

Hooksett Public Library Trustee Meeting  
Official Minutes  
May 15, 2018 5:30 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 5:35 pm

Public Input none at this time.

Election of officers:

B. Davis made a motion to elect the following officers. Seconded by L. Kleinschmidt

Chair: Mary Farwell

Vice Chair: Mac Broderick

Secretary: Tammy Hooker

Treasurer: Barbara Davis

Approved by all. M. Broderick abstained

Secretary's Report B. Davis made a motion to accept the minutes from the April 17, 2018 meeting. Seconded by L. Kleinschmidt. Approved by all. M. Broderick abstained

Treasurer's Report was reviewed ending April 30, 2018

Library Director's Report

Renewal of copier contract for staff copier/printer has been renewed. The old staff copier will be moved to the lobby for the patrons to use. H. Shumway will contact Town Hall to see if they could use the old patron's copier.

Staff has been working on a Market Planning for events.

Committee reports

Personnel has meet and performance reviews will be completed by May 18, 2018

Committee will meet on May 24, 2018

Policy

Commemorative Plaques & Markers- deferred

Bulletin Boards & Displays- deferred

3D Printing- L. Kleinschmidt made a motion to approve the 3D Printing Policy. Seconded by B. Davis. Approved by all. M. Broderick abstained

Security Committee -will be meeting the week on May 17, 2018 to discuss the following:

Emergency closing

Safety policy

Child Safety

Code of Conduct

Social Network

Emergency closing

Friends of the library-is currently looks for a President & Secretary

Unfinished Business

Staffing H. Shumway to review and may post a position for a part time circulation clerk for 15-20 hours

Facility Issues none at this time

Children's Room renovation- defer until July

Default budget numbers-M. Farwell talked to Dr. Shankle regarding our budget and portion of our 1% wage pool. He asked that we send a memo outlining our need for a portion of the pool. Memo has been sent.

Bark Mulch-M. Farwell visited Old Castle and they will sell us bark mulch at \$18.50 yard. Parks & Rec will install in two weeks.

**New Business**

- Acceptance of donations
- Great Woods Condo Assoc \$100
- Sew Bee \$20
- Mahjonn \$25
- Model T \$30
- Heritage Quilters \$9.00
- Alice Burgess-Non-Denom Church Group \$125

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

Other new business

Non-Public: 91-A:3 IIa (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
Barbara Davis	Y
Tammy Hooker	Y

Entered non-public 6:48 pm

Exited non-public at 7:30 pm

M. Farwell announced that we would not disclose the non-public minutes at this time.

M. Farwell announced now on to other new business

Master Plan update H. Shumway and M. Farwell attended the meeting. For the library's part of the master plan we will contribute the following: Mission statement, History of accomplishments, set of what makes up the department and Goals, objectives-recommendations

NHLTA conference M. Farwell attended branding conference and fundraising. There is public list of donors.

Requested a copy of the FTE study from Goffstown, it turns out they did pay equity study which they shared with us.

M. Farwell to look at parameters of FTE and send to H. Shumway

Setting project priorities to be reviewed each month. H. Shumway to forward the list of priorities

Next meeting to be held on May 29, 2018 at 5:30 pm

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

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