

## OFFICIAL MINUTES

### Hooksett Public Library Trustees Meeting February 25, 2014 5:30 PM

#### Call to Order 5:38 pm

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

Guest ~ Heather Shumway Rainier, Library Director

Public Input ~ no public in attendance

Secretary's Report ~ Heather Shumway Rainier made the following change: Heather Shumway Rainier and Lee Ann Chase are participating in a committee exploring professional development certification for paraprofessional library staff.

Motion to approve amended minutes by Barbara Davis, seconded by Mac Broderick, approved unanimously.

Treasurer's Report ~ Reviewed

Library Director's Report ~ Discussion about HVAC circulator units, actively looking for a consultant who could look at the whole system and evaluate.

Discussion of possible addition of Carbon Monoxide detectors.

Volunteer Dinner/Open House discussion.

Discussion about teen programs.

Discussion about Candidate Forum questions/format. Heather Shumway Rainier and Mary Farwell will meet with Moderator Don Riley on Friday.

#### Unfinished Business

##### Subcommittee reports

Personnel – Personnel Subcommittee will begin to review sealed non-public non-disclosed minutes beginning October, 2014 and report back to the Trustees. No major concerns to report. Possible circulation job description/classification changes.

##### New Business

Donations – Total \$631.00

Eagle Court – Burns 25

Image Care 25

Sew Bee 31

Thirty-one Gifts 450

Rev. John Brock/Martha Deering 100

Motion to accept donations by Mac Broderick, seconded by Tammy Hooker, approved unanimously.

TV/Computer monitor purchase – possibility of a donation, defer to next month

Tammy Hooker made a motion to approve the purchase of a Kindle DX purchase for \$452.97 funds to be taken from the fines account, seconded by Mac Broderick, approved unanimously.

Allenstown Library Survey – What does Hooksett have that Allenstown doesn't? Discussion about content/purpose. Heather Shumway Rainier will research and meet with industry contacts and report back.

Home Depot plumbing/shelving project discussion. The plumbing project in the Children's room is a larger project and will need more research. Discussed as a possible Friends project.

#### Trustee Retreat Agenda

Review of 2013 goals/ -

Investigate solar electricity – Completed, not feasible

Landscaping for the library sign – Legal issue settled, move to wish list

Library sign for the building – Move to Wish List

Help the friends with their 5013C – Still working on organizational aspect of the Friends Group

Develop an elevator speech, overview of library services – Reviewed and on-going~ Different speeches for different audiences. Need to know what events are happening and what bullet points to make in a conversation.

**Add an education aspect to our meetings – Heather Shumway Rainier will send different databases/programs/initiatives for Trustees to review prior to each meeting**

**Strategic Planning - Not done, remove from list, possible future goal.**

**Sub-committees send out a reports before the monthly meeting – As needed, this should be a procedure**

**Develop a project summary tool for tracking tasks to be done - Not needed since we rely on the minutes for on-going information**

**Advocate against and defeat House Bill 436 - Completed**

**Complete the installation of the audio-visual system - Completed**

**Library wish list – On-going, moved to 2014**

**Conduct a pay equity study – In process, moved to 2014**

#### **2014 goals**

1. Date all items
2. Library Ambassador Program – Outreach to new and existing businesses, increasing the Library’s community profile. Will include a brochure/poster of library resources.
3. Conduct a Pay Equity Study for library staff to be presented to the Town Council Fall 2014 in preparation for the 2014-2015 budget cycle.
4. To continue to support and assist in recruiting for the Friends of the Hooksett Library.
5. Continue to maintain a library wish list.
6. To discover, write and receive grants for items on the library’s wish list.

**Motion to adjourn at 8:55 pm by Tammy Hooker, seconded by Barbara Davis, approved unanimously.**

**Next monthly meeting scheduled for March 18, 2014 at 5:30 pm.**