

Hooksett Public Library Trustee Meeting  
March 27, 2018 6:00 pm  
Official Minutes

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

Guest: Heather Rainier-Library Director

Call to Order M. Broderick called the meeting to order 6:00 pm

Public Input none at this time.

Secretary's Report B. Davis made a motion to accept the minutes from the February 20, 2018 meeting. Seconded by M. Broderick

Treasurer's Report was reviewed ending February 28, 2018

#### Library Director's Report

Lighting update – Project was completed during the last week of February, done within two days. Hallway downstairs is included but meeting rooms were not since there are sensors on the lights and they go out when not in use.

Library shelving donated by SNHU has been delivered. Will be moved inside shortly. Marc Guertin, SNHU Facilities assistant director, contacted Mark Glisson about their surplus.

Meeting Attendance documentation – serves many purposes, reminders, action items, summary, accountability for offsite meetings, and has been very helpful. Email follow up automatically, standard format for all meetings.

State Library report complete and submitted. Public Library Association Data Service (PLDS) report has been completed as well and opens us up to statistical comparison with libraries throughout the country in addition to across the state. Heather will explore output measurements from the report.

NHLTA Meeting – May 14, Manchester Hotel (formerly Radisson) H. Rainier provided some sections she wishes to attend



Mahjongg	\$18.00
Sew Bee	\$ 23 .00
Carol Beauchemin 31 Gifts	\$400.00

Seconded by L. Kleinschmidt. Approved by all

Security concerns. Risk Management/Disaster Plan. Not limited to an “Active Shooter” situation. H. Rainier to contact Chief of Police Bouchard about best practices and a risk assessment.

Sub Committee was formed: M. Broderick, L. Kleinschmidt and Dara Bradds.

Sub-committee to begin looking at the process. Current Safety Policy could be incorporated.

Next meeting to be held on April 17, 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.