stated we are looking good for another check in the spring.

Donations

| | |
|----------------------------|----------|
| Gift | \$13.86 |
| Meeting Room | |
| BNI | \$200.00 |
| Model T | \$30.00 |
| Sew Bee | \$5.00 |
| Total | \$235.00 |
| Staff assistance donations | \$54.40 |

M. Farwell made a motion to accept the above donations for a total of \$303.26. Seconded by B. Davis Approved by all

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

Meeting adjourned at 7:30 pm.

Next meeting will be on March 18th, 2024 at 5:30 pm at the Hooksett Library

These minutes recorded by Tammy Hooker

March Action Items - 3/18/24

- *H. Rainier will provide updates to Commemorative Memorial Policy & Trustees will review - [Commemorative Memorial Policy](#).*
- *H. Rainier will provide updates to Code of Conduct Policy.*
- *H. Rainier will provide updates to Workshop/Seminar Professional Development Plan & Personnel Tracking.*
- *Linda K. will bring 2015 sealed non-public minutes for review.*
- *H. Rainier will develop budget projections for end of year FY24.*
- *If any, H. Rainier will continue to review the Intellectual Freedom Manual and bring recommendations to the Board for changes to existing policies. (ongoing)*

Non public minutes from **1-14-14** meeting disclosed on 2-27-24:

After consideration of the town council recommendation we voted unanimously to remove from our budget request the health insurance request for the employee that would be eligible for health insurance under the ACA. Hours will be adjusted accordingly

Non public minutes from **6-17-14** meeting disclosed on 2-27-24:

Discussion about the Information & Technical Services Specialist's vacation/sick time on the books. Board will revisit pay out question in six months.

Discussion about bonuses. What is the intent of the bonus? Is it merit or level of commitment? Possible breakdown of employee amounts reviewed.