

Official Minutes

Hooksett Public Library Trustees Meeting December 10, 2013

Call to Order 5:45 pm

Public Input none at this time

Secretary's Report Motion to accept minutes of November 19, 2013 meeting by Mac Broderick, seconded by Barbara Davis. All in favor, Mary Farwell abstained.

Treasurer's Report Highlights

Everything seems to be at the correct percentage. One of the PSNH Smart Start loans is completed.

Van Service line is overspent but GMILCS will absorb the overage for the rest of this year.

Library Director's Report Highlights

Freedom Xpress (Van Service) 3 days/week vs. 2days/week with the previous service at the same cost.

Dr. Shankle is taking some of our discarded equipment and furniture and repurposing it at Town Hall. Other items will be in the Surplus Items Auction.

Book and Bake sale final figure is \$5877 including ongoing book sale income.

Museum passes are up 64% compared to this time this year.

Preliminary discussion centered on a "Big Read" (One Book, One Community) for either 2014 or 2015.

Unfinished Business

Staffing – New schedules are working out well, no huge gaps or needs are apparent

2014-2015 Budget –we are set for the Town Council on January 4th and Budget Committee on February 1st presentations

Circulation Policy – Major points of changes are minimum charges for fines or processing over \$5.and a percentage for fines over \$10. Parents with locked accounts (lost items) may not use a juvenile/joint account if their fees are in excess of \$10. Motion to approve changes made by Tammy Hooker, seconded by Barbara Davis, approved unanimously.

Subcommittee reports

Personnel Meeting in January, Tammy will take care of Proof of Posting.

Policy No updating required at this time

New Business

Donations Model T Club\$30.

Motion to accept made by Barbara Davis, seconded by Mac Broderick, Approved unanimously

Technology Survey – In January the Library will survey patrons regarding their technology/computer needs and requirements. The information will be used to build a revision of the technology plan and also be used as back-up information and talking points for the budget narrative presentation.

Posting meetings-proof of posting – L. Kleinschmidt has been getting proof of posting from M. Glisson and K. Rosengren. Will begin to keep an electronic file of these email replies.

Audio visual issues – Meeting room participants have reported a feedback noise while using the AV system. Similar incident during a Library sponsored movie.

Pay Equity- M. Farwell and M. Broderick will be meeting with Heather Shumway-Rainier, proof of posting will be necessary. The Town of Hooksett has a pay scale matrix. Co-hort towns for our purposes might include Goffstown, Milford, Windham, Exeter, Lebanon, and Laconia.

GIS Mapping reviewed. Might be used to identify geographic gaps

Grant opportunities for wish list items. As a priority for 2015 we will begin to look at our needs and pursue grant opportunities for funding

Marketing

Museum passes 65% increase over this time last year. Increased usage believed to be increased marketing using the electronic message sign and in-library marketing efforts.

Joe McGovern, Operations Manager at Home Depot will do a walk through with Library staff to see if there are any projects (plumbing and electrical specifically) that they can do as a good neighbor.

Motion to adjourn by Tammy Hooker, seconded by Barbara Davis, Approved unanimously,
Adjourn at 7:45pm

The next regular meeting is scheduled for January 21, 2014 at 5:30 at the Library.