

Official Minutes

Hooksett Public Library Trustees Meeting April 15, 2014 5:30 PM

Call to Order 5:45 PM

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

Guest – Heather Rainier, Library Director

Public Input ~ no public input

Secretary's Report ~ Mac Broderick made a motion to approve the minutes of the March 28, 2014 meeting, seconded by Barbara Davis, Mary Farwell abstained, approved.

Treasurer's Report ~ discussion of LGC refund, all other budget line items seem to be on target.

Library Director's Report Highlights –

Therapy Dog ~ Heather will contact Don Winterton to pursue working with him and his dog, Hailey.

Community Profiles ~ Barbara Davis made a motion to adopt the Community Profiles Policy, seconded by Mac Broderick. Target date for implementing is Fall 2014.

Chrome cast device ~ Clarified the cost and use of a chromecast device. Purchased device for \$30, will allow wireless connection of content viewed on laptop or tablet using Chrome to the meeting room projectors.

Non-resident Fees – Discussed raising nonresident fee to \$55 annually. Defer vote to be taken at the May meeting.

Trustees made note of Youth Services Librarian's Report – Trustees were impressed by the praise received by the YSL at the Underhill I Reads family event and the YSL's decision to take the teen programming in a different direction due to lack of attendance at Anime Club.

Discussion regarding possible increase the non-resident annual fee to \$55.00 effective July 1 and consider for a vote at the May meeting.

Transparent Languages Database – Discussion about where the payment should be taken out of, reconsider at May meeting.

Unfinished Business

Staffing – Martha's training in Tech Services is continuing. The next item she'll be trained on is OCLC. Everyone else is status quo

HVAC - Heather is going to contact Matt Lavoie, Code Enforcement Officer to set up a meeting with The Portland Group for consultation on the Library's system.

IPad Grant – Kiwanis – Heather is preparing the final draft to be presented to the Hooksett Kiwanis.

Target grant for Early Literacy Kits –Heather will send draft to Mary Farwell for review

Allenstown survey – an Opt-out email will be sent to Allenstown residents who hold a Hooksett Library Card. Deadline to opt out is May 1, 2014.

Town Council Forum - scheduled for May 7, 2014. All candidates will be given an opportunity to speak. We'll also check into someone coming from the Town Council/Budget Committee to explain the budget and the impact on individual households. Heather will contact Don Riley about moderating.

Trustee separate email address: Discussion regarding privacy of personal information. Various options were discussed. Trustees attending the NHTLA conference will ask if other libraries have a separate email address for Trustees. H. Shumway to ask tech services if we have gmail accounts that we forward to our regular email address when we respond which email address does it use.

Microwave for Meeting Room (downstairs) kitchen ~Tammy Hooker made a motion to authorize Heather Rainier to purchase an over-the-range microwave to replace the antiquated one currently in use, for no more than \$250. 00, seconded by Barbara Davis, approved unanimously. Replacement of sink also discussed.

Subcommittee reports

Personnel – met today. No concerns to report.

Barbara Davis made a motion under RSA 91-A:3 IIa (a) The dismissal, promotion, or compensation of any public employee to enter into non-public, seconded by Tammy Hooker.

Roll Call to enter into non public – Mac Broderick, yes; Barbara Davis, yes; Mary Farwell, yes; Tammy Hooker, yes; Linda Kleinschmidt, yes. Entered into non public at 7:00 pm

Return from Non Public at 7:20 pm, Unanimous vote to divulge minutes of non-public.

Reviewed the tentative schedule request by the Assistant Director for the next 6 months

Policy – Circulation – Mac Broderick made a motion to accept the changes to the Circulation policy reviewed at the March 18, 2014 meeting, seconded by Tammy Hooker, approved unanimously. The following addition was made to the policy. “The library may accept replacements in lieu of payment for lost or damaged materials if the item has not been replaced by the library and the replacement is a new **exact (same ISBN) copy of the item lost.”**

Pay Equity – ongoing, the committee will continue to gather information and report back when firm numbers are available.

New Business

Donations

Thirty One Gifts	102
Anonymous	10
Independent Services Network	110
Total	222

Tammy Hooker made a motion to accept the donations listed above, seconded by Mac Broderick, approved unanimously.

Friends Update– Hosting a Regional Friends meeting on Tuesday April 22 at 6:00. The response from other Friends groups all over the state has been very good.

Library Technology Survey – discussion deferred until May

Volunteer opportunities – Due to increased responsibilities for the Circulation staff, we will be amending their job descriptions. This will also tie into the pay equity study. We will begin a trial program of having selected volunteers perform shelving. Heather will create a description of duties to be performed and recruit selectively.

Library Ambassador Program ~ Materials, including a brochure and poster are being developed . Kiwanis Community Leaders Event program book is a good source of leads for businesses to be contacted.

Landscaping- MF updated board on various issues. DPW will install asphalt berm in parking lot within the next several weeks. Hooksett Garden Club to install woodchips and bark mulch thereafter to beautify site and mitigate weeds. Discussion about landscaping for the Library sign is ongoing and we are looking at a possible fall planting.

Grant opportunities for wish list items – Mat Bose, Assistant Director is assisting the Director in this task.

Other new business

Update to Town council in the form of a newsletter to be sent out by the end of May.

Next meeting tentatively scheduled for Wednesday, May 14, 2014 at 6:00 pm.

**Nonpublic Session Minutes
HOOKSETT PUBLIC LIBRARY**

Date: April 15, 2014

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

Motion to enter Nonpublic Session at 7:45 pm made by Tammy Hooker seconded by Barbara Davis, approved unanimously.

Specific Statutory Reason cited as foundation for the nonpublic session:

RSA 91-A:3, II (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 public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.*

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

Entered nonpublic session at 7:00 p.m.

Other persons present during nonpublic session: Heather Shumway Rainier, Library Director

Mat Bose, Assistant Library Director has provided the Trustees with a proposed remote/modified schedule following the birth of his second child due in early May. After discussion, it was decided that this proposed schedule would be in place but subject to review for effectiveness. The Trustees asked Heather Rainier to convey this information to Mat.

Note: Under RSA 91-A:3, III. *Minutes of proceedings in nonpublic sessions shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present, it is determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of this board, or render the proposed action of the board ineffective, or pertain to terrorism. In the event of such circumstances, information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply.*

Motion made to disclose these minutes. Motion to disclose the minutes of the non-public meeting made by Mac Broderick seconded by Barbara Davis.

Roll Call Vote to disclose minutes:	Mary Farwell	Y
	Tammy Hooker	Y
	Barbara Davis	Y
	Mac Broderick	Y
	Linda Kleinschmidt	Y

Motion: **PASSED** / DID NOT PASS (circle one)

Motion to leave nonpublic session and return to public session at 7:20 pm by Tammy Hooker, seconded by Barbara Davis, approved unanimously.

Motion: **PASSED** / DID NOT PASS (circle one)

Public session reconvened at 7:20 pm.

These minutes recorded by: Linda Kleinschmidt