

Hooksett Public Library Trustee Meeting
Unofficial Minutes
July 17, 2018 5:30 PM

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

Guest: Heather Rainier, Library Director

M. Farwell called to order at 5:40pm

M. Farwell opened the public hearing at 5:45 pm to accept the TD Bank Affinity Grant in the amount of \$13,646.27

Secretary's Report

L. Kleinschmidt made a motion to accept the June 12, 2018 minutes. Seconded by M. Farwell
Approved by all

L. Kleinschmidt made a motion to accept the June 28, 2018 minutes.

M. Farwell advised that we need to amend the wage increase will take place on July 1, 2108.
Seconded by M. Farwell Approved by all

Treasurer's Report reviewed year ending June 30, 2018

Library Director's Report

Reviewed maintenance regarding HVAC system and having the same person service the system.

It was suggested the use of Facebook to advertise more regarding adult programming

Committee reports

Personnel will be meeting next week.

Policy-the following policies were reviewed:

Public Internet Access and Appropriate Use Policy L. Kleinschmidt made a motion to accept the revised policy. Seconded by M. Broderick. Approved by all

Printing, Photocopying & Faxing Policy L. Kleinschmidt made a motion to accept the revised policy. Seconded by M. Broderick. Approved by all

Wireless Internet Policy L. Kleinschmidt made a motion to accept the revised policy. Seconded by M. Broderick. Approved by all

Security Committee has deferred meeting until September 2018

Friends

Recruitment efforts ask the Friends to meet with the trustees on 8-21-18 at 5:30 pm. T. Hooker to call the members and invite to the meeting

August informational meeting to be discussed with Friends committee

Unfinished Business

Staffing H. Shumway to post the Children's Librarian position
Facility Issues-front door has been ordered.
Other unfinished business

New Business

Public hearing is closed at 6:51 pm. L. Kleinschmidt made a motion to accept the TD Bank Affinity Grant in the amount of \$13,646.27. Second by M. Broderick. Approved by all

Acceptance of donations	
TOPS	\$75.00
Sew Bee	\$25.00
Mahjongg	\$36.00
Model T	\$30.00
Hooksett Democrats	\$20.00
Social Knitting Grp	\$6.00
Total	\$192.00

L. Kleinschmidt made a motion to accept the above donations. Seconded by M. Broderick. Approved by all.

2018-2019 budget review was completed
End of year report for the annual report will be completed by the end of the week.

FTE info from cohort libraries was reviewed and shows Hooksett is still under staffed considering the circulation and the foot traffic.

Marketing Your Brand- NHLTA presentation highlights -M. Farwell shared some additional information with the trustees. She will also be visiting the Brunswick ME library in August.

Other new business

Next meeting to be held on August 21, 2018 at 5:30 pm

M. Farwell made a motion to adjourn the meeting at 8:15 pm. Seconded by L. Kleinschmidt. Approved by all.