

Hooksett Public Library Trustees Meeting  
June 25, 2013 5:30 PM  
Unofficial minutes

Present: Mary Farwell, Barbara Davis, Linda Kleinschmidt, Tammy Hooker,  
Mac Broderick

Guest: Heather Shumway, director

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

Public Input There was no public input at this time

Secretary's Report- B. Davis made a motion to accept the minutes from the  
June 18, 2013 meeting. Seconded by L. Kleinschmidt Approved by all.

#### Library Director's Report

Empire Sheet metal to install hand rails for the front steps by the end of the week.

M. Farwell attended the Ipad workshop held on 6-25-13 which was taught by a patron &  
M. Bose. Was well attended

H. Shumway reported that an internal cash control audit was done today by surprise.  
Reported all went well.

#### Unfinished Business

##### Budget

2012-2013 analysis for the year end

2013-2014 projections was reviewed

M. Farwell met with the Town Administrator, Dean Shankle and explained that  
we were looking at cost saving measures to support the 2% raise increase for the  
staff. Dr. Shankle offered to fund the increases and requested that a trustee  
attend the town council on June 26<sup>th</sup>. M. Farwell will attend the meeting.

Staffing-was discussed and left in the hands of the director to get the library thru  
the busy summer months.

Friends –update & minutes. Trustees were given the brochures.

Annual report for the Hooksett Town Report was reviewed. M. Broderick will put  
on the finishing touches.

Large event post mortem- Easter, Edible Book, Mother's Day Tea a new  
Evaluation form is in the works and to be used for the Touch a Truck

Lost items-certified letters were sent to all delinquent patrons. Will be taking those that did not respond to the certified letters to the Hooksett Police to either obtain the lost items and/or fines

#### Other unfinished business

##### Subcommittee reports

Personnel-reviewed the new Event Planning Checklist. Also reported evaluations were complete and in files.

#### New Business

GMILCS contract H. Shumway explained why are dues went up for 2013-2014. Due to our higher circulation usage an additional amount of \$1983 is due, that is not in our budget. In addition we will be paying \$1337 for additional van service, for a total of two days of delivery.

Network room upgrade contract. B. Davis made a motion to accept the proposal from Cocci Computer for \$716.00. Seconded by L. Kleinschmidt. Approved by all.

Framed photos in storage- H. Shumway would like to return the items related to "Hooksett" to the Historical Society. All others will be repurposed to the "Friends of the Library"

Summer reading party-20 SRP participants would have their names drawn from tickets they have submitted for each # of books they have read. Those 20 participants would have a special after the library closes party on a Friday night at the end of the SRP from 5-10 pm

Summer reading grand prize was discussed about giving a Kindle as an adult reading prize. The trustees decided not to fund this at this time due to our default budget.

Nonresident funds-renewals were sent out to nonresidents.

Museum passes purchases-B. Davis made a motion to buy the following museum passes: Canterbury Shaker Village \$100  
Isabella Stewart Gardner Museum \$195

Seconded by M Broderick. Approved by all. Will be funded by nonresident fee.

E-reader Accessibility-for the vision impaired. H. Shumway will come back to the trustees with a policy at the next meeting.

Library Staff goals discussion was held that some of these goals could be funded by grants. We are looking for someone to do some research to find grants.

Other new business

Printing & Copy increasing prices was discussed due to our default budget.

L. Kleinschmidt made a motion to increase the following fees:

Black & White to \$.15 Double sided printing/copying \$.30

Faxing-\$2.00 for each set of up to 5 pages. 6-10 pages is \$4.00

International faxing for an additional \$5.00 fee

Seconded by B. Davis. Approved by all.

Reviewed the Proctoring policy and it was amended to charge a \$5.00 fee for each test.

L. Kleinschmidt made a motion to accept the revised policy

Seconded by B. Davis Approved by all.

Coffee/tea serve will be served only on Fridays for the summer as a cost saving measure, to be reviewed in the Fall.

B. Davis made a motion to adjourn the meeting at 8:15 pm. Seconded by M Broderick.

Approved by all

Next meeting to be held on Tuesday, July 16, 2013 @ Hooksett Public Library.