

Official Minutes

**Hooksett Public Library Trustees Meeting
October 15, 2013**

Call to Order 5:30

Members of the board present - Mary Farwell, Mac Broderick, Barbara Davis, Tammy Hooker and Linda Kleinschmidt

Guest, Heather Shumway-Rainier, Library Director

Public Input – none at this time

Secretary's Report

Motion to accept the minutes of the September 17, 2013 regular meeting made by B. Davis, seconded by M. Broderick. Approved unanimously

Motion to accept the minutes of the September 30, 2013 of the Finance sub-committee meeting made by M. Broderick, seconded by B. Davis. Yes, B Davis, M Broderick, M Farwell, Abstained T. Hooker, L Kleinschmidt

Treasurer's Report Discussion centered on the YTD budget, no large issues that stand out at this time.

Library Director's Report Discussion centered on programming and reports as well as the monthly Circulation Report. Mat and Heather will be at the NELA conference in Portland, ME, both as presenters then Heather will present as a representative of GMILCS at an Academic Library Conference at Dartmouth College.

Unfinished Business

Staffing ~ reviewed and updated
Circulation Policy ~ Heather will re-send the updates/changes to the policy. Defer to November meeting.

Building Safety Audit Update ~ Shelving – L. Chase and H. Shumway-Rainier will go to Home Depot as soon as possible.

Other unfinished business ~ new van service began last week and is working well.
~ tree safety concerns discussed.

Subcommittees

Personnel – no updates at this time

Policy - Code of conduct revision – Added teen room to Code of Conduct. Motion to accept additional wording in the policy made by M. Broderick, seconded by B. Davis. Approved unanimously

Sign – Discussion about planting around sign.

New Business

Donations ~ Sew Bee \$19.00, OLLI \$75.00, Model T Club \$30.00/Motion to accept by M. Broderick, seconded by B. Davis. Approved unanimously

Library of the Year Event Plan – Discussion of plans for Library of the Year Open House on November 9, 2013. Plans for potential speakers are Governor Hassan, Senator Ayotte, Congresswoman Carol Shea-Porter, Frank Kotowski, Adele Knight, Jim Sullivan/Dean Shankle, David Boutin, Friends of the Library representative, Mary, Heather. Plans for audio visual portion of event discussed.

Pay Equity Discussions about cohort towns and positions.

2014-2015 preliminary budget review. Discussion centered primarily on the wage line and default budget numbers. Also discussed Health Insurance, N. H. Retirement, contractual agreements. Budget sub-committee will meet and discuss and present to the next meeting/possible addition of pay equity into the same sub-committee.

GIS Mapping – Reviewed maps. Need to have a meaningful project.

Safety Policy – Motion to approve by B. Davis, seconded by T. Hooker the Hooksett Library Safety Policy drafted using Town of Hooksett Joint Loss Safety Committee guidelines. Approved unanimously

Community Profiles – defer to November meeting

Floating collections – Discussion about the pros and cons of this initiative. Bedford, Goffstown and Hooksett are interested in piloting the program. It will start small with Large Print and Biographies.

Motion to adjourn by T. Hooker at 7:50, seconded by B. Davis. Approved unanimously.

Next regular meeting scheduled for November 19, 2013 at 5:30 pm