

Hooksett Public Library Trustee official minutes  
December 8, 2015 5:30P M

Present: Tammy Hooker, Mac Broderick, Mary Farwell, Barbara Davis and Linda Kleinschmidt.

Guest: Heather Shumway-Rainier Library Director

Call to Order- M. Farwell called the meeting to order at 5:39 pm.

Public Input-none at this time

Secretary's Report- B. Davis made a motion to accept the minutes from the November 17, 2015. Seconded by L. Kleinschmidt. Approved by all.

Treasurer's Report was reviewed for the month of November 2015

Library Director's Report-H Shumway has been working with health care benefits since the town has changed to another carrier.

M. Farwell suggested that we look into programs that can be led by volunteers instead of staff, such as adult Lego nights or other ongoing group programs.

Disc Cleaner-B. Davis made a motion to purchase an Eco Pro 2 Disc repair system up to \$900 plus shipping & handling. Seconded by L. Kleinschmidt. Approved by all.

Public Network Upgrade Project-to revisit the project and review what we really need. H. Shumway to bring additional information to the next meeting.

LEAP-is a new program that allows limited remote access to Polaris system to be used by staff to assist in checking out books. Such as special events.

Committee reports

Personnel-will be meeting Wednesday the 16<sup>th</sup> at 5:15 pm at the library.

Policy-H. Shumway to review and bring to the next meeting.

Friends of the Library-report was given by T. Hooker

Unfinished Business

Staffing-everything is going well.

Elevator-M. Farwell, T. Hooker & Mark meet with Jim, Town Engineer. We reviewed the plans of the building and he inspected the elevator. Jim was to make some calls regarding the elevator. We will meet on Friday, the 11<sup>th</sup> @ 11:30 to review the information he has obtained. Jim was in the library with Pine State Elevator to inspect the elevator on Monday the 7<sup>th</sup>.

HVAC-deferred-Mark is still working with Control Technology.

Library Sign-problem has been solved. Hornets had built a nest on the sensor causing it to dim.

2016-2017 budget -presenting to Town Council on December 16<sup>th</sup>.

Library Journal Small Library of the Year contest-M. Farwell has made some calls to the program staff looking for submissions from the years past to review.

Library goals-M. Broderick is working on tagline

Other unfinished business

New Business

Acceptance of donations-The HPL received the following donations:

Jeannette's Knitting	\$11.00
Model T	\$30.00
Sew Bee	\$9.00
ILNS	\$50.00
Thirty One Gifts	\$100.00

B. Davis made a motion to accept the above donations. Seconded by L. Kleinschmidt.

Approved by all.

Family Place-the model is to help assist parents with ways to help their children with learning. H. Shumway & Grace to do a presentation to the trustees at the trustee meeting on January 19, 2016.

Community Bulletin Board-The idea is to have it by the back door and clean up that area. H. Shumway would like to remove the cabinets.

Technology reporting-contacts & context for Mark & Mat to complete the form Heather showed the Trustee's at the meeting. It was suggested that the circulation desk keep track but minimal tracking. Link for online form <https://docs.google.com/a/hooksetlibrary.org/forms/d/1diNyahz-0QyWRatKISYN7ZaonAThjGFNVU-FelTNUmo/viewform?c=0&w=1>

Library Ambassador Program-was discussed and will be revisited. Discussed our goals

Auto renewals-Bedford has implemented the automatic renewal and has increased their annual GMILCS dues. The trustees discussed and decided not to implement at this time.

Liberty Utilities contract-.62/therm. B. Davis made a motion to enter into a 3 year contract with Liberty Utilities along with the town and schools. Seconded by L. Kleinschmidt. Approved by all

Other new business

T. Hooker informed the board that Joey Mariano's Court of Honor will be held on January 4<sup>th</sup>, 2016 at the library. She requested that trustees should be present since this Eagle Project benefited the library.

Next meeting to be held on 1-19-16 at 5:30 pm at the Library

M. Broderick made a motion to adjourn the meeting at 8:10 pm. Seconded by T. Hooker

Approved by all.