

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

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

Guest: Heather Rainier, Director

Call to Order M. Farwell called the meeting to order 5:38 pm.

Public Input none at this time

Secretary's Report Secretary's Report M. Broderick made a motion to accept the minutes from the September 19, 2017 meeting. Seconded by L. Kleinschmidt. Approved by all. B. Davis abstained

Library received a thank you from Kiwanis for the use of the library for the 5K held on September 16, 2017.

Treasurer's Report was reviewed

Library Director's Report

It was discussed about buying shirts for the staff. H. Rainier to move forward. It was also discussed about **buying** bags to sell. It was suggested that the Friends of the Library sell the bags as a fundraiser. H. Rainier to present to the friends

Eversource vendor will be doing an audit on our lighting for LED lights on Thursday, October 19th.

We discussed E books regarding the Advantage Plus that we purchase books for our library patrons and that we are able to loan these to other patrons in the state consortium. Overdrive is looking to add magazines back to their platform

Committee reports

Personnel-have been meeting regularly.

Policy

Personnel Handbook-B. Davis will review the vacation & sick sections for employees leaving the library and bring back to the trustees at the November meeting.

Nonresident card policy-We are discontinuing the GMILCS Non- Resident Card.

Friends-working on the upcoming book sale to be held on 11-11-17

Investment-B. Davis presented a policy for the trustees to review. The trustee voted to approved the policy as presented.

### **Unfinished Business**

Staffing-posting for a part time staff position Patron & Technical Services Assistant will be posted by end of this week to fill an opening.

Facility Issues-everything good. Paradigm will be here on Wednesday for fall maintenance.

2018-2019 Budget update-trustees are meeting on Thursday, October 19 at 6:30 pm at Town Hall

Children's Room renovation- H. Shumway & M. Farwell meet with Genella from Stibler. The trustees and staff need to get out and visit libraries. Also find Family Place libraries and research their designs. Heather will come up with a list of libraries to be visited and let the sub-committee know so they can plan the visits.

Library easements- M. Farwell & M. Broderick meet with the Town, members of St Mary Board and members of the town council. The MSM representative had a number of concerns but their major concern at this time is how to prevent cars from driving BEHIND their building as a way to avoid the speed bumps. A number of options were discussed but the trustees believe that their most effective option is some sort of speed table or barrier that they place behind the building.

### **New Business**

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

Model T	\$30.00
Mahjongg	\$23.00
Sew Bee	\$21.00
TOPS	\$75.00
Emerson Mills Condo Assoc	\$50.00
Total	\$199.00

Seconded by L. Kleinschmidt. Approved by all.

Book Sale to be held on 11-11-17. M. Farwell & L. Kleinschmidt to man the Affinity table and 50/50 drawing

Affinity-M. Farwell we are over our baseline checking account numbers of 568 and we are at 581 for checking with 6 months in. Our baseline savings number is \$5,349,354 and we are currently at \$5,444,886.

Other new business- none at this time.

Next meeting to be held on November 14, 2017 at 5:30 pm

L. Kleinschmidt made a motion to adjourn the meeting. Seconded by M Broderick. Meeting was adjourned at 8:06 pm.