

Hooksett Public Library Trustee Meeting
Unofficial Minutes
June 11, 2019 5:30 PM

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

Guest: Heather Rainier, library director

M. Farwell called meeting to order at 5:34 pm

Public Input none at this time

Secretary's Report

B. Davis made a motion to approve the May 14, 2019 minutes. Seconded by L. Kleinschmidt
Approved by all.

B. Davis made a motion to approve the May 28, 2019 minutes. Seconded by L. Kleinschmidt
Approved by all.

Treasurer's Report was reviewed for year end

Library Director's Report

Column repair & Back Railing: Miville Construction will begin work on the front columns on Monday, June 24th and will be done within 7 days. Following the completion of the front columns, they will begin the back railing repair. M. Farwell asked the Director to check on the work **as it is being done** to be sure that it meets our expectations

Irrigation - Northpoint visited to provide a consultation for expanding our irrigation to the north lawn. Unfortunately, we do not have documentation of the location of our irrigation boxes. Director is working with Phil at DPW and Rainmaker to achieve documentation of those boxes. Northpoint did not recommend irrigation for the constructed planters due to the way they were constructed and the cost investment. Phil at DPW had suggested that they may be able to service our irrigation system. .

Shades-CMS Shades: Proposal is signed and shades have been ordered with an expected installation date of the last week of June. A final date will be determined once the product leaves the factory

Carpet cleaning and floor restoration is scheduled for Friday, July 5th with expected reopening of the library Saturday, July 6th as normal. Library will be closed on Friday, July 5th.

Staff in youth services room has completed training in early literacy and diversity. They have been hard at work ramping up for Summer Reading.

The Parent/Child workshop has returned with a full group registered.

1000 Books Before Kindergarten: Has re-rolled out this program with new prize sponsors as well as a new way of tracking their books and some fun new features. 12 new kids have already signed up for the program!

“Grow with Google” The program is designed to bring members of our community the digital skills that can help them grow their careers and businesses.

Hogwarts Lab: Is closed to the public for eventual use as a MakerSpace for Juniors. It was recommended that locks be installed on doors since it is not currently being used. In the meantime, the staff will be asked to check on this room on a regular basis.

Committee reports

Personnel-will review personnel files once annual performance evaluations are completed by July 3, 2019

Policy- The director will review the following policies: copier, wireless and volunteer for the July meeting. The director will email the policies with any suggested changes prior to the meeting so the Trustees can review.

Mark Glisson attended a conference regarding social media legality. Social Network policy to be discussed further once more information is obtained.

Security-deferred

Friends-

- Election of officers was held at their June meeting.
- They will set up a concession stand at Touch a Truck to sell hotdogs, popcorn and snow cones.
- Summer concert series starts on July 9th at 6:30 pm
- Planning on hosting a Bring a Friend open house in Sept or October.

Unfinished Business

Staffing-

Custodial Position - have received a number of resumes

The director will contact the head of DPW to help with interview & reference questions. Interviews will be conducted June 27 & 28.

Circulation position-have received resumes and will be interviewing on June 27 & 28

ASL position-is still open

The director is to confirm the minimum number of hours for NH Retirement for small business

The Director shared a candidate's skills & experience matrix with the trustees for new hires

Facility Issues

Children's room renovation update-deferred

HVAC-deferred

Current budget-reviewed ending May 2019

Affinity final numbers for 2018 is \$15,857.61- This represents 682 checking accounts and \$8,077,608 in saving accounts

Other unfinished business

New Business

Acceptance of donations

Great Northern Property Mgt

Demetria's Crossing Condo Assoc \$200.00

Thirty One Gifts \$71.00

Mahjongg \$90.00

Model T Club \$30.00

Sew Bee \$30.00

Total \$421.00

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

Kiwanis Book it to the Library B. Davis made a motion to allow Kiwanis the use of the library for their annual Book it to the library in September 21, 2019 and to open the library at 10:00 that day. Seconded by L. Kleinschmidt. Approved by all.

Lego League Leaders -try to recruit adult volunteers and will discuss at July meeting

2020-2021 budget preparation was reviewed. It is due to the Finance Director by August 14th.

Facilities tracking information HS-deferred

Town Report due by July 29. It was agreed we will use the infographic with a small write up. Director to send draft by July 15th to the trustees

Other new business

M. Farwell suggested that we add dates to all documents. Can we add dates to all google docs when printed?

CCS Presentation System connecting Bose speakers to review in October after some large events have been held.

Northeast Credit Union follow up with the outreach coordinator regarding their meeting in May. Director to follow up with them if we do not hear anything and report back at our October meeting.

It was agreed by all in honor of Sheila Lippman's service to the library for the past 9 years, we will honor her with a lifetime Hooksett Library Card.

Property Insurance-it was discussed and we would like to keep the piano and statue scheduled on the insurance policy. Library Director to investigate an appraisal of the piano by December 2019.

Schedule of upcoming meetings:

July 23, 2019 at 5:30 pm

August 13, 2019 at 5:30 pm

B. Davis made a motion to adjourn the meeting. Seconded by L. Kleinschmidt. Approved by all
Meeting adjourned at 8:45 pm