

# AGENDA

Hooksett Public Library Trustee Meeting  
May 23, 5:30 PM

Call to Order

Public Input

Secretary's Report

Treasurer's Report

Library Director Report

Friends of the Library

Policies

Unfinished Business

- Staffing
- Facility
  - Front Door Threshold MG (AI)
  - Elevator insurance claim
- Staff survey -Trustee review
- Affinity update (AI) BD

Other unfinished business

## **New business**

- Donations
- End of year spending proposals HR (AI)
  - Meeting room dividers MG (AI)
- Locked-in rates with our utilities company-(AI)
- Digital collection platform: Contentdm
- Book lockers - ARPA grant
- Professional Development Plan and Tracking - MG & HSR
- Book & Program Challenges HR(AI)
- Appeal process for book challenge TH (AI)
- Google Drive and a two-factor authorization- MG(AI)
- Does the backup token with LastPass expire -MG(AI)
- United for Libraries-short takes for Trustees
- Personnel plan Review Section 1 Organization of the Library

Other new business

## *Action Items for May*

- *Locked-in rates with our utilities company-Heather*

- *Preparing for Book and Program Challenges. H. Rainier will share her notes with the Board in advance of the May meeting.*
- *Personnel plan updates- All trustees will review the Personnel Plan updates and Mary will add a section to review for the upcoming May agenda. - All trustees & Mary*
- *Tammy to contact members of NHLTA on how to handle an appeal process-to be handled*
- *Google Drive and a two-factor authorization-*
- *Mark Does the backup token with LastPass expire -Mark*

### **Items we are tracking**

- Generator
- Researching how other libraries use volunteers
- Tagline – the heart of the community ( or “the heart of Hooksett” telling the stories of our community
- Grant opportunities for wish list items
- Library Advisory Group –Dream Team