

**Official Minutes**

**Hooksett Public Library Trustees Meeting  
February 17, 2015 5:30P M**

**Call to Order 5:30**

**Public Input No public input**

**Secretary's Report reviewed. Tammy Hooker made a motion to accept the minutes of the January meeting, seconded by Barbara Davis, approved unanimously**

**Treasurer's Report – reviewed, highlights include review of wage line and utilities. We are seeing a savings in the utility line over last fiscal year.**

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**Library Director's Report**

**NH Downloadable Book Consortium – The Consortium voted to run a trial initiative for e-magazines via Overdrive.**

**Heather served as the Chair for Kiwanis Awards committee, extending our outreach into the community.**

**Town of Hooksett is looking at an employee-based Health Insurance Committee, the committee will convene in March and run through the summer. Assistant Director, Mat Bose will serve as the library's representative. Discussed posting community events/organizations on the electronic sign. A suggestion was made to host youth athletic sign-ups in the Story Hour room so that patrons/attendees spend more time in the Library and not just in/out via downstairs.**

**Upon Mary's request, Heather will create a google docs based digital archive of budget, statistics and large event evaluations. Any additional reports to add, please let Heather know.**

**Meeting room statistics – Briefly discussed the large number of bookings the library hosts compared to other GMILCS libraries.**

**January report update – Carpet Cleaning scheduled**

**Circulator warranties waiting for Delta to get back**

**Unfinished Business**

Staffing - Sub committee will meet next week and on a more regular basis

Budget 2015-16 Budget Committee appointment Thursday, February 19 at 7:00  
Family/single Health Insurance for new hire~reduction in budget request

Library Ambassador program Mary and Heather will meet at CIGNA tomorrow. They will attempt to meet with at least 10 per month from now to June

TD Bank Affinity Program- base line checking is 405, we have 421, including 6 new Savings accounts. We would receive more than \$7,000 if the deadline was now. We will be getting a report at end of February from TD Bank.

Petition Warrant Article-presenting names to Town Clerk, Todd Rainier tomorrow, to budget committee Thursday, to town council February 25

Friends Table in the library entryway – Discussed whether the Friends could post a pay equity petition on the table.

What do we do that other libraries don't? Will a poster work? Employees cannot advocate due to regulations. It was determined that we need an elevator speech? Tammy and Mac will create a Facebook page to share similar to the school vote page that is circulating now.

Library Director goals Feb- June – After review, Sub committee will begin regular meetings next week. Will set dates and deadlines for specific goals.

Other unfinished business

**Trustee Goals – concentrate on Pay Equity until May / after vote.**

**Subcommittee reports**

**Personnel – scheduling regular meetings beginning next week.**

**Policy- LK will access online policies and report next month if any need updates.  
Pay Equity On-going**

**New Business**

Donations

Sew Bee	12
Model T	30
Image Skin Care	25
Patricia Newton	100
Bob and Barbara Thinnes	30
In memory of Jane Potter	65
In honor of Ash Street Group	20
Jonathon Murphy Memorial Fund	125
Total	340

Mac Broderick made a motion to accept donations in the amount of \$340, seconded by Tammy Hooker, approved unanimously.

School Board Forum 3/2– Becky Berk will moderate. Tammy & Mac to be on the sub-committee for questions and planning. There are currently six candidates for the open positions.

Target grant – Target Foundation discontinued the early childhood grant – we received a one time unrestricted \$1,000.00 donation to “ease the pain”.

Early Literacy Backpacks project from Fall 2014 is still in progress as it was waiting for the new YSL. Grace Larochelle will now be working on this initiative.

Moose Plate Grant 2015 – Heather is exploring options for a grant to fund digitizing the historical notebooks in the NH Room collection.

Tammy Hooker will contact an acquaintance who has experience in grant writing to see if she can assist the library in future grant requests.

Greenough 2015 We received notification from the NH Charitable Foundation that we should expect to see \$3,975.00 for our 2015 disbursement. We received \$3651 in 2014.

Statistical comparison to cohort towns – Now updated to include state averages for circulation per capita and annual visits per capita.

Hooksett circulation per capita: 14.77

Average cohort towns: 10.55

State average: 12

Hooksett annual visits per capita: 7.20

Average cohort towns: 7.77

State average: 8

Staff computer purchase: Tammy Hooker made a motion to authorize Heather to spend up to \$1,3000.00 for a staff computer, seconded by Barbara Davis, approved unanimously. This will replace the current computer for Mat Bose which is next in the technology upgrade cycle. Mat’s computer will become the new workstation for the Technical Services Assistant which is currently running on Vista Business but will need to be on Windows 7 by early May to be compatible with the Polaris automation system.

WIFI upgrade Mark is working with the Director at Plaistow to look at a better solution to an upgrade for routers and network for the public internet.

**Other new business**

Tammy Hooker shared that there is potentially an Eagle Scout looking to assist the library for his Eagle Scout project. Heather will brainstorm with staff on potential needs for the library.

Mac Broderick made a motion to adjourn at 8:30 pm, seconded by Barbara Davis, approved unanimously. Next meeting scheduled for March 17, 2015 at 5:30 pm