

Official Minutes

Hooksett Public Library Trustee Meeting
February 20, 2018 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 5:34 pm

Public Input none at this time.

Secretary's Report B. Davis made a motion to accept the minutes from the January 16, 2018 meeting. Seconded by M. Farwell. Approved by all. L. Kleinschmidt abstained

Treasurer's Report was reviewed ending January 31, 2018

Library Director's Report

Staff development day was held on Monday the 19th. The following were subjects were covered:

1. Library goals & focus areas;
2. Alzheimer's;
3. Mark did a class on internet security;
4. Professional development plan

H. Shumway designed a Professional development plan which was reviewed and implemented for the year. It includes professional development focus areas and continuing education credits.

Goals for 2016-2017: Digital content, technology support, early literacy, the staff felt these were achieved.

New Focus Areas for 2018: technology support, early literacy, services for seniors;

Trustees would like to try to build a volunteer base for the library.

NH Welcome Home Day for Vietnam Veterans on March 30 program to be held. D. Bradd is working on this program.

Next Family Place is scheduled in March.

Committee reports

Personnel reviewed meeting discussion from 2-13-18

Policy-L. Kleinschmidt to review the policy manual

Friends-Will be holding a raffle for Easter baskets as a fundraiser. They have collected gift cards from local businesses

Unfinished Business

Staffing we are currently fully staffed

Facility Issues-eye washing station is being bought by the town and installed in the custodian's room

Children's Room renovation- Heather & Grace to visit libraries in MA in March. Will report back to the board

Affinity Update-M.Farwell reported the following:

Baseline	December 2017	January 2018
Checking	568 605	607
Savings	\$5,349,354	\$5,729, 824
		5,933,833

15 new checking accts

Other unfinished business

New Business

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

Model T\$30.00

Mahjongg \$36.00

SewBee \$10.00

Concord HOGS \$120.00

Alice Burgess Grp \$100.00

Seconded by L.Kleinschmidt Approved by all

Partnership with HGC to honor Nan Veilleux- Memorial donations in her honor of \$1400 was received. M. Farwell to report back once the garden club holds their meeting.

Hold time advertising while on hold the phone. Mark has met with ArComm and they have made the upgrade to allow for us to record messages for advertising programs and services during the caller's hold time. Mark is developing a how to guide for recordings as well as a schedule to track the programs and their expirations dates as this will be a manual process.

Organizations using the library's address. The trustees approved the Garden Club and the Hooksett-ites using the library's address.

Potential 2019-2020 budget items- H Rainier to review staffing needs. We will also review the current pay scale of the library compared to other town employees and libraries.

Next meeting to be held on March 20, 2017 at 5:30 pm

M Broderick made a motion to adjourn the meeting at 7:30 pm. Seconded by B. Davis. Approved by all.