

Hooksett Public Library Trustee Meeting
January 19, 2016 5:30 PM
official minutes

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 December 8, 2015. Seconded by L. Kleinschmidt. Approved by all.

Special Guest: Jim Donison, Hooksett Town Engineer
Master Plan discussion-looking to update this year. There are 10 different chapters in the master plan. Jim would like us to provide an updated summary along with library recommendations and photos. Would like submitted by April 1, 2016.

Elevator-Jim reported that there were two companies at the library last week to look at the elevator.

Stanley Elevator provided an estimate. They were the original installers of the elevator. They were able to confirm that this was a single bottom elevator.

Broke the estimate into 3 parts:

1. replacement of the single hydraulic jack assembly \$37,536.00
2. replacement of the power unit assembly including the reservoir tank, pump, motor and valve \$11,200.00
3. modernization of the equipment including the controller, car & hall fixtures, door operating equipment \$51,251.00

Estimated time to complete project is 20 weeks after contract is signed.

The trustees will be meeting with Town Council on February 10, 2016 to discuss the next step with the elevator.

Treasurer's Report-reviewed

Library Director's Report

- H. Shumway to find out what the town departments are doing regarding cellular phones for the Town of Hooksett department heads.
- H. Shumway to send Affinity numbers to TD Bank.
- Staff has been working on the Family Place project. It was recommend that H. Shumway contact a library design consultant to discuss space planning. She will find

several consultants, perhaps referrals from other libraries, and solicit prices for consultation to be discussed with Trustees

- Public Network Upgrade B. Davis made a motion to purchase the Cisco-Meraki public network upgrade for up to \$5000. Seconded by M. Broderick. Approved by all.
- Grace's mother will help hang the artwork from the art classes in the downstairs area.

Committee reports

Personnel-updated trustees

Policies were reviewed:

- Collection Development Policy-B. Davis made a motion to accept updates as presented. Seconded by L. Kleinschmidt. Approved by all
- Hooksett Library Emergency Closing Policy-B. Davis made a motion to accept updated policy with changes. Seconded by L. Kleinschmidt. Approved by all
- Hooksett Library Insufficient funds: Returned Checks Policy-B. Davis made a motion to accept updates as presented. Seconded by L. Kleinschmidt. Approved by all
- Hooksett Library Interlibrary loan policy: B. Davis made a motion to accept updates as presented. Seconded by L. Kleinschmidt. Approved by all
- L Kleinschmidt will update the policy overview document that will provide historical information in one place about updated policies, discontinued policies, replaced policies etc. She will send document to Trustees when completed.

Unfinished Business

HVAC-Deferred until next month

Library Journal Small Library of the Year contest-M. Farwell had sent a summary to the trustees to review.

FSA reimbursement-LGC had returned unused FSA funds. B. Davis made a motion to return the funds to current employees. Seconded by M. Broderick. Approved by all

Library goals

Tagline – M. Broderick is working on it.

New Business

Accepted the following donations:

| | |
|------------------------------|----------|
| M. Farwell | \$100.00 |
| Sew Bee | \$21.00 |
| Model T | \$10.00 |
| Jeannette's Girls (Knitting) | \$10.00 |

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

Family Place presentation – H Shumway & Grace gave the trustees an overview as to what the Family Place model will look like.

Library Ambassador Program-will be meeting with Dr. Sciarrio's office & TD Bank February 9th.

M. Farwell received a call from Joann Duffy from Town of Hooksett to see if we had a transportation easement for the back entrance. M. Broderick remembers that we do have an easement and will find the information and forward to JoAnn Duffy

Individual tech help-H. Shumway will review with the staff to see if we need to develop a policy that those requesting assistances must be a Hooksett library card holder and bring back to the board next month.

School Board Forum-M. Broderick to find out who is running for school board. If the race is contested we will hold a school board forum.

M. Farwell recommends that we purchase bark mulch and/or ground cover. Parks & Rec will install. B. Davis made a motion to spend up to \$600 for additional bulk mulch and ground cover. Seconded by L. Kleinschmidt. Approved by all.

Budget-M. Farwell will contact budget committee to scheduled our appointment for February 25, 2016

Next scheduled trustees meetings:

February 16, 2016 @5:30 pm

March 7, 2016 @5:30 pm

April 18, 2016@5:30 pm

May 9, 2016@5:30 pm

B. Davis made a motion to adjourn meeting. Seconded by M. Broderick. Approved by all
Meeting was adjourned at 8:00 pm.