

**MINUTES**  
**Hooksett Public Library Trustees Meeting**  
**August 13, 2013 5:30 PM**  
**Official Minutes**

Present: Mary Farwell, Barbara Davis, Linda Kleinschmidt, Mac Broderick  
Tammy Hooker excused  
Guest: Heather Shumway Rainier Director

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

**Public Input**

No public input at this time

**Public Hearing**

Open at 5:47

To accept

TD Bank donation \$6623 in accordance with RSA 31:95-B

No public input

Closed at 6:47

**Secretary's Report**

B. Davis made a motion to approve the minutes of the June 25, 2013 meeting, seconded by M. Broderick. Approved unanimously.

B. Davis made a motion to approve the minutes of the July 9, 2013 meeting, seconded by L. Kleinschmidt. M. Broderick abstained. Approved.

Correspondence from anonymous Hooskett residents detailing their volunteer maintenance and landscaping efforts on behalf of the Library. M. Broderick to compose a thank you reply on behalf of the Library and Trustees.

**Treasurer's Report**

Discussion about GMILCS dues and Automation as well as Unemployment Insurance fees. Van service contract discussed. No Trust Fund funds allocated since 2011.

**Library Director's Report**

Discussion on the programming reports and about Teen programs in particular. H. Shumway-Rainier relayed a staff discussion about whether the teen audience is something we are attempting to create rather than one that truly exists. Many other libraries struggle with the same issue.

Town of Hooksett Joint Loss Committee working on a town-wide project. H. Shumway-Rainier working on wording to read that the Library is covered under the town project.

New Administrative Code and Town Charter policy for all town employees to have, read and sign off on was discussed. Library employees fall under the direct supervision of the Library Trustees per RSA 202-a therefore we feel it is appropriate for the Library director to read both and disseminate any relevant information to Library employees.

Signed and approved Library Trustee meeting minutes should exist at the Town Clerk's office. H. Shumway-Rainier will collect and deliver minutes from the first part of 2013. Heretofore the approved and signed minutes will be delivered twice a year. Minutes are still posted in accordance with RSA 91-a.

New England Library Association NELA 2013 conference in October (Portland, ME) will feature Mat Bose as a co- presenter for a workshop on Supporting Patron Electronic Devices and Heather Shumway-Rainier will present a workshop for new Library Directors.

Osher Lifelong Learning Institute (OLLI) program held today, too many people for the parking situation. M. Farwell to contact Cigna to discuss parking/shuttle for next time.

**Non Public** if needed 91-A:3 IIa (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.

B. Davis made a motion to enter into Non-Public at 6:50 pm seconded by L. Kleinschmidt, Roll Call vote: M. Farwell Yes; M. Broderick Yes; L. Kleinschmidt Yes, B Davis yes  
M. Farwell announced we are now back in public session at 7:05 pm. We voted during the non public to seal the minutes of that session.

## **Subcommittee reports**

### **Personnel**

Met July 16, 2013 and reviewed notes on personnel files, next meeting August 27, 2013. Template for Large Event Post-Mortem will be reviewed during the next sub-committee meeting.

### **Policy**

Circulation policy change - Adult/child joint policy changes to reflect overdue items. Policy change to read "Adult cards that are blocked with lost items, if the adult shares an account with a child, the child's account will only be allowed to check out two youth items per check-out until both accounts are cleared." Policy change will be presented at the September Trustee meeting. B. Davis made additional suggestions for changes also to be presented at the next meeting.

Proctoring Policy - "No fee for Hooksett Library cardholders, non-cardholders to be charged \$15.00 per exam". B. Davis made a motion to accept change, seconded by M. Farwell. Approved unanimously.

Non resident fee policy - after discussion it was decided that proposed changes need additional work. H. Shumway-Rainier will bring additional changes to the September meeting for further discussion.

### **Sign**

Nothing new to report.

### **New Business**

Donations -

TD Bank Affinity - Presentation will take place during Old Home Day on September 21, 2013  
Plans for 2014 Changes to parameters, M. Farwell to research and report at September meeting

Pay Equity - M. Farwell proposed a new Pay Equity review. Town employees in comparison to Library employees discussed. October deadline discussed so we have enough information for the next budget presentation. Cohort towns and demographics should be included. Size, collection and patrons should also be included.

M. Broderick made a motion to accept the E-reader Accessibility Policy, seconded by B. Davis. Approved unanimously.

Individual health mandate- policy on library assistance. B. Davis made a motion, seconded by M. Broderick to provide direction to relevant website for patrons requesting assistance.

Marketing ~

Hooksett businesses/employees residents? Target large employers ~ Cigna, GE, SNHU, etc. for their monthly newsletters.

Museum passes - up 23%, SEE Science and Christa McAuliffe Planetarium most popular. Cost per pass/usage is \$7.63 (2012-2013). Point of sale suggestion for available passes, magnet board, kiosk, etc. Tracking numbers will be presented at next meeting.

Library Trustee goals -

Develop an elevator speech

Add an education aspect to our meetings

Planned Giving

Library Foundation

Next meeting to be held on September 17 at 5:30 pm at the library

B. Davis made a motion to adjourn at 8:10 pm, seconded by M. Broderick, approved unanimously

8/13/13