

**Official Minutes
Hooksett Library Board of Trustees**

**Hooksett Public Library Trustees Meeting
January 21, 2014 5:30 PM**

Call to Order 5:30 pm

Members present Mac Broderick, Barbara Davis, Mary Farwell, Tammy Hooker, and Linda Kleinschmidt

Guest – Heather Shumway Rainier, Library Director

Public Input No public input at this time

Secretary's Report

Barbara Davis made a motion to approve the minutes from the regular monthly meeting of 12/10/13, seconded by Tammy Hooker, approved unanimously.

Barbara Davis made a motion to approve the minutes of the Budget Review meeting of 1/14/14, seconded by Linda Kleinschmidt, approved unanimously.

Treasurer's Report

Discussion of LGC Health Insurance reimbursements from July and September. Heather Shumway Rainier and Debbie Ithier will generate a report for the next Trustees meeting. Utilities line and wages line discussed.

Library Director's Report

Discussion of Children's Librarian "babysitting" kit

Susan B. Anthony program from 1/20 was very successful. Presenter Sally Matson from the NH Humanities Council wrote an email to the Library giving very positive feedback for Mat Bose, Assistant Director and the Hooksett Library overall.

NH Reads idea from last fall – Heather Rainier and Lee Ann Chase are participating in a committee exploring professional development certification for paraprofessional library staff.

HVAC –Issues / Circulators

Boiler / Failure 1-2 times weekly

Alarm alert works for notification but we need to look at a consultant to look at the larger issue. Linda Kleinschmidt will contact Marc Guertin @ SNHU regarding HVAC there and how it works with old/new technology. Tammy Hooker and Heather Shumway Rainier will go through old invoices. Mac Broderick will contact Dennis Mires to discuss HVAC consultant ideas.

Unfinished Business

Staffing everything continues to work well but coverage on Monday remains problematic.

2014-2015 Budget – Planning to present at the Budget Committee on February 6, 2014, at 7:00 pm.

Heather Shumway Rainer and Mac Broderick will attend the Town Council meeting January 22, 2012 to field any questions regarding the adjusted budget request for FY 2014-2015.

Subcommittee reports

Personnel ~ discussed at previous meeting.

Policy ~ no policies need to be reviewed at this time. Heather Shumway Rainier will begin to look through the manual and give the committee a heads up for any policies that may need to be reviewed.

New Business

Donations

Model T Club \$	30
Sew Bee	18
Piano Recital	17
Ind. Svc. Network	50

Total \$115. Motion to accept by Mac Broderick, seconded by Barbara Davis, approved unanimously

Technology Survey Online survey of Library patrons regarding their technology needs and how/where/for what purpose they use the Library website. Further discussion after more review at next month's meeting

Town Survey – discussion about how to reach the respondents who either did not know of Library/programs. Overall we are pleased that the majority of respondents view the Library as important and doing a very good job.

Health Insurance Buyout Eligibility Town is offering \$2,400 buyout for eligible employees. Tammy Hooker made a motion to increase the Library buyout to match the town. Seconded by Mac Broderick, approved unanimously.

Agenda for February Retreat/ possibly during the regular February meeting. Review goals from 2013 and set goals for 2014

Pay Equity – Subcommittee meeting will include review of job descriptions and town, meeting posted for January 28, 2014 at the Library.

GIS Mapping reviewed concentrations of Library patrons and missing pieces/sections of town. Initial analysis indicates no obvious gaps but some areas of town could be areas we want to concentrate on. Large concentrations of homes/unites with the same address (Granite Hills for example) seem to show as one patron.

Grant opportunities for wish list items – Defer to February retreat

School Board Forum –Set for March 5. We are waiting to see how many candidates sign up to determine set up and focus of forum questions.

Chrome books Web browser enabled laptops on loan from Google. Once again our staff is seeking out cost effective alternatives to the technology budget.

Friends budget outline and Library program budget

GMILCS is moving forward with eCommerce/credit card usage for fines, etc. Heather Shumway Rainier will review other GMILCS libraries and report back.

Non Public pursuant to RSA 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.

Motion to enter into Non Public at 7:45 by Barbara Davis, seconded by Mac Broderick

Roll Call vote, T. Hooker, yes; M. Broderick, yes; B. Davis, yes; M. Farwell, yes, L. Kleinschmidt, yes. Approved unanimously

The board voted unanimously to seal minutes of non-public meeting
Leave non public at 8:20 pm

Motion to adjourn by Tammy Hooker, seconded by Barbara Davis. Approved unanimously. Meeting adjourned at 8:20 pm

Next monthly meeting scheduled for February 18, 2014 at 5:30 pm