

Official Minutes
Hooksett Public Library Trustee Meeting
June 19, 2017 6:00 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 6:07 pm

Public Input none at this time

Secretary's Report B. Davis made a motion to accept the minutes from the May 10, 2017 meeting. Seconded by M. Broderick. Approved by all.
M. Farwell made the following correction "an interim assistant" under Personnel

Secretary's Report B. Davis made a motion to accept the public minutes from the May 30, 2017 meeting. Seconded by L. Kleinschmidt. Approved by all.

Secretary's Report B. Davis made a motion to accept the non-public minutes from the May 30, 2017 meeting. Seconded by L. Kleinschmidt. Approved by all.

Treasurer's Report was reviewed.

Library Director's Report-
Phone system is completed.

Panic buttons are not compatible with new alarm system. H. Rainier will check on invoice for installation on updated alarm system and working with them regarding cost for panic buttons.

Irrigation system is not hitting all of the plants. A number of plants are blocking the water and need to be divided.

AC is on! but not working properly, Library is waiting for start-up appointment scheduled later in the week.

AARP Grant-we will be applying for this grant to create an outdoor community space. The grant is targeted at millennials and seniors.

Trustees expect a report from the Assistant Director for the July meeting – to be included in the Director's report with other staff reports.

Committee reports

Personnel next meeting to be held on 6-27-17.

Meet on 6-19-17 and discussed H. Rainier's performance reviewed. New goals for FY2018 were created.

Policy-Investment policy-the board is currently reviewing. The town's auditor has stated the Board needs to have one adopted.

Friends -at the June meeting election of officers was held.

Unfinished Business

Staffing-Vickie Desharnais has officially retired after 20 years at the library.
Heather & Barbara to update the Part time staff 2% cost of living adjustments per the 2017-2018 town vote Heather & Barbara to verify the breakdown of the 2017 – 2018 budget wage line.

Children’s room- One of the two part-time Youth Services Library Assistant positions has been filled and one is still open.

Children’s Room renovation- Emailed letter today to Stibler Designs regarding the process and cost of the work completed to date.

2016-2017 budget-was reviewed for year end

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

Specific Statutory Reason cited as foundation for the nonpublic session:

Non Public if needed 91-A:3 IIIa (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 meeting and (2) requests that the meeting be open, in which case the request shall be granted. II(b) The hiring of any person as a public employee. ,c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.

Roll Call vote to enter nonpublic session:

Mary Farwell	Y
Linda Kleinschmidt	Y
Tammy Hooker	Y
Barbara Davis	Y
Mac Broderick	Y

Entered into nonpublic at 7:08 pm.

Exited nonpublic at 7:12 pm

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

Offered Debra Young a part time position as library assistant in the patron services department at \$13.25 per hour with an average of 7 hours a week.

M. Farwell announced now on to other new business.

Other new business

New Business

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

OLLI \$75.00

Heritage Quilters \$17.00

Model T \$30.00

Seconded by L. Kleinschmidt. Approved by all.

Mount Saint Mary Condo Association sent a letter to the library regarding the current traffic pattern. The letter questions the library's access to and use of certain areas of their property covered by easements. MSM stated they will block the current route for leaving the Library which passes in front of the Whittemore House and over the steam tunnel. Instead they will redirect cars exiting the library to the Campus Drive exit. The Trustees disagree with this interpretation of the easements allowing use for transportation across MSM property. The library will work with the Town Administrator on a solution and temporarily direct library patrons to the proposed alternative exit to Campus Drive.

Credit Card Policy-B. Davis made a motion to obtain a credit card for Grace Larochelle. Seconded by L. Kleinschmidt Approved by all

Kiwanis Book it to the library-the trustees approved the event to be held here on September 16th at 8:30 am. Library will open at 10:00 am on that day.

Affinity-to be awarded to the library on July 22, 2017 from 11 to 12 at the Steve Corning summer reading program performance.

Next meeting to be held on July 18, 2017 at 5:30 pm

Meeting was adjourned at 8:03 pm.