

Hooksett Public Library Trustee Meeting  
Official Minutes  
May 8, 2019 5:30 PM

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

M. Farwell called meeting to order at 5:43 pm

Public Input none at this time

**New Business**

Non-Public if needed 91-A:3 IIa (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
Barbara Davis	Y
Tammy Hooker	Y
Mac Broderick	Y
Linda Kleinschmidt	Y

Entered into nonpublic at 5:35 pm

Exited nonpublic at 6:00 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.

Guest: Heather Rainier, Library Director joined the meeting at 6:02 pm

Staffing-the current positions are still open. The library has not received many resumes at this time. It was suggested that the library post the positions at local colleges. The director is looking at combining the two positions and will write a new job description.

Working on job description for custodial position to include the physical plant of the library. Looking for a better description of the position.

Meeting was recessed at 6:20 pm as the trustees & director presented their annual report to the town council

Meeting was reconvened at 6:52 pm

While giving our presentation a Hooksett realtor stated she did not know that we offered so many services. It was suggested that we develop a "Welcome Packet" to give to local realtors and insurance agencies.

Staffing/Adult Services-Heather to have the adult services job description to the trustees for final review. Starting salary range was discussed and it was decided that we would post the position with the range of \$46,000-\$50,000. After the trustees review the director will post the position on Monday. It was also suggested that the opening be posted at local colleges, Indeed and LinkedIn in addition to the local and regional library job sites

End of year budget

The director and treasurer will review wages for part time staff for the May 14<sup>th</sup> meeting

Action items for director for May 14<sup>th</sup> meeting:

Quote for blinds for downstairs meeting rooms

Carpet cleaning