

MINUTES

Hooksett Public Library Trustees Meeting September 17, 2013 5:30 PM

Call to Order ~ 5:45 pm

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

Public Input ~ No public input

Secretary's Report ~ Barbara Davis made a motion to accept the minutes of the August 13, 2013 meeting as amended, seconded by Mac Broderick. Approved by all, Tammy Hooker abstained.

Treasurer's Report ~ Discussion regarding the LGC HealthTrust return of funds due to surplus amount for calendar years 2010/2011. Trustees decided to table discussion on method of recording.

Library Director's Report ~ Discussion

NH Department of Labor Audit

Changes made in storage room to comply with audit suggestions

Arrangement of public computers was changed to eliminate "daisy-chain" of power strips, **creating a no-cost solution.**

Use of GIS overlay to map patron location data

Courier service with Granite State Shuttle (GSS) ~ GSS feels volume is too high, came back with a new higher quote. GMILCS is looking for a different vendor

Staffing ~ Mac Broderick made a motion to enter into Non-public pursuant to 91-A: 3 IIa, seconded by Barbara Davis

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.

Roll Call vote to enter into Non-public pursuant to RSA 91-A: 3, II (a) ~ Discussing the promotion or compensation of any public employee.

Mary Farwell, yes; Mac Broderick, yes; Barbara Davis, yes; Tammy Hooker, yes; Linda Kleinschmidt, yes. Enter into non-public at 7:05 pm

Enter into non public @ 7:05 pm

After discussion Library Trustees agreed to increase Martha Simmons' hours 10 hours a week to 33 hours, increase her duties and train her to assist the Technical Director with certain tasks and to assist the Assistant Library Director in programming. The additional hours also gives more flexibility to the circulation desk. Rate of pay will increase from \$11.16/hr. to \$12.00/hr.

Personnel Committee will look at pay equity/job descriptions at their next sub-committee meeting.

Mac Broderick made a motion to divulge the minutes of the non-public session, seconded by Barbara Davis, approved unanimously.

Barbara Davis made a motion to end the non-public session at 7:20 pm, seconded by T. Hooker., approved unanimously.

Return to public session at 7:20 pm, during the non-public portion of the meeting, the trustees voted to divulge the minutes of the non-public session.

10/23/13

Large event evaluation ~

Program planning and evaluation tool was reviewed and will be used for upcoming programs.

Subcommittee reports

Personnel	Reviewed Large Event evaluation form
	Record keeping
Policy	Proctoring
	Non-resident fees
	Circulation
Sign	No report at this time

New Business

Donations ~

Model T Club	\$ 30.00
Thirty One gifts	\$ 120.00
Sew Bee	\$ 23.00

Tammy Hooker made a motion to accept donations as listed, seconded by Linda Kleinschmidt, approved unanimously.

TD Bank ~ Affinity donation. M. Broderick made a motion to accept \$6,623.00 in accordance with RSA 31:95-B, seconded by B. Davis. Required public hearing for the donation was held on August 13, 2013.

TD bank Affinity

Check presentation ~ will happen at Old Home Day at approximately 3:30 on the "Big Stage", Tammy Hooker and Heather Shumway will do the honors.

Plans for 2014 ~ Mary Farwell discussed new criteria and rules going forward after meeting with TD Bank Manager

Circulation policy change ~ Heather Shumway-Rainier will bring suggested changes to fines and processing fee structure back to staff and will report at next meeting.

Non resident fee policy ~ Motion to accept with suggested changes made by Tammy Hooker, seconded by Barbara Davis, approved unanimously.

Employee Appreciation lunch ~ Donna Fitzgerald contacted Mary Farwell regarding an Administrative Day Off raffle. Library trustees agreed to fund such a day if a Library employee wins. Since the rest of the town closes at 2:00 and the Library will remain open for the convenience of its patrons, the Trustees agreed to fund 3 hours of paid leave time for all full time employees.

GIS Mapping ~ Heather will bring a demonstration to the next meeting

Berm Machine ~ Garden Club member wants to construct retainers using rails/ties to contain bark mulch wash-out. Mary spoke to Leo Lessard at Public Works regarding the 75% possibility/probability of a berm machine by spring Library trustees would prefer the asphalt berm as a more permanent solution. Mary Farwell will contact Garden Club and copy Leo in the email.

Tree safety issues ~ Mary Farwell spoke with Luke Moellering and Jeff Robinson from Evergreen Management (Mt. St. Mary's) regarding the pine trees that are leaning over the driveway. The pine trees are dead and needs to be removed before they cause property damage or injury to the library patrons. Jeff Robinson stated they did not have the funds to remove the trees. It was suggested maybe the library and the town could assist in removing these pine trees. Mary Farwell spoke with Leo Lessard at Public Works and since the trees are on private property the town is not able to assist in the removal of the trees. Mary Farwell will email Jeff Robinson that we are not able to assist in the removal of the trees. The library is still concerned that the dead pine trees need to be removed now to prevent any property damage.

NHLTA Regional Meeting ~ Hooksett Library trustees will host a regional NHLTA meeting on Tuesday, October 29th from 6-8 pm. It is posted on the NHLTA website and Barbara Davis will send a notice to the Trustee Contact list from previous meetings.

Library of the Year ~ Hooksett Library has been chosen as the NHLTA Library of the Year for 2013-2014. Presentation and event celebration Open House will be held November 9th from 1:00 – 3:00. Heather will arrange for Mac Broderick to be on the Town Council agenda for October 9th to make the official announcement and Mary Farwell will contact Frank Kotowski and Dave Boutin for State of New Hampshire dignitaries.

Barbara Davis made a motion to adjourn the meeting at 7:47 pm. Seconded by Mac Broderick, Approved Unanimously

Next meeting will be held on Tuesday, October 15, 2013 at 5:30 pm.