

Official Minutes

Hooksett Public Library Trustees Meeting October 14, 2014 5:30P M

Call to Order

Present, Mary Farwell, Barbara Davis, Tammy Hooker, Linda Kleinschmidt, Heather Rainier (Library Director)
Mac Broderick excused

Public Input: No public input was provided.

Guest: Tamatha Laramie- **TD Bank**.

Affinity Program. Tamatha explained the changes in the Affinity Program. Since we did not meet certain criteria for this past year we did not receive any grant funds. A combination of Checking and Savings deposits/balances needs to be met in order to support the Library's program at TD Bank.

In order to receive a donation/grant from TD Bank in April 2015 we need to meet the following criteria:

Checking Accounts – More than 405 registered checking accounts. (We had 405 in April 2014 & 456 in April 2013.)

Savings Accounts – Balance must total over \$2.9 million. (April 2013 we had \$3.6 million & April 2014 we had \$2.9 million).

Mary Farwell to write an “Elevator Speech” to promote the Affinity program for the library.

Secretary’s Report Reviewed, Tammy Hooker made a motion to approved the minutes of the September meeting, seconded by Barbara Davis, approved unanimously.

Correspondence:

A thank you note was received from Mark Glisson for his gift from the trustees who personally gave.

An exceptional letter of thanks was received from Girls on the Run, a non-profit business in New Hampshire which used our meeting rooms and had the following to say about their experience: “We were very comfortable and the space was ideal. Once again – your staff is topnotch! Lee Ann Chase went above and beyond the call of duty in assisting my own staff in a myriad of ways.” – Jennifer Hubbell.

A letter was received from an anonymous donor outlining the volunteer work they have provided on the library grounds.

Treasurer’s Report

September 2014 Budget report was reviewed and accepted. At 25% through the budget year we are 28% spent, which is average with a few of our large bills arriving in July.

Library Director's Report

Highlights of discussion:

A grant proposal has been submitted to 3D Printer Systems for the donation of a 3D printer at the Hooksett Library. 3D Printer Systems will be presenting at the NHLA Conference being hosted at the Hooksett Library in November. Heather is planning to follow up with the application in hopes of creating a showcase opportunity for the conference and receiving a 3D printer from 3D Systems as a grant donation.

Ken Henderson, IT Director for Hooksett School District has been in touch with Mat Bose and Mark Glisson to collaborate and share his plans for offering computer classes for adults through the schools. HSD will be focusing on classes on Mac computers which will serve as an excellent complimentary offering to the library's computer classes.

Heather recommended and the trustees concurred with creating an RFP to install and integrate recording and streaming equipment with our current AV system in the Hebert and Village Depot Rooms. Grant and donation funds would be used for this endeavor. Tammy Hooker suggested contacting Ken Henderson to gather information on the system at Cawley to be used in the development of the RFP.

Discussion of the LGC health insurance refund. This will be revisited at the January 2015 meeting.

Ritchie Brothers has expressed an interest in Reference USA Database. Heather will pursue this with RB and explore sponsorship of the database. Heather feels this could be a strong asset to the business community and the to be launched Ambassador program reaching out to community businesses.

Staffing

Discussion regarding the challenges of staffing in the absence of a Youth Services Librarian. Options for coverage in the Children's Room were discussed. Our interim Children's Room assistant has been working out very well.

After extensive discussion on the lack of applications for the current posting, it was determined the posting listing a starting salary of \$36,000 was being seen as a deterrent to applicants. Barbara Davis made a motion to amend the salary information in the Youth Services Librarian job posting to \$39,000~\$44,000, seconded by Tammy Hooker, approved unanimously.

We continue to be in need of good volunteers for shelving materials and counting Lego kits. If anyone is aware of meticulous volunteers who would like to spend an hour of their time at the library once or twice a week, please have them contact Heather. Heather will send an ebulletin to the library's email list looking for volunteers and will talk to our current volunteers to see if they have any recommendations.

Landscaping.

