

Hooksett Public Library Trustee Meeting  
Official Minutes  
March 18 , 2024

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

Mary Farwell virtual

Linda Kleinschmidt-excused

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

Call to Order S. Mack called the meeting to order at 5:32 pm

Public Input - none at this time

**Secretary's Report** Minutes were reviewed from the February 27, 2024 meeting. B. Davis made a motion to accept the minutes. S. Mack seconded the motion.

Roll call vote:

B. Davis Yes  
S. Mack Yes  
M. Farwell-Yes  
T. Hooker Yes

Review Sealed Non-public Meeting Minutes (2014 & 2015) deferred to April minutes. It was discussed that we should review 2014 & 2015 to confirm all the non-public minutes have been reviewed. It was suggested that we conduct a search in the public minutes for "RSA" which is another way to confirm we have all of the non-public minutes. The Director has additional hard copies at the library to be reviewed.

**Treasurer's Report** routine ending February 2024. B. Davis pointed out that there were three pay periods in February so the wage line appeared higher than normal.

**Investment Update-** B. Davis reported since the library is a government entity that the minimum deposit for a CD at TD Bank is \$25,000 with a rate of 4.51%.

**B. Davis made a motion to open a CD at TD Bank with a rate 4.51% for 3 months in the amount of \$25,000** The funds will come from the Greenough Grant . M. Farwell seconded the motion.

Roll call vote:

B. Davis Yes  
S. Mack Yes  
M. Farwell-Yes  
T. Hooker Yes

## **Library Director Report**

Archival cabinets will be delivered on March 19, 2024. The cabinets are being funded by the Greenough Grant.

Neurodiversity Audit- The Director and Assistant Director meet with Mindy Atwood, Assistant State Librarian and Terra Geer, former Director of Student Services in Sunapee. They were looking for a library that would serve as a pilot program / example to walk through and provide modification recommendations to. They walked through the entire library reviewing what modifications or adaptations we could make to improve accessibility for both neurodivergent patrons and patrons needing physical accommodations. In our discussion, we determined that our goal of focusing on increasing accessibility for our neurodivergent patrons, we are in fact increasing and removing barriers for all patrons. Terra shared the concept of universal design in which we build to the edges and build for everyone; focus on widening access without restricting access in any way for anyone. Mark and I have met with Mindy to discuss what we learned and felt feasible from a library services perspective and are working on outlining our next steps, both small and more long term.

Use of Museum passes- With the new museum pass lending software, LibCal, the Library can access new data for museum pass usage. We can now see the number of unique users for each pass that was borrowed. We discovered that we have a few repeat users for passes but the reach and number of unique borrowers is higher than we thought, which is great news.

Smart Locker- During the latest power outage the smart lockers were down. Mark & Chris worked together and developed a plan to stop new hold requests using the smart locker location, manually removed held items in the lockers and contacted patrons to let them know that their items would be in the self-service hold pickup. Mark and Chris will write procedures on how to handle going forward. .

## **Friends of the Library-**

Ongoing book sale \$999.52 for February.

Upcoming events: Zentangle is being held on 4-4-24

Spring Concert-Bel Airs is being held on 4-5-24.

## **Policies**

Commemorative Memorial/Plaques Policy - Director will continue to review. It was suggested that she check to see if the town or school has a policy? Also suggested looking at universities and academic libraries.

Personnel Plan Policy - Longevity Bonus

The Director brought to the trustees attention that we did not approve the personnel plan policy adding longevity bonus per the Hooksett Town Council as intended at the May 22, 2023 meeting.

**B. Davis made a motion to approve the amended Personnel Plan Policy to include the Longevity Bonuses amendment (below) effective July 1, 2023.**

Seconded by S. Mack

Addition:

*Effective July 1, 2023, employees are eligible to receive a one-time longevity bonus for completing 3 years of consecutive service with the Library:*

*Full-time employees who complete designated years of service with the Library*

- 3 years = \$1,000
- 6, 9, 12, 15, 18, 21, 24, 27, 30...years = \$2,000

*Part-time employees who complete designated years of service with the Library*

- 3 years = \$500
- 6, 9, 12, 15, 18, 21, 24, 27, 30...years = \$1,000

*This bonus is paid in the employee's paycheck the pay period following their anniversary. Longevity bonuses are not cumulative; are subject to employment taxes and are considered earnable compensation by New Hampshire Retirement System.*

Roll call vote:

- B. Davis Yes
- S. Mack Yes
- M. Farwell-Yes
- T. Hooker Yes

## **Unfinished Business**

FY2024 Budget Projections were reviewed. The Director outlined projected expenses for each line including an estimated percentage increase for each utility line.

