

Hooksett Public Library Trustee unofficial minutes
June 12, 2018 5:30 PM

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

Guest: Heather Rainier, Library Director

M. Farwell called to order at 6:07 pm

Public Input-JoAnne McHugh had suggested that the library provide books for The Fun in the Sun program. H. Rainier will implement. We would like to thank Mrs. McHugh for making this suggestion.

Secretary's Report B. Davis made a motion to accept the May 15, 2018 minutes. Seconded by L. Kleinschmidt. Approved by all

L. Kleinschmidt made a motion to accept the May 29, 2018 minutes. Seconded by B. Davis
Approved by all

Treasurer's Report was reviewed ending May 31, 2018

Library Director's Report

Collins Trees will remove the trees and stump grinding on June 25, 2018. H. Rainier to contact University Heights Learning Center regarding the trees coming down as it will impact them.

Paradigm Plumbing, came and did the Spring startup of the AC. They did not have the coolant for the AC and had to come back.

Staff is looking at redesigning the tech room for efficiency

Preservation Grant-H. Rainier is working with Kathie Northrup on the preservation and digitization of the Howe scrapbooks

H. Rainier will use the updated people counter to help with scheduling of staff as they are able to review reports that show the number of patrons that come in by the hour.

Carpet Cleaning-is scheduled for July 3. The library will be closed on July 3, 2018. H. Rainier will send out information to the public.

Committee reports

Personnel reviewed annual performance reviews of staff

Policy

Commemorative Plaques & Markers was reviewed and approved

B. Davis made a motion to revise Commemorative Plaques & Markers. Seconded by L. Kleinschmidt. Approved by all.

Bulletin Boards & Displays was reviewed and approved. L. Kleinschmidt made a motion to revise the Bulletin Boards & Display. Seconded by M. Broderick.
Approved by all

Security Subcommittee have not meet and are scheduled to meet in the future.

Friends met and elections were held. They are currently looking for a President and Secretary

Unfinished Business

Staffing- New staff have started and are doing well

Facility Issues new interior front door. Because the interior door is non-ADA compliant and because of multiple repair issues, we have decided to replace the door. B Davis made a motion to purchase a new interior front door from Kelley Brothers for \$7537.25. Seconded by M. Broderick. Approved by all. We will encumber the amount as it will 8-12 weeks before installation. H. Rainier will confirm warranty.

Other unfinished business

Affinity-TD Bank will present on June 28, 2018 at 6:30 pm. Amount to be received \$13,646.27. T. Hooker to post public hearing in July 17, 2018

New Business

Acceptance of donations	
Villages at Granite Hill.	\$100.00
Granite Heights Codo.	\$100.00
Sew Bee	\$33.00
Mahjongg	\$42.00
Thirty-One Gifts	\$29.00
Model T	\$30.00

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

Kids Book and the Arts for \$150.00 half of the cost of Summer Reading Performer. The Friends of the Library will pay the other half. B. Davis made a motion to accept the above donations. Seconded by M. Broderick. Approved by all.

End of year report for the annual report due end of July

FTE study from Goffstown- Discussed upgrading a part time position to full time position. M Farwell and H Rainier will further research the options.

Setting project priorities-deferred

Other new business

Roof replacement in our recent roof assessment it is recommended that we replace it in 2023-2025. We will be monitoring with a roof assessment every 2 year.

Next meeting to be held on July 17 12, 2018 at 5:30 pm

M. Farwell made a motion to adjourn the meeting at 8:48 pm. Seconded by B. Davis. Approved by all.