

Hooksett Public Library Trustee Meeting
March 27, 2018 6:00 pm
Official Minutes

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

Guest: Heather Rainier-Library Director

Call to Order M. Broderick called the meeting to order 6:00 pm

Public Input none at this time.

Secretary's Report B. Davis made a motion to accept the minutes from the February 20,
2018 meeting. Seconded by M. Broderick

Treasurer's Report was reviewed ending February 28, 2018

Library Director's Report

Lighting update – Project was completed during the last week of February, done
within two days. Hallway downstairs is included but meeting rooms were not since
there are sensors on the lights and they go out when not in use.

Library shelving donated by SNHU has been delivered. Will be moved inside
shortly. Marc Guertin, SNHU Facilities assistant director, contacted Mark Glisson
about their surplus.

Meeting Attendance documentation – serves many purposes, reminders, action items,
summary, accountability for offsite meetings, and has been very helpful. Email follow
up automatically, standard format for all meetings.

State Library report complete and submitted. Public Library Association Data Service
(PLDS) report has been completed as well and opens us up to statistical comparison with
libraries throughout the country in addition to across the state. Heather will explore output
measurements from the report.

NHLTA Meeting – May 14, Manchester Hotel (formerly Radisson) H. Rainier
provided some sections she wishes to attend

Committee reports

Personnel – Will meet in early April
Policy – Review for next month
E-Reader policy – H. Rainier will email request for next meeting regarding discarding or E-Reader Lending Program and combining of Electronic Device Borrowing and Laptop Borrowing Policies
Policy updates for future meetings. Oldest First. Possible electronic access for review ahead of time

Friends – Photo booth at the Easter Egg Hunt was very successful.

Unfinished Business

Staffing –all is well in the library

Budget: Default budget figures, including wage increases from the warrant article, being reviewed. Given the failure of the Budget, Director will review current janitorial schedule.

Facility Issues

Leak in YA room, Public Works has been by and cleaned out debris around drain.
Watching for further issues

Children's Room renovation. H. Rainier & G Larochelle visits to Hopkinton (NH – recently completed renovation) and Shrewsbury (MA) have been postponed.
Bow Library recently did a 5-yr. fundraising plan, their director is willing to come to a Trustee Meeting to present their results. H. Rainier will contact the Bow directors to see if she could attend our April meeting.

Affinity Update – new enrollment ends in April, not many more chances to access large groups.

Other unfinished business

New Business – KRS Property Maintenance acknowledgement will be completed in April

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

Model T	\$30.00
Mahjongg	\$18.00
Sew Bee	\$ 23 .00
Carol Beauchemin 31 Gifts	\$400.00

Seconded by L. Kleinschmidt. Approved by all

Security concerns. Risk Management/Disaster Plan. Not limited to an “Active Shooter” situation. H. Rainier to contact Chief of Police Bouchard about best practices and a risk assessment.

Sub Committee was formed: M. Broderick, L. Kleinschmidt and Dara Bradds. Sub-committee to begin looking at the process. Current Safety Policy could be incorporated.

Next meeting to be held on April 17, 2017 at 5:30 pm

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