

Official Minutes  
Hooksett Public Library Trustee Meeting  
January 17, 2017 5:30 PM

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

Guest: Heather Rainier-Library Director

Call to Order M. Farwell called the meeting to order 5:32 pm

Public Input : none at this time

Secretary's Report Davis made a motion to accept the minutes from the December 13, 2016 meeting. Seconded by L. Kleinschmidt. Approved by all.

Treasurer's Report reviewed ending December 2016.

Library Director's Report-

The boiler was been repaired twice and has not shut off since repairs have been made.

H. Rainier to investigate new lights for the front of the library.

The Hooksett PD has sent the library an invoice for 5 false alarms in the past year. H. Rainier will send them over our plan to prevent this from happening again.

Committee reports

Personnel will be meeting on Tuesday, 1-24-17

Policy

Health insurance inception and ending dates-B. Davis to draft a revised policy and forward to the board.

Vacation accruals deferred

Friends- renewals letters were sent out for year end 2016

Unfinished Business

Staffing-circulation desk is fully staffed at this time. All staff is adjusting and handling all the extra work load due to our recent vacant position of Assistant Director.

H. Rainier has received resumes from a number of candidates for the Assistant Librarian's position and will start interviewing qualified candidates.

Budget-M. Farwell & M. Broderick will attend the budget meeting on 1-19-17

Children's Room renovation-H. Rainier reviewed a diagram that they have been working on and how they would like to see the children's room laid out. Trustees offered input on layout.

Annual book sale were receipts were:

Ongoing	\$1360.00
Pre-Sale	\$232.50
Book sale	\$3815.25
Post sale	\$1107.80
Total annual book	\$5155.55

Bake sale \$376.00

Annual Book & Bake \$5,532

Grand total \$6,892

Other unfinished business

New Business

Acceptance of donations B. Davis made a motion to accept the following donations:

Sew Bee \$32.00

Safari Club \$25.00

Mom's Group \$26.00

Seconded by L. Kleinschmidt. Approved by all

Dates for town meeting Voting is the Second Tuesday in March and the Deliberative Session is February 4<sup>th</sup> at 9 AM

Candidate night-it was discussed at this time the library would not host a public forum this year, due to staffing issues

Affinity-updated registrations were submitted to TD Bank on 12-29-16

Benefits and Healthtrust -it was discussed and M. Farwell will speak with Dean Shankle regarding communication between the town and library.

Disposal of unwanted items-policy to be followed and put out on different list for the town or library.

Library goals- to be discussed to be held in spring 2017

Next meeting on Tuesday, February 21, 2017 at 5:30 pm at the library

B. Davis made a motion to adjourn the meeting at 8:30pm. Seconded by M. Broderick. Approved by all.