

Unofficial Minutes  
Hooksett Public Library Trustee Meeting  
February 16, 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 5:36 pm

Public Input none at this time

Secretary's Report B. Davis made a motion to accept the minutes from the January 17, 2017 meeting. Seconded by L. Kleinschmidt. Approved by all.

B. Davis made a motion to accept the minutes from the January 26, 2017 meeting. Seconded by M Broderick. Approved by all

B. Davis made a motion to accept the minutes from the February 2, 2017 meeting. Seconded by L. Kleinschmidt. Approved by all

Treasurer's Report ending January 2017. H Rainier to check to see that the Jan & Feb Health Insurance bill reflects the less one full time employee that left off 1-1-17.

#### Library Director's Report

Reviewed the health insurance options that the town council has adopted.

Mark Glisson has been named the Hooksett Municipal Employee of the year! The dinner will be held on April 18, 2017 at SNHU.

An estimate was received to remove old carpet & install new carpet in the NH Room, Lilac Bridge Room and the GMILCS office. Deferred until M. Farwell checks on a couple of other vendors.

The library has received word that the representatives from the Family Place Libraries will be at the library on Friday, April 28th to review the library's Family Place program with the staff and to present the library with a banner declaring us officially a Family Place Library.

## **Committee reports**

Personnel will be meeting on March 7, 2017

Policy

Health & dental insurance inception and ending dates. B. Davis made a motion we add the following to the health & dental insurance:

*On page 32 of the Personal handbook is:*

### *6.1 Health insurance & dental insurance*

*Health insurance is effective the first day of the month following the hired date. Health insurance is terminated on the last day of the month the employee worked. Vacation time cannot be used to extend health insurance coverage.*

Seconded by M. Broderick Approved by all

Vacation accruals deferred until March

## **Friends meeting was held in January**

### **Unfinished Business**

Staffing-everything is going well at the circulation desk. The staff is feeling the impact of the current vacant position

Facility Issues-Staff to paint the NH Room.

Children's Room renovation- subcommittee is meeting on Tuesday the 21st.

Other unfinished business

### **New Business**

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

Sew Bee	\$12.00
Bead Society	\$ 9.00
Model T	\$30.00
READS NHLA Group	\$200.00

Seconded by M. Broderick. Approved by all

Affinity-M. Farwell suggested that we do a video to post to get the word out regarding by the beginning of March as we have to everything in by April.

Impact fees-deferred

Date to meet with Town Council and content of presentation-

Strategic Plan- deferred

Next scheduled meeting to be held at 5:30 pm at the library on  
March 13, 2017 at HPL  
April 12, 2017 at Town Hall

B. Davis made a motion to adjourn the meeting at 7:45 pm. Seconded by M. Broderick. Approved by all.