

Hooksett Public Library Trustee Meeting  
Unofficial Minutes  
April 22, 2024

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

Tammy Hooker-excused

Guests: 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 March 18, 2024 meeting. B. Davis made a motion to accept the minutes. M. Farwell seconded the motion. L. Kleinschmidt abstained.

Reviewed sealed nonpublic meeting minutes for 2014 dates. Barbara Davis made the motion to unseal the following nonpublic minutes, seconded by Mary Farwell. The below minutes are available to view at: [2014 HPL Nonpublic Minutes - Unsealed](#)

1/14/14, 4/15/14, 5/14/14, 6/3/14, 6/18/14, 12/3/14.  
Motion passed.

Reviewed sealed nonpublic meeting minutes for 2015 dates. Barbara Davis made the motion to unseal the following nonpublic minutes, seconded by Mary Farwell. The below minutes are available to view at: [2015 HPL Nonpublic Minutes - Unsealed](#)

1/7/15, 3/24/15, 5/28/15, 6/9/15, 7/21/15, 7/27/15  
Motion passed.

Barbara Davis made the motion to keep the following nonpublic minutes sealed, seconded by Mary Farwell.

8/18/15 and 10/20/15.  
Motion passed.

The trustees were unable to locate the following nonpublic minutes for 2015:

1/20/15, 3/17/15, 4/21/15 and 5/13/15.

Barbara Davis made the motion to unseal the following nonpublic minutes for 2016, seconded by Mary Farwell. The below minutes are available to view at: [2016 HPL Nonpublic Minutes - Unsealed](#)

6/14/16, 11/15/16, 12/13/16  
Motion passed.

Barbara Davis made the motion to unseal the following nonpublic minutes for 2017, seconded by Mary Farwell. The below minutes are available to view at: [2017 HPL Nonpublic Minutes - Unsealed](#)

3/13/17, 5/30/17, 7/18/17, 12/5/17

Motion passed.

Barbara Davis made the motion to keep the following nonpublic minutes sealed, seconded by Mary Farwell.

9/6/2017

Motion passed.

### **Treasurer's Report**

Reviewed the FY2024 year-end budget projections provided by the Director. We are on track to finish out the fiscal year on target.

### **Library Director's Report**

Highlighted the outstanding programs organized by Jane Martina. Jane has been very effective in collaborating with local organizations to provide programs that meet the needs of the community. In response to attendee feedback, Jane is collaborating with two organizations to develop a Memory Cafe program as well as other programs to support caregivers.

Mark reported that ENE was here for several days and installed the new HVAC controller, programmed the system and the new controller now integrates the boiler and the rooftop units.

Highlighted the new TD Bank Affinity promotion Mark developed.

IRS ACA Reporting - Heather and Mark worked tirelessly to submit the 1095-B and 1095-C electronically as is now required by the IRS. After determining they could not do it, Heather hired the library's payroll company to complete the program with an annual set up cost of \$500 plus \$10 per employee.

The Director shared the new personnel tracking system she developed that matches performance employee notes with elements from their job descriptions. Two employees are now using the system in their monthly staff reports and have found it useful to self-identify where they are spending their time.

The Director shared the new employee professional development action steps tracking and portfolio program. The action steps tracking will allow staff to identify outcomes from their professional development and track them through completion. The professional development portfolio is an overview of the learning each staff member has completed over the course of a year (or multiple years) and the topics they have studied. The Director plans to further develop

the portfolio into a guided curriculum based on each of the positions within the library to guide the selection of learning opportunities.

Sandra met with the Director for their quarterly one-on-one meeting. The Director shared the new personnel tracking system and the finalized professional development action steps tracking system. Discussed the Director's upcoming evaluation and self-assessment. The Director shared that the Director's job description will need to be updated this year as it was last updated in 2017.

The RFP for the library's roof replacement will be released soon. The DPW Director is facilitating the project on behalf of the Library.

### **Friends of the Library-**

Ongoing book sale figures continue to be impressive bringing in an average of \$700 each month.

The Friends reviewed the draft of their FY25 budget which the Director assisted them in preparing.

### **Policies**

**Memorial and Commemorative Plaques Policy** - The Director provided an updated version with the following additions:

Paragraph 1: Added to recognize *an individual's significant and sustained public service contribution* to the library or to the town of Hooksett. .... *The contribution must have been sustained and must have had a lasting impact on the Hooksett community.*

*Barbara Davis made a motion to accept the changes, seconded by Mary Farwell. Motion passed.*

### **Unfinished Business**

FLSA Salary Threshold Update - The Director shared an article from the Society of Human Resource Management that identified the federal government is in the process of passing the new legislation. The Director identified that we will need to adjust the employee classification system to address the increased minimum salary.

### **Facilities**

Smoke Detector Installation Update - Scheduled for May 31, 2024. The Library will be closed at the suggestion of the vendor, giving them better and more efficient access to the building to complete the project more quickly.

### **Other Unfinished Business**

None

### **New Business**

Professional Development Plan and Task Tracking - See Director's Report.

Memorial donations from Garden Club - Determined this did not need discussion following the update of the Memorial Markers and Commemorative Plaques Policy.

**Donations**

Meeting Room:

|              |          |
|--------------|----------|
| Carolyn Cote | \$97.30  |
| BNI          | \$125.00 |
| Model T      | \$30.00  |
| Sew Bee      | \$13.00  |
| Total        | \$265.30 |

Tech Support Donations:

|                |         |
|----------------|---------|
| Kathy Carswell | \$20.00 |
| Bob Thinnes    | \$50.00 |
| Total          | \$70.00 |

Gift

|                |          |
|----------------|----------|
| Anonymous      | \$74.30  |
| Cynthia Pelkey | \$100.00 |
| Misc donations | \$7.80   |
| Total          | \$182.10 |

|                  |        |
|------------------|--------|
| Staff Assistance | \$3.00 |
| Total            | \$3.00 |

B. Davis made a motion to accept the above donations for a total of \$520.40 donations. M. Farwell seconded the motion. Approved by all

B. Davis made a motion to accept a donation from the Friends of the Hooksett Library for the dress up costume center in the Children’s Room valued at \$1005. M. Farwell seconded the motion. Approved by all

Meeting adjourned at 7:13 pm.

Next meeting will be on May 20, 2024 at 5:30 pm at the Hooksett Library.  
June meeting moved to June 24, 2024.

These minutes recorded by Linda Kleinschmidt

**April Action Items**

- *Linda K. will present the 2018-2020 sealed nonpublic minutes for review (both online & paper copies from H. Rainier).*
- *Trustees will review TD Bank 3-month CD Investment.*
- *H. Rainier will review the FLSA salary threshold update (ongoing).*
- *Review a scenario from Intellectual Freedom Training - Questions for Trustees.(ongoing)*

- *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)