

Official Minutes

Hooksett Public Library Trustees
September 10, 2014 5:30P M

Call to Order 5:40 pm

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

Public Input – Marc Miville, Chair Community Profile Committee – Have had 3 meetings. In conjunction with UNH Cooperative Extension. A forum is planned for Friday November 7 and Saturday November 8 for citizens to come together to share ideas. The Master plan is nearly complete. This will be a complimentary piece. Citizens will give input and gather ideas.

Secretary’s Report – Barbara Davis made a motion to accept the Minutes of the August meeting, seconded by Tammy Hooker, approved unanimously.

Treasurer’s Report – reviewed

**Highlights – Vacation/Sick accrual
Plodzick & Sanderson Audit**

Library Director’s Report –

**Highlights – Children’s Room/New Programs
Interim Children’s Room position
Youth Services Librarian permanent position, discussion about requirements to include in job description
Vacation discussion
Health Insurance
NELA – Foxboro – October/Leeann and Heather
Seminar on performance appraisals/Leeann and Heather
Mat – Washington/Computers in Libraries/Spring 2015
READS conference @ Hooksett Library September 19th**

Unfinished Business

Staffing Job Description for Youth Services Librarian

Landscape update Town employees for labor/weed elimination/bark mulch/pruning/shrub removal/loam/grass planting

**Other unfinished business Hooksett Old Home Day/Race day change of opening time.
NEC Shelving
SNHU Surplus Helen Davies/Linda Kleinschmidt/No updates**

Subcommittee reports

**Personnel – Exit Interview conducted by Personnel Sub-committee
File review/record keeping**

Policy – no updates required at this time

Pay Equity – in spread sheet/graph format. Subcommittee to meet and review results of placing our positions into the town matrix

New Business

Motion by Barbara Davis to accept the following donations totaling \$188.00

Sew Bee	18
Model T	60
River Village Condo Assoc.	50
Erica Richards	60

Seconded by Tammy Hooker, approved unanimously

Progress Report-

Target grant/Early Literacy backpacks/publicity/develop materials/book list for themes

Kiwanis grant/iPads/cases/tethers/permanent mounting

Library Ambassador Program introductory letter/information/brochure
Custom packets for small and/or large businesses

Newsletter to town officials / share email from patron / summer reading review
Possible dates to visit Town Council / postpone decision to October
Children's Room renovation options / hold for new hire
TD Bank Affinity Program / Mary Farwell to follow up
Friends Update – Old Home Day/Costume Swap/Book Sale

Magazine subscriptions
Garden Club/ask for donation/Gardening Magazine

Library Technology Survey – postpone to a later date

New business – Possible new adult program options/Yoga

Motion to adjourn by Mac Broderick, seconded by Tammy Hooker, approved unanimously
Adjourned at 8:30 pm

Next meeting scheduled for Tuesday, October 14, 2014 at 5:30 pm