

## Official Minutes

### Hooksett Public Library Trustee Meeting September 15, 2016 5:30 PM

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

Guest: Heather Rainier

Call to Order M. Farwell called the meeting to order 5:35 pm.

Public Input none at this time

Secretary's Report B. Davis made a motion to accept the minutes from the August 16, 2016 meeting. Seconded by L. Kleinschmidt. Approved by all.

Treasurer's Report was reviewed ending August 2016

Library Director's Report

We are no longer using Atomic Training for our computer training database and have switched to Lynda.com for one year.

Live streaming is almost finished.

Committee reports

Personnel-meet on 8-28-16 to discuss personnel file. We will be meeting on Tuesday, September 20, 2016.

Policy

Credit card policy was reviewed with changes made M. Farwell made a motion to accept the changes made. Seconded by M. Broderick Approved by all.

Code of conduct was reviewed and changes were made. B. Davis made a motion to accept the changes made. Seconded by M. Broderick. Approved by all

Meeting Room deferred

Friends-meeting to be held Tuesday 9-20-16.

Unfinished Business

Elevator- H. Rainer to check with the elevator project manager regarding the shut off switch. Elevator is winding down and waiting for the alarm company to install smoke detectors.

Family Place – Parent/Child workshop is scheduled for October

H. Rainier & Grace will be meeting with an interior designer. H. Rainier to bring preliminary plans with cost estimates to the October meeting.

Budget presentation-M. Farwell & M. Broderick will meet to discuss.

**New Business**

Acceptance of donations

Sew Bee \$16.00

Model T \$30.00

Jeannette's Knitting \$10.00

B-day Party (DeOliviera) \$100.00

Thirty One Gifts \$40.00

Total \$196.00

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

Computer valued \$630 was donated by Jim Sibona for the use of 3D printing including Solidworks software.

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

Impact fees- M. Farwell spoke with JoAnn in planning about using impact fees it was suggested that we contact a consultant, Bruce Mayberry. H. Rainier will contact him.

Next meeting to be held on Thursday, October 13, 2016 at 5:30 pm at the library

M. Broderick made a motion to adjourn at 7:15 pm Seconded by B. Davis Approved by all.