

Hooksett Public Library Trustees Meeting  
May 15, 2013 5:30 PM  
Unofficial minutes

Present: Mary Farwell, Barbara Davis, Linda Kleinschmidt, Tammy Hooker, Mac Broderick

Guest: Heather Shumway, Director

Call to Order- Mary Farwell called the meeting to order at 5:45pm

Public Input There was no public input

Secretary's Report- B. Davis made a motion to accept the minutes from the April 15, 2013 meeting. Seconded by L. Kleinschmidt Approved by all.

Treasurer's Report was reviewed

Library Director's Report

Kiwanis Club has asked for approval to hold the "Book it to the Library" at the library. B. Davis made a motion to co-sponsor the "Book it to the Library" on Sept 21, 2013. Seconded by L. Kleinschmidt Approved by all.

Unfinished Business

Upgrade to sound system- has been completed

Staffing-with default budget we will be short staffed.

Electricity contract-broker is working on with the town.

Budget-was discussed. To be reviewed by H. Shumway & B. Davis and report back at the June meeting.

Atomic database-L. Kleinschmidt made a motion to purchase the Atomic database for \$1500 to start in September. Seconded by B. Davis Approved by all.

Financial policy-was reviewed and revised. The routine budget expense criteria were revised. L. Kleinschmidt made a motion to accept. Seconded by M. Broderick Approved by all

Other unfinished business

Subcommittee reports

Personnel-task list are being developed by the staff. They will be part of performance review and due back to the committee by June 15, 2013.

Policy-

Bi-Laws were reviewed and revised. B. Davis made a motion to accept the revised Bi-Laws. Seconded by M. Broderick. Approved by all.

## New Business

### Acceptance of donations-

Model T Club \$30

Sew Bee \$8

Piano Recital \$35

Non-denominational faith group \$100

B. Davis made a motion to accept the above donation. Seconded by M. Broderick Approved by all.

Friends –membership brochure is coming along. Planning on a membership drive for June 2013 with the kickoff of summer reading program.

Landscaping-one dozen Franklin's Gem Boxwood was installed in the planters in front of the library.

Exterior safety issues-railing for the front steps need to be installed. H.

Shumway to work with the town maintenance person to have one installed.

E-reader Accessibility-deferred until June meeting.

Tech expenditures-B. Davis made a motion to buy two routers for the network room at up to \$300 total. Seconded by L. Kleinschmidt. Approved by all.

Volunteer policy- was discussed and revision was approved. M. Broderick made a motion to accept the changes. Seconded by L. Kleinschmidt. Approved by all.

Timeline for Trustee goals for 2013 was reviewed.

Next meeting to be held on June 5, 2013 at 5:30 at the library

L. Kleinschmidt made a motion to adjourn the meeting at 8:30 pm. Seconded by B. Davis. Approved by all.