The front entrance landscaping renovation is 98% complete. Thank you notes have been mailed to donors including the Hooksett Garden Club, Plourde Sand and Gravel, Faulkner's Landscaping and Old Castle Lawn and Garden for their generous donations including bark mulch and loam which were instrumental in completing the project.

Hooksett Department of Public Works was instrumental in the implementation of the project, the library owes the employees and the Director, Leo Lessard a great deal of gratitude for their efforts and energies on the transformation of our public entrance.

Heather will request the Friends of Hooksett Library host a thank you lunch for the employees of the Hooksett DPW.

Mary is seeking quote from Rainmaker Irrigation to complete the project with additional irrigation in key areas previously missed. We added an additional section of loam and seeding the southern tip of the property around the granite sign.

Personnel Committee

No updates at this time. The committee will be meeting soon to go review non-public meeting minutes.

Policy

Discussion was had to defer the policies to be reviewed at the November meeting. There are no policies in urgent need of review at this time.

Pay Equity

The committee continues its work on comparison studies between library positions, comparable libraries/communities and positions comparable within Hooksett. Discussion about the options for presenting this information to the town council and budget committee. The subcommittee will meet within the next two weeks discuss next steps to be taken.

Donations

Tammy Hooker made a motion to accept donations totaling \$908, seconded by Barbara Davis, approved unanimously.

Sew Bee	18	Meeting room use
Girls on the Run	50	Meeting room use
Thirty-One gifts	30	Meeting room use
Model T Club	30	Meeting room use
Book Club	5	Meeting room use
Rita Cloutier	25	Donation to the library for exceptional service
Hooksett Garden Club	750	Donation for landscaping costs

Grants

The implementation of the early literacy backpacks from the grant received from the Target Foundation is currently on hold until a Youth Services Librarian is in place.

The staff is currently working on deploying the iPads purchased from a grant received from the Hooksett Kiwanis Foundation. Heather expects them to be deployed in the Children's Room within the next two weeks.

Library Ambassador Program

Heather presented a rough draft of a brochure for the Ambassador Program. Heather and Mary will collaborate on the letter and trifold brochure over the next two weeks to be ready to visit businesses by the end of October.

SNHU Furniture Linda Kleindschmidt had no updates to report. The library continues to move into their new space. Linda will maintain contact with Helen Davies as a reminder that we are very interested in any items that might become available.

Newsletter to town officials:

Content includes: NHLA Award of Excellence for Mark Glisson, Award for Mark Glisson, STEM initiatives @ your library, Friends of the Hooksett Library support of the Adult and Youth Summer Reading programs, Digital & Early literacy at the Hooksett Library highlighting program attendance increases over the past three years.

The Library Board of Trustees will be a scheduled appointment for the Town Council on Wednesday, November 12th.

FY 2015-2016 Budget

Heather presented a budget proposal to the Board for review. A final vote will be taken at our November meeting. The overall increase (not including pay equity figures) is a .78% increase. Highlights include:

Increasing the Program line to include Adult Programming expenditures. Heather has reviewed the return on investment for our Ladies Night Out program which has been funding our adult programs and has concerns about staff time while we are so short staffed.

Increase in the Maintenance and Repair line of ___ based on past expenditures. This is a very modest increase when compared to past expenditures in this line.

Utilities and Office Supplies were increased very slightly based on past expenditures.

Contractual increases include: Automation – GMILCS dues, NH Retirement.

Health Insurance increases are not included as the rate increases have not been released yet. The budget will be updated after receiving those figures in the beginning of November.

Candidate forums

The trustees discussed recent requests for the Library to host state and district level election forums. It was determined that the scope of Library sponsored forums shall be limited to town and school elections. State and District elections are outside the scope of what the trustees feel the library can successfully host.

Library Programs

Discussion of limiting library programs with limited space to Hooksett cardholders. Heather will investigate the number of non-Hooksett Library cardholders at library programs and report back to the Board.

Next regular meeting scheduled for November 18, 2014 at 5:30 pm.

Barbara Davis made a motion to adjourn at 8:45 pm, seconded by Tammy Hooker, approved unanimously.

