

Official Minutes

**Hooksett Public Library Trustees Meeting
May 14, 2014 6 PM**

Call to Order 6:00 pm

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

Public Input~ No public input

**Secretary's Report~ Tammy Hooker made a motion to Approved the minutes of the April 15, 2014 meeting,
seconded by Mac Broderick, approved unanimously**

**Barbara Davis made a motion to approved the minutes of the non-public meeting taken during the April 15,
2014 meeting, seconded by Tammy Hooker, approved unanimously.**

Treasurer's Report~ Reviewed

Library Director's Report ~ Discussion of

Fines

Front Door repair/replacement ~ Tombs Door

Mother Daughter Tea

Easter Egg Hunt

Para-librarian/Assistant/~wording of job title

Earth Day~ Merrimack Riverfront reclamation project

Social Media ~ what to include as information

Regional Friends meeting

Labor Board revisit

Unfinished Business

Staffing ~ Mat and family are doing great, will return tomorrow on a revised time basis. The Personnel Sub-committee will set up a meeting to go over performance appraisals and reviews.

HVAC~ Matt Lavoie and Heather will meet soon

Circulation Policy~ The trustees clarified wording that "employed in town" refers only to employees of a Hooksett company and does not include independent contractors who work for a Hooksett company.

Subcommittee reports

Personnel ~ will schedule a meeting after input from Heather

Policy

Pay Equity ~ research process continues, numbers and job classifications from cohort towns.

New Business

Donations~

Mac Broderick made a motion to accept the following donations

Bhuvan Khazandri	\$5.00
Thirty One Gifts	100.00
Model T Club	30.00
Image Skin Care	40.00
Non-denom. Bible Grp.	100.00
Sue Knowles	100.00
Sew Bee	17.00
Great Woods Condo	30.00
Miscellaneous	12.36
Total	\$434.36

Seconded by Barbara Davis, approved unanimously

Budget

Highlights of discussion

LGC refund

Vacation/Sick accrual account

Payroll until the end of the fiscal year

Health insurance
Utilities
Wages
Potential expenditures at the end of the fiscal year

Landscape update~ Berm installed, options for bark mulch/river stone. Mac Broderick will draft correspondence to update the Garden Club,

Friends Update~ Barbara Davis is no longer on the Board of the Friends

Library Technology Survey~ deferred to June

Library Ambassador program~ Possible letter/packet for new contacts. Mac Broderick is continuing the process.

Pictures/bullets/talking points for presentation.

Minutes- hard copies to Town Hall ~ completed and up to date

Next Trustee meeting June 3, 2014 at 5:00 pm

Next regular Board of Trustees meeting at June 17, 2014 at 5:30

Mac Broderick made a motion to adjourn at 8:45, seconded by Tammy Hooker, approved unanimously.