

Hooksett Public Library Trustee Meeting
Unofficial minutes
December 11, 2018 5:30 PM

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

Guest: Heather Rainier, Library Director

M. Farwell called to order at 5:30 pm

Public Input none at this time

Secretary's Report-B. Davis made a motion to approve the November 13, 2018 minutes.
Seconded by M. Farwell. L. Kleinschmidt abstained Approved by all.

Scheduled Appointment- Mark Glisson, Google Class for Trustees deferred until January 2019

Treasurer's Report was reviewed ending November 2018

Library Director's Report: Santa Party was a success with over 90 families in attendance.
East Coast Security recommended we replace the alarm communications land line with a
cellular signal. H. Rainier to contact fire dept to check on the stability of a cellular signal.

The Library will now subscribe to Creative Bug online video for instructional crafts as part of our
online offerings. The contract is for 18 months at the cost of 12 months.

The Library and the Friends of the Library are now working with a local book dealer to explore
online sales of book sale materials. A Friends volunteer will scan book donations as they are
added to the Friend's book sale inventory. If an item is determined to be of a profitable selling
point, the book dealer will take it and sell it online, splitting the profit with the Friends. We
expect this to increase the return on investment for sales.

Committee reports

Personnel meet on November 27, 2018 reviewed of job responsibilities to realign job
descriptions *of full-time staff*.

Policy

Circulation policy – *Discussed removing fines on children's materials. Deferred
until the spring to revisit.*

Investment policy- *Deferred updates until Treasurer able to commit time to
revising the policy.*

Security – Planning a quarterly instructional program for staff. The first program will be at
the next staff meeting on January 3.

Friends- Raised \$199 at the photo booth at Santa's party. Gift wrapping was successful
with 4 new members in attendance.

Membership renewal letters are going out the week of December 10th.

Unfinished Business

Staffing was discussed. Children's room staffing is currently **manageable but not ideal**.

Facility Issues

Children's room renovation priorities- deferred until January
HVAC- **Debbie** is working with Paradigm who is organizing a technician directly from Buderus to review the issue with our boiler.

Default budget discussion- There was a discussion about the library status as either a small or large group employer for ACA. MF to explore options based on past practice.

NH Room shelving has been installed and the collection has been returned to the NH Room.

Other unfinished business

New Business

Acceptance of donations	
William J Bradley	\$200.00
Fred & Nancy Burgess	\$100.00
White Mt. Wool Magic Guild	\$300.00
Sew Bee	\$7.00
Model T	\$30.00
Mahjonn	\$35.00
AMC NH Chapter	\$25.00

William Bradley donation:

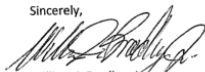
October 28, 2018

Ms. Heather Rainier, Director
Hooksett Public Library
31 Mount St. Mary's Way
Hooksett, NH 03106

Dear Heather,

Enclosed is a donation check for \$200. It is being sent in the memory of Catherine "Kay" (Bradley) Feole who passed away on September 14, 2018 at the age of 83. She was a beloved sister and aunt who had a passion for libraries and reading in general. Even though she lived her entire life in Massachusetts, Kay's travels often took her to Hooksett and your library was her favorite. Please accept this donation in her memory.

Sincerely,



William J. Bradley, Jr.
2583 Blackwood Circle
Clearwater, FL 33763

cc: William Bradley, Sr., Jessica Caldwell, Sharon Lomison

Fred & Nancy Burgess donated "In recognition of your wonderful staff and all that you provide for the community. Thank you! Fred & Nancy Burgess"

B. Davis made a motion to accept the above donations. Seconded by L. Kleinschmidt.
Approved by all.

M Farwell gave an update on the T D Bank Affinity. Currently at 630 regarding checking accounts

Possible book donation sources for 2019 post book sale distribution: -Schools, Liberty House, Men & Women's prison, keep our ears open for the other places.

Should we have video cameras in the lower level of the building - Deferred for further consideration with the Safety Committee.

Should staff be trained in use of Narcan- Deferred for further consideration and discussion with Hooksett Fire & Rescue and resource gathering from other libraries in New Hampshire who are exploring this option.

Next meeting on January 22, 2019 at 5:30 pm.

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