

Hooksett Public Library Trustee Meeting
Unofficial Minutes
October 16, 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 5:46 pm

Public Input none at this time

Secretary's Report-L. Kleinschmidt made a motion to approve the September 18, 2018 minutes. Seconded by M. Broderick. Approved by all. Mary Farwell and Barbara Davis abstained.

Treasurer's Report reviewed the end of report for September. B. Davis reviewed *the first quarter wage line for tracking* and found everything in line. Will continue to monitor.

Library Director's Report

Soil Away is offering a *new service for disaster planning and enabling businesses to prepare for disasters with an app-based plan and their services at the ready. The Library will serve as their first trial customer.*

GMILCS Infrastructure: *Servers are coming to the end of life and they are currently working on replacing the system. GMILCS is exploring two options, one hosted by our automation vendor III and one with Scale Computing which offers a virtualized server locally hosted. The Trustee Board requests that GMILCS review the lower cost option and with the savings add additional security features.*

MHEC- Library staff attended an expo for vendors/suppliers. The Massachusetts Higher Education Cooperative offers an extremely large list of vendors who provide discounts to members of MHEC. Hooksett Library is a member and has already seen savings in our books and materials vendors as well as our recent door replacement. Any library, higher education or municipality can be a member.

Committee reports

Personnel will be meeting 10-30-18.

Policy

Circulation policy-was reviewed. The Board discussed the recent policy change at the Manchester City Library which eliminated fines on all youth materials. The Board discussed the philosophy and the ramifications of such a policy change for Hooksett. The Board requested Heather find answers to a list of statistics related questions and report back at the next meeting.

Additional information requested regarding overdue fines. H Rainier to report back to the board with her findings.

Investment policy-B Davis will review the revised RSA as it pertains to our policy.

Security will be meeting the 1st or the 8th

Emergency closing-deferred
Safety policy-deferred
Child Safety-deferred
Code of Conduct-deferred
Social Network-deferred

Friends-Open house was very successful with 10 guest in attendance and 4 new members.

Unfinished Business

Staffing- in the process of moving a circulation clerk to the children's room. H. Shumway will post the position for circulation clerk.

Facility Issues

Front Door will be installed on Thursday, October 18th.

Children's room renovation

First step focus on the Discovery Room-install sink & cabinets. Flooring what is the best? H. Shumway will send out a survey to other libraries.
Next month will report back with flooring and floor plan.

NH Room shelving and collection-staff is working on installing new shelving. When shelving is installed, the staff will move the NH Room collection back into the NH Room. We will keep the historical annual reports which are irreplaceable in Closed Stack and they will be available upon request. They are all discoverable in the online catalog as well as at the Internet Archive

<https://archive.org/search.php?query=publisher%3A%22%5BHooksett%2C+N.H.+%3A+The+T+own%5D%22>

Other unfinished business

New Business

2019-2020 budget presentation to the Budget Committee will be on Thursday, October 18th at 6:30 pm. Updates have been made to the budget to reflect the January 2019 increase in health and dental insurance and the reduction in the wage line resulting from employee turnover.

Acceptance of donations

| | | |
|----------------------|-----------------|---------|
| Mahjong | \$40.00 | |
| Model T | \$30.00 | |
| Sew Bee | \$13.00 | |
| Nepali Cultural Doc. | | \$51.00 |
| Total | \$134.00 | |

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

Budget timeline-Reviewed to be used going further, will be used for FY20 and updated each year with the appropriate dates..

Non Capital Reserve funds was discussed as a possibility for health insurance increases for future years. It was decided it would not be the right choice for us at this time.

Google Class- Heather will inquire if Mark can provide the training at 5:30pm prior to our next meeting start time with the trustee meeting to follow. Would like to schedule before our next meeting. Trustee will forward our questions to Mark before the meeting.

Infographic- Mark created a library statistics infographic to be shared with patrons and the community. Minor suggestions were made and will be edited.

M. Farwell to record a quick commercial to be presented at events regarding Affinity program

Visit to Curtis memorial Library, Brunswick , ME M. Farwell recent visited and reported the following:

Stories about the library. Compelling to listeners. Heather will work with Mark to create a form for entering stories we hear from library patrons. Anyone on staff or trustee will have access to record stories and review what has been entered.

Branding- their logo is on everything

Next meeting to be held on November 13, 2018 at 5:30 pm

M. Farwell made a motion to adjourn the meeting at 8:30pm. Seconded by L. Kleinschmidt. Approved by all.