

Official Minutes

**Hooksett Public Library Trustees Meeting
August 4, 2014 5:30P M**

Call to Order 5:30 pm

Members Mac Broderick, Barbara Davis, Mary Farwell, Tammy Hooker and Linda Kleinschmidt present. Guest, Heather Rainier, Library Director.

Public Input - no public input

Election of Officers

Mac Broderick made nominate Mary Farwell as Chair for the upcoming year, seconded by Barbara Davis, approved unanimously

Barbara Davis made a motion to nominate Mac Broderick as Vice Chair, seconded by Tammy Hooker, approved unanimously

Tammy Hooker made a motion to nominate Linda Kleinschmidt as Recording Secretary, seconded by Mary Farwell, approved unanimously

Linda Kleinschmidt made a motion to nominate Barbara Davis as treasurer, seconded by Mac Broderick, approved unanimously

Mary Farwell made a motion to nominate Tammy Hooker as Liaison to the Friends of the Hooksett Library and Special Projects, seconded by Linda Kleinschmidt, approved unanimously

Secretary's Report approved

Treasurer's Report

Highlights of discussion

Utilities

Trust Funds – Heather Rainier will clarify with Trustee of the Trust Funds and report back in September

Non resident fees are down, looking in to why

Meeting room reservations/income

Vacation/Sick accrual

Library Director's Report

Highlights of discussion

Employee reviews should be done earlier and not at end of fiscal year – possibly March/April

Monthly reports/statistics/programs – in particular e-books/audiobooks

Museum passes up 44% - Need to push Boston Children's Museum and market availability and cancellations

Cross selling display for programs

Lego program start up

Old Home Day/Friends/Road Race

Grant Updates – Target/Literacy Backpacks

Kiwanis/I pads

Volunteer opportunities

Marketing ideas

Furniture/SNHU contacts/3D Printer

Town initiative/Agreements with volunteer organizations/Expectations and maintenance of on-going projects

Unfinished Business

Staffing – Discussed current issues/concerns/training and cross-training

Landscape update – Boxwoods – some will be replaced

Drip irrigation

UNH Cooperative Extension

Old Castle/Master Gardner

Bark Mulch/possible new path/Garden Club

Quarterly newsletter/report to Town Council

Tammy Hooker made a motion to authorize the expenditure of up to \$1,000.00 for the purchase and installation of an irrigation system for the garden area, seconded by Barbara Davis, approved unanimously.

Subcommittee reports

Personnel – meeting on August 19th

Policy – no updates

Pay Equity – Research complete, figures will be reviewed by Mac Broderick and Barbara

Davis

New Business

Donations

Tammy Hooker made a motion to accept \$392.00 in donations

Breakdown as follows

Sew Bee	\$ 27
Model T	\$ 30
Piano Recital	\$ 95
Image Skin Care	\$ 25
Thirty One Gifts	\$ 40
Stand By Me Daycare	\$ 50
Ash Street Group (TV)	\$125

Total \$392

Seconded by Mac Broderick, approved unanimously.

TD Bank Affinity Program – We did not meet the criteria this year so we did not receive a grant. Some misunderstanding and lack of communication regarding updated requirements

Library Ambassador program – Program materials are being reviewed, final drafts will be ready by next regular meeting

Children’s Room renovation options – Space being reviewed by a member of the Friends group

Friends Update

Magazine subscriptions – Need to update contacts/requests for payment

Membership drive/Old Home Day

Library Technology Survey – deferred to September

Other new business

501-3C application for the Friends of the Hooksett Library will be started. State of NH paperwork has been completed and approved, Federal paperwork to be generated.

Tammy Hooker made a motion to adjourn at 7:45 pm, seconded by Barbara Davis, approved unanimously
Next scheduled meeting September 16, 2014 at 5:30 pm