

Hooksett Public Library Trustee Meeting  
Official Minutes  
April 17, 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 5:35 pm

Public Input none at this time.

Secretary's Report B. Davis made a motion to accept the minutes from the March 27, 2018 meeting. Seconded by L. Kleinschmidt. M. Farwell abstained

T. Hooker to print off minutes from the past year of minutes to be signed and given to Town Hall

Treasurer's Report was reviewed ending March 30, 2018

Library Director's Report.

Staffing has been an issue as staff members are currently out sick.

Dept of Labor might do a facility inspection. Library will review prior inspection reports.

NH Room update exploring digitizing the archives and seeking grant opportunities

Motion to enter Nonpublic Session made by M. Farwell seconded by B. Davis

Specific Statutory Reason cited as foundation for the nonpublic session:

RSA 91-A:3, II (a) *The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, **unless** the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.*

Roll Call vote to enter nonpublic session:

Mary Farwell	Y
Linda Kleinschmidt	Y
Barbara Davis	Y

Tammy Hooker

Y

Mac Broderick  
Y

Entered into nonpublic at 6:45 pm.

Exited nonpublic at 7:15 pm

M. Farwell announced that we would disclose the non- public minutes labeled part B at this time.

The library accepted the resignation of Elizabeth Sousa as she has taken a full-time position. The Trustees wish her well in her new endeavor.

M. Farwell announced that we would not disclose the non-public minutes labeled part A at this time.

M. Farwell announced now on to other new business.

#### Committee reports

##### Personnel

Will have an exit interview with E. Sousa on Tuesday the 24th at 7:00 pm.

#### Policy

Code of conduct-deferred

Commemorative plaque-deferred

Electronic Sign has been reviewed and revised effective 4-17-18

B. Davis made the motion to accept the revised policy

Seconded by L. Kleinschmidt. Approved by all.

Notary Public Policy was reviewed and revised effective 4-17-18

B. Davis made the motion to accept the revised policy

Seconded by L. Kleinschmidt. Approved by all.

Public Internet Access and Appropriate use-deferred

Exhibit display-deferred

Electronic device borrowing-deferred

Logolend Kit Borrowing-deferred

Wireless Internet-deferred

3D printing- reviewed the new policy to be approved at May meeting

Meeting room- Deferred until May

Friends election to be held in June

Security sub-committee to hold a meeting in May.

#### Unfinished Business

Staffing-have been shorthanded due to illness at the library  
Posted position for replacement of circulation clerk

Facility Issues-everything good

Children's Room renovation- Director & Children's Librarian to visit a couple libraries on April 20th.

Affinity- new enrollments ends in April!

Default budget numbers were reviewed. M Farwell will talk with the Town Administration & Finance Director regarding parameters of the 1% wage pool as indicated from the warrant article

Other unfinished business

#### New Business

Acceptance of donations

Concord HOGS \$63.00

Model T \$30.00

Mahjong \$20.00

Avon \$40.00

Sew Bee \$23.00

31 Gifts \$36.00

Total \$212.00

B. Davis made a motion to accept the above donations. Seconded by M. Broderick.  
Approved by all

Bark Mulch M. Farwell made a motion to spend up to \$400 on bark mulch.  
Seconded by M. Broderick. Approved by all.

Master Plan meeting is planned for May 14, 2018

Universal class-B. Davis made a motion to subscribe to Universal Class at \$1500 a year. Seconded by M. Broderick. Approved by all

Setting project priorities H. Rainier made a list for trustee to help prioritize

Full list available:

[https://docs.google.com/document/d/1Xz9mCxcgEih20FLxtMemt5pCSRhdj6\\_LvKI4yqdKlkoE/edit?usp=sharing](https://docs.google.com/document/d/1Xz9mCxcgEih20FLxtMemt5pCSRhdj6_LvKI4yqdKlkoE/edit?usp=sharing)

1. Storage Room (make room for new shelving donation & FLL)
2. FTE Study May 2018
3. Library Wish List April/May 2018

4. NH Room -
  - a. Digitize notebooks in NH Room collection
    - i. Letter of intent for grant April 2018
    - ii. Apply for grant June 2018
  - b. Weed NH Room collection May / June 2018
  - c. Install new shelves Summer / Fall 2018
  - d. Shelving or archiving for Hooksett Banner volumes Summer / Fall 2018
5. Children's Room renovation - first phase installed by Fall 2018
6. Adult Room - Fall / Winter 2018
  - a. Move shelving into Adult Room - mini collection?
  - b. Create additional media collection space
  - c. Magazines?
7. Polaris - Pictures on library accounts - Fall 2018 (Mark, Lee Ann & Dara)
8. New shelving for self-holds - Fall 2018 (or sooner)

#### Other new business

Hooksett Kiwanis will like to hold their annual 5K Book It to the Library in September. They would like to hold it at the library. B. Davis made a motion to allow the Hooksett Kiwanis to use the library. L. Kleinschmidt seconded it. Approved by all.

Next meeting to be held on May 15, 2017 at 5:30 pm

M. Farwell made a motion to adjourn the meeting at 8:06 pm. Seconded by B. Davis. Approved by all.