

## Official Minutes

Hooksett Public Library Trustees Meeting  
April 21, 2015 5:30P M

Call to Order 5:45 pm  
Public Input – No public input

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

Secretary's Report – Barbara Davis made a motion to accept the minutes of the March 17, 2015, seconded by Tammy Hooker, approved unanimously, Mary Farwell abstained.

Mac Broderick made a motion to accept the minutes of the March 24, 2015 meeting, seconded by Barbara Davis, approved unanimously, Mary Farwell and Linda Kleinschmidt abstained.

Treasurer's Report Heather clarified Books Line Item and Wages. Maintenance and Repairs – we have quotes for door repair and circulator replacement. Information Technology will be overspent because of a new computer purchase. Utilities – March was high due to severe weather, February usage was billed in March. We seem to be on track with 70% spent for the fiscal year with 3 months left. Heather will do projections for the next meeting once the April figures are complete.

Library Director's Report  
Highlights include

Programming – Youth Services Librarian has been doing a great job with programming and with Program Overviews.

Review of Town of Hooksett Nepotism Policy, any change to the Library Policy would not benefit the Library since we are such a small department.

Program attendance seems to be increasing. In particular, Adult Program attendance is up by 8%.

### **Unfinished Business**

Staffing - deferred to non-public

TD Bank Affinity Program-deadline to submit info-Mary has submitted some names recently.

Petition Warrant Article- update on planning for success – Mary will write up a script for use on phone calls. Mary has spoken with Dr. Shankle regarding a Town Council newsletter but he did not think one was being done. Lists of supporters are being generated that will then be passed out for contact information. We are using a combination of some older lists, and newer additions such as from Book Club and the Lego program, Trustees and Friends. After a planning meeting with the Friends of the Library, plans are coming together for a more directed push for passage of not only

Article 16 but also the Town Budget. Mac Broderick will write a letter to the editor and will send out for Trustees to look at.

HVAC circulator quotes- We now have 3 quotes for upgrades. Only one vendor followed the directions for quotes. Before we award the contract, the Trustees have directed Heather, Mark and Tammy will arrange for a meeting with the one of the potential bidders for clarification.

Council candidate night-update-cancelled due to lack of contested races.

Hooksett Library Professional Development Plan-update-Trustees reviewed the Professional Development Plan developed by the Library Director to be implemented as of September 2015 for each staff member as a tool to improve professional learning in an effort to further enhance customer service. Additionally these hours will become part of the staff member's personnel file/portfolio. Staff will complete a post workshop report for pieces learned and possible implementation.

WIFI upgrade-update-Mark Glisson is still working on getting a reasonable quote for a non-commercial but not cloud-based unit.

Other unfinished business

Barrett Family Donation. The donation parameters are 21<sup>st</sup> Century history and fiction and more specifically "very readable history that touches on events well into the 20<sup>th</sup> century, from authors like Kearns, Larsen and Bradley. We have found that many events like WWI and WWII had their start years before 1875."

Barbara Davis has sent the signed contract to the attorney as we look for information regarding employment questions.

Policy Review

- Youth Library Cards-Deferred
- Nonresident fee-Deferred
- Insufficient funds-Deferred
- Emergency closing-Deferred
- Interlibrary loan policy-Deferred
- Collection development and weeding-Deferred

**Subcommittee reports**

Personnel-No report, will plan for another date in the near future.

**New Business**

Acceptance of Donations

Mac Broderick made a motion to accept the following donations, seconded by Linda Kleinschmidt, approved unanimously.

Model T	30
NH Track Officials Association	100
Sew Bee	26
Knitting Club	25
Lions Club	50

The Town of Hooksett adopted the provisions of RSA 202-A:4-d at the 1997 Town Meeting permitting the Board of Trustees to accept gifts of personal property and pursuant to RSA 202-A:4-d the Trustees accepted a donation of repurposed furniture from the Southern New Hampshire Shapiro Library. As the new SNHU Library was outfitted all new fixtures and furniture, there was a large amount of available surplus items that the Hooksett Public Library was able to take advantage of. The Trustees are accepting a very generous donation of over 150 items. Some of this furniture has already been sent to various departments since the Library could not use all of the items. The trustees would like to publicly thank both SNHU for their generous donation and the Hooksett DPW employees who were instrumental in collecting and delivering the furniture.

The Trustees are accepting the donation of a NEC Multisync LCD 4215 42” HDTV from the US District Court in Concord under the same RSA 202-A:4-d legislation. Mark Glisson was able to find this surplus item.

Powers and responsibilities of Library Trustees-to be answered by the Attorney. We will provide the attorney with the Taylor vs. Littleton and RSA 202-A:4-d wording as a basis for her research. Very specifically the Trustees are looking for guidance on budgetary presentation and the governing body question.

RG Tombs will provide a quote for inside door repair.

Special Collections card for GMILCS cardholders. Should we offer these out to non-Hooksett card holders? Do we want to offer a discounted card to GMILCS cardholders? Will this adversely effect our patrons? What special collections do we want to include?

Tammy Hooker made a motion to implement a \$30.00 GMILCS Library cardholder fee with a specific category for Special Collections on a one-year trial basis with the understanding that if Hooksett Patrons are impacted we will re-visit the policy, seconded by Barbara Davis, approved unanimously.

1000 Books Before Kindergarten-we think it’s nifty.

#### Other new business

Charter Trust is offering several seminars related to Record Keeping and Marketing regarding legalities and estate planning. Several trustees are considering attending a session.

Non Public if needed 91-A:3 IIa (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 meeting and (2) requests that the meeting be open, in which case the request shall be granted. (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public, by reason of inability to pay or poverty of the applicant.

Non-Public Session

M. Broderick made a motion to enter into Non Public under 91-A: 3 IIa (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 meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) the hiring of any public employee.  
Seconded by B. Davis

Roll call vote to enter into nonpublic session

Roll Call vote: m. Farwell, Yes; L. Kleinschmidt, Yes; M. Broderick Yes; B Davis Yes; T. Hooker Yes.

Entered non-public session at 8:25 pm

M. Faarwell announced we are now back in public session at 8:35 pm. We voted during the non-public to disclose the minutes of that session.

Barbara Davis made a motion to hire Katie Donahue as a temporary part time person for the 10 hours for circulation desk at \$11.00 per hour.

Seconded by M. Broderick. Approved by all.

Mac Broderick made a motion to adjourn the meeting at 8:30 pm, seconded by Barbara Davis, approved unanimously.

Next meeting scheduled for Wednesday, May 13, 2015 at 5:30 pm