HRA covers 2 fiscal years as the plan is based on a calendar year. Our potential HRA expense per fiscal year is \$7800 not \$3900. Director will reach out to see how the town is handling this potential shortfall.

Legal Review- The Director will reach out to have some policies reviewed. The Director identified the Meeting Room Policy and Request for Reconsideration as our first two we should have reviewed.

## **Facilities**

**HVAC system new contract-** M. Glisson met with the ENE contractor to share the HVAC schematics and building plans so that they could start the new controller programming and setup in preparation for the install in May. The ENE contact digitized all of the HVAC documentation, schematics, including the oversized blueprints for our HVAC system throughout the building. He has since returned the documentation and confirmed that the new JACE/controller is now configured and ready for deployment in early May, once our contract ends with CTI (in April).

**Smoke detectors Replacement Project-**M. Glisson has received three quotes through exhaustive efforts. The Director will gather the quotes and needed information to send to the Finance Department to apply for our ARPA funds.

**Generator-**Town Council meeting- The Director attended the March 13th Town Council Meeting with fellow town department heads at the request of the Town Administrator. During public input a Hooksett resident stated how important the library was and the fact we have lost power and had to close twice in the last three weeks due to wind. She expressed the need for the library to have a generator to maintain open hours, especially in our role as a warming/cooling center. Town Council asked the Town Administrator to obtain quotes for a generator. The Director shared our first quote with the Town Administrator and had previously added the project to a list of potential projects for pending remaining ARPA funds.

**Parking lot LED lights-** The Director signed off on the quote from Boisvert Electric to replace the two sets of parking lot lights on the far side of the front parking lot with LED lights. The LED lights are anticipated to last ten years before they need to be replaced. Boisvert has ordered the parts and will schedule installation soon.

## **New Business**

### **Workshop/Seminar Professional Development Plan and Personnel Tracking**

Update The Director reported that all department heads have been meeting with the staff. All senior staff job descriptions have been revised and the Director has converted the elements of the job descriptions into categories for personnel notes tracking. This will be very useful when compiling annual reviews for each employee. The Director will continue to work with each member of the senior staff on their professional development tracking and reviewing the categories identified in the notes at their one-on-one meetings.

## Donations

Donations to Accept		
Meeting Room:		\$421.00
Model T	\$30.00	
Gurung Society of NH	\$20.00	
Private Party - Grant	\$125.00	
BNI Strategic Partners	\$100.00	
Private Party - Bresnin	\$146.00	
Tech Support Donations:		\$135.00
Henderson	\$60.00	
Marineau	\$35.00	
Carswell	\$20.00	
Anonymous	\$20.00	
Donations:		\$53.30
Gift	\$8.30	
Staff assistance	\$45.00	

B. Davis made a motion to accept the above donation for a total of \$609.30 donations.

M. Farwell seconded the motion.

Roll call vote:

B. Davis Yes

S. Mack Yes

M. Farwell-Yes

T. Hooker Yes

## Other New Business

Back parking lot exit- H. Rainier spoke with Bruce Thomas, Town Engineer, about the issue with the washouts. Bruce identified potential solutions and shared them with the DPW Director for potential repair. Heather shared with Bruce that she is unsure if this is the Town's property or Mt St Mary's and we have an easement over it. Bruce shared that his recommendations are relatively inexpensive and he will prepare them either way. H. Rainier will review our easement to see who is responsible for the repair.

Annual performance review for all staff members. The Director and department heads will start working on them this month.

S. Mack will send a copy of the Director's review from last year to the trustees. Trustees will review prior to the meeting. It was discussed that we consider amending when the trustees provide the Director's annual review. The Director shared she is amenable to a schedule that works best for everyone. .

**M. Farwell left the meeting at 7:07 pm.**

B. Davis made a motion to adjourn the meeting. Seconded by S. Mack.

Roll call vote:

B. Davis Yes

S. Mack Yes

T. Hooker Yes

Meeting adjourned at 7:08 pm.

Next meeting will be on April 22, 2024 at 5:30 pm at the Hooksett Library.

These minutes recorded by Tammy Hooker

### **April Action Items**

- *Linda K. will present the 2014-2015 sealed non-public minutes for review (both online & paper copies from H. Rainier).*
- *H. Rainier will provide updates to Commemorative Memorial Policy & Trustees will review - [Commemorative Memorial Policy](#).*
- *H. Rainier will provide updates to Workshop/Seminar Professional Development Plan & Personnel Tracking.*
- *H. Rainier will review the FLSA salary threshold update.*
- *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 (September)