

Official Minutes

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

Call to Order 5:35

Members present, Mac Broderick, Barbara Davis, Tammy Hooker, Linda Kleinschmidt, Mary Farwell
Excused
Guests, Heather Rainier, Library Director and Grade Larochelle, Youth Services
Librarian
Public Input-none

Secretary's Report

Reviewed, Barbara Davis made a motion to accept the minutes of the February meeting, seconded by Mac Broderick, approved unanimously
For future meeting minutes, once approved, the recording secretary will Cc. the trustees when emailing the minutes to Mark Glisson and Town Hall. A digital copy exists on the Library staff-based PB Wiki.
Additionally current minutes for past 12 months exist on the Library website.

Treasurer's Report

Discussion about the amount disbursed for Office Supplies. The Friends of the Library have been billed for Coffee and Tea supplies and Bookmarks as they have it budgeted to cover these two areas but the library mistakenly paid for them.

Additionally, we had been paying for color copies that go over our quarterly maintenance contract with Merrimack Office.

The New Equipment line and Equipment Maintenance lines were discussed. This line is a collection of smaller items such as a shelving rack for our new kits collections, water cooler, small book cart, folding card tables for programs. Equipment Maintenance has a large expense when our quarterly maintenance contract for the staff copier/printer is due.

Library Director's Report

The NH State Library report is complete.

Unfinished Business

TD Bank Affinity Program- Barbara will contact Tamatha Laramie from TD Bank for status update and to confirm deadline.

Subcommittee reports

Personnel - Heather has developed a professional development plan for all staff which will encourage and support staff in their staff development efforts. In addition, it will be part of personnel file and annual review.

Policy Review

Youth Library Cards - Defer to April
Nonresident fee - updated May 2014, review again in June 2015
Insufficient funds - Defer to April
Emergency closing - Defer to April
Inter-library loan policy - Defer to April
Collection development and weeding - Defer to April

Pay Equity

Barbara Davis will send a thank you email to anyone who attended and spoke at the Budget Committee Hearing on Warrant Articles. This email will ask everyone to put the deliberative session on their calendar and to round up their friends. She will follow up with everyone closer to the date. Tammy will contact the Friends of the Library doing the same thing. Tammy will contact Claudette Knieriem for her assistance. Barbara Davis is also working on uploading specific information from Statistical Comparison by Towns to a

website dedicated to the passage and support of the Petition Warrant Article.

Discussion about how the Town Council did not allow change in the wording of the 3% salary increase COLA warrant to delete the specific reference to Library employees.

We have several people who want to write letters to the editor and Mac Broderick has approached several residents who were successful on a school matter to enlist their support for the Town Budget and particularly the Petition Warrant Article. Mac and Linda will also draft letters to the editor. As the Board of Trustees, we will need to diligently garner support for the Petition Warrant Article in particular and the Town Budget in full. Our first focus should be the Deliberative Session, we need as many supporters there on April 4, 2015 as possible at the meeting.

Mac will verify with Don Riley, Town Moderator, about wording, placing the warrant on the ballot and moving the question. He will also check with Don Riley about what can be accomplished during the Deliberative Session.

New Business

Donations

<i>Meeting Rooms</i>	
OLLI	150.00
Tastefully Simple	50.00
Ladies Social Gathering	20.00
Thirty One Gifts	439.00
LKM Insurance Services	30.00
Independent Service Network	100.00
Sew Bee	9.00
SUBTOTAL	\$798.00
Barrett Family	\$500.00
TOTAL	\$1,298.00

Tammy Hooker made a motion to accept the donations listed above, seconded by Barbara Davis, approved unanimously.

HVAC circulator quotes - waiting for quote, Delta plans on a quote next week after consulting with Control Technologies or possible other options such as updating software or changing out the three circulators for two more efficient models. We have other quotes from CD Boiler Works and Paradigm.

Council candidate night- Wednesday, May 6 will be reserved pending candidate filings.

WIFI upgrade - Marc Glisson is working with the Director of the Plaistow Library to get better quotes.

1000 Books Before Kindergarten - defer to April
Library Goals 2014-2015 & 2015-2016 - defer to April

Friends will meet on March 31, to collaborate on Pay Equity warrant and have invited the Trustees to attend.

Pursuant to RSA 91-A:3 II (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.

Mac Broderick motioned to enter non-public session at 7:00 pm, seconded by Tammy Hooker
Roll Call
Mac Broderick, Yes Barbara

Davis, Yes Tammy Hooker,
Yes Linda Kleinschmidt, Yes
Vote unanimously in favor

Return from non public at 8:00 pm.

The trustees voted unanimously to seal the contents of the non-public minutes.

Barbara Davis made a motion to adjourn the meeting at 8:00 pm, seconded by Tammy Hooker, approved unanimously.

Next meeting March 24, 2015 at 5:15 pm.

Next monthly meeting April 21, 2015 at 5:30 pm.

filings.