

Hooksett Public Library Trustees Meeting
March 20, 2013 5:30 PM
official minutes

Present: Mac Broderick-Acting Chair Barbara Davis, Linda Kleinschmidt, Tammy Hooker
Mary Farwell excused

Guest: Heather Shumway, Director

Call to Order- M. Broderick called the meeting to order at 5:38 pm

Public Input There was no public input

Secretary's Report- B. Davis made a motion to accept the minutes from the February 19, 2013 meeting. Seconded by L. Kleinschmidt Approved by all.

Treasurer's Report was reviewed ending February 2013

Library Director's Report

The library has received a letter from Evergreen Management regarding people attending meetings at the library and parking in their parking lot. H. Shumway to review and post signs in the library. She will also check with the Transfer Station about moving the dumpster to add additional parking.

The director received a request from University Heights regarding advertising on our sign. H. Shumway informed them that this is not available at this time per our sign policy.

H. Shumway gave us an update from the Town Attorney regarding the sign.

H. Shumway to forward a rough draft of the town council newsletter that is due at the April 24th meeting

H. Shumway requested to purchase table & chair racks

L. Kleinschmidt made a motion to buy the following:

3 chair racks @ \$89.00 each for a total \$266.00

2 Table racks @ \$132.00 each for a total of \$263.00

Seconded by B. Davis. Approved by all. To be purchased out of the meeting room account

H. Shumway requested to purchase two podiums for the meeting rooms

L. Kleinschmidt made a motion to buy the following from the meeting room account:

Two (2) -Podiums up to \$900 to include shipping handling.

Seconded by M. Broderick. Approved by all.

H. Shumway reminded the trustees that the NHLTA conference is May 20, 2013 Trustees to review if they will be attending.

Motion to enter Nonpublic Session made by M Broderick seconded by B. Davis

Specific Statutory Reason cited as foundation for the nonpublic session:

RSA 91-A:3, II(b) The hiring of any person as a public employee.

Roll Call vote to enter nonpublic session:	Tammy Hooker	Y
	Barbara Davis	Y
	Mac Broderick	Y
	Linda Kleinschmidt	Y

Entered nonpublic session at 6:36 pm.

M. Broderick announced "We are now back in public session at 6:36 pm.

We voted during the non-public session to not seal the minutes of that session.

B. Davis made a motion to hire Amanda Alywn as a circulation clerk to fill an open position. Seconded by L. Kleinschmidt. Approved by all

We will now move on to the next item of business."

Unfinished Business

Upgrade to sound system-T. Hooker gave an update. Should be completed in the next couple weeks. Waiting for a part that was on back order

Staffing was reviewed

Electricity contract H. Shumway is working with the different town departments to award our electricity contract. Jodi at Parks Rec is putting this out to bid and will keep the library informed.

Other unfinished business

Subcommittee reports

Solar-B. Davis reported the subcommittees meet with the vendor. We are still waiting for the pricing to determine if it will be something we should pursue.

Personnel-was discussed in non-public

Policy-to be reviewed for April meeting

Internet access and appropriate use

Trustee's by-laws

New Business

Acceptance of donations-

B. Davis made a motion to accept the following donations:

Sew Bee	\$14.00
AMTA	\$50.00
Playgroup	\$10.00
OLLI	\$75.00
Misc.-notary donation	\$20.00
Model T	\$30.00
Thirty One Gifts	\$65.00

Seconded by L. Kleinschmidt. Approved by all

B. Davis made a motion to accept the Greenough Grant in the amount of \$3637.68. Seconded by L. Kleinschmidt. Approved by all.

Friends –membership level were set with dues and a logo sticker will be given out.

Movie Licensing was reviewed and discussed.

B. Davis made a motion to purchase the movie showing license with Movie License USA for \$171.00 until December 31, 2013. Seconded by L. Kleinschmidt. Approved by all.

Project Summary overview was reviewed and will be used as needed.

Timeline for Trustee goals deferred until April meeting

Library Goals prepared by the staff -a hand out was given to be reviewed for April meeting.

Policy Review-

Code of Conduct Policy B. Davis made a motion to accept changes as presented by H Shumway. Seconded by L. Kleinschmidt. Approved by all

Commemorative Plaques & Memorial Markers was discussed and will be reviewed at the April meeting.

Wireless Internet Policy-B. Davis made a motion to accept changes as presented by H. Shumway to include mobile device. Seconded by M. Broderick. Approved by all

Lost items-was discussed and H. Shumway to report at the April meeting with a policy and procedures.

Library Advisory Group- discussion

Other new business

Landscaping was discussed. B. Davis made a motion to spend up to \$300 for the center island boarder plantings for weed killer. Seconded by L. Kleinschmidt. Approved by all

Review policy for meeting room regarding parking.

Next meeting to be held on April 16, 2013 at 5:30 pm at the Library.

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