

Hooksett Public Library Trustee Meeting  
Official Minutes  
November 13, 2018 5:30 PM

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

Guest: Heather Rainier, Library Director

M. Farwell called to order at 5:46 pm

Public Input none at this time

Secretary's Report-B. Davis made a motion to approve the October 16, 2018 minutes. Seconded by M. Broderick. Approved by all.

Treasurer's Report reviewed the end of report for October. A third of the year thru and everything looks good. B. Davis will review when we are 6 months into the budget. H. Rainier to do a projection on wages 6 months into the budget.

H. Rainier presented a new comparison tool she drafted for tracking wages and fluctuations in part-time hours and wages.

Scheduled Appointment- Mark Glisson, Google Class for Trustees to be rescheduled.

Library Director's Report- add from director's report

GMILCS Infrastructure at the October GMILCS Board meeting they had further extensive discussion on this topic and the question of an added layer of security raised. The GMILCS staff had previously explored this option but found it to be cost prohibitive. Since their meeting, they have delved back into it and are further exploring it as an option with a potentially lower cost than first quoted.

The GMILCS Board took an online ballot vote on Friday, November 2nd and the vote was 10-2 in favor of Scale computing (virtualized server). This was the option we felt strongly was the best option for us at this time.

An intern has been working with us since early September. This internship has been unpaid. The intern is gaining practical experience of everyday occurrences at a circulation desk. Additionally, the intern has assisted in weeding the DVD collection and will soon be conducting an inventory of the DVD collection. The intern will draft a response aligning what has been learned and has seen in everyday practices in the library with the ALA core competencies.

#### Committee reports

Personnel-next scheduled meeting will be held on 11-27-18

Policy

Circulation policy deferred until December.

Investment policy deferred

Security -

The Safety and Security subcommittee met on 11/8 to develop its scope and to set goals for the upcoming months. The subcommittee will be responsible for:

- reviewing safety and security policies and making recommendations to the full board
- scheduling safety trainings as needed
- developing procedures related to security concerns
- overseeing the development of emergency information manual

Before the next meeting, the subcommittee will review the safety and emergency closing procedures; schedule meetings with the Police and Fire departments to discuss active shooter and building evacuation drills; schedule new training for CPR or choking; and seek input on safety and security issues from staff. The next meeting will be in January, date to be determined.

Friends-Book sale was held on 11-10-18, receipts as of 11-13-18:

Pre-Sale \$325.00

Day of \$2740.00

Post sale (as of 11/15): \$593 Total annual sale: \$3658

Bake Sale

Day of \$318.00

Post Bake sale \$58 (as of 11/15)

Friends will be hosting a photo booth at Santa Party on 12-1-18. Library PR will include a reminder for attendees to bring money for photo printing and the dollhouse raffle.

They will be gift wrapping at BassPro on 12-7-18. Gift wrapping at Bass Pro is a fundraising and PR opportunity for the Friends.

Currently working on membership renewal letter to go out first week in December.

### **Unfinished Business**

Staffing-currently short on the desk due to illness.

Facility Issues-The interior door with controller was installed and looks great.

Children's room renovation priorities

H. Shumway received flooring responses from a survey that was sent out to other libraries. The recommendation is for a room with both hard surface (for messy crafts) and carpeting for storytimes and lapsits.

Next step: Heather Dresser and the Director will draft a cabinet layout for the room and will start exploring vendors for both elements. They will report back with both for the December meeting.

NH Room shelving and collection- The staff installed the framework for the shelves and a volunteer is in the process of adding the shelves. Should be completed shortly with the collection returned to the room.

Affinity commercial-ideas for commercial, M. Farwell speaking first then showing items of the library highlighting purchases we were able to make with Affinity funds. ~~we bought~~ T. Hooker to contact a couple of people to see if they are interested in helping us.

Other unfinished business

Motion to enter Nonpublic Session made by M. Farwell seconded by M. Broderick

Specific Statutory Reason cited as foundation for the nonpublic session:

RSA 91-A:3, II(b) *The hiring of any person as a public employee*

RSA 91-A:3, II (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 public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.*

M. Farwell made a motion to enter into non public. Seconded by M. Broderick.

Roll Call vote to enter nonpublic session:

Mary Farwell

Y

Mac Broderick	Y
Barbara Davis	Y
Tammy Hooker	Y

Entered into nonpublic at 7:23 pm.

Exited nonpublic 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.

**New Business**

Acceptance of donations	
Sew Bee	\$21.00
Thirty-One gifts	\$27.00
Model T	\$30.00
Mahjong	\$32.00
Alicia Grant	\$100.00
Granite State Home Educations	\$20.00
Total	\$230.00

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

2019-2020 budget presentation. B. Davis spoke with the finance director regarding the potential default and the impact of the new legislation on default budgets especially as it impacts the library's health insurance line.

**Other new business**

The Board shall develop goals for themselves at a future meeting with goals for the Director to be reviewed in April.

Next meeting on December 11, 2018 at 5:30 pm.

B. Davis made a motion to adjourn the meeting. Seconded by M. Broderick. Approved by all  
Meeting adjourned at 8:37 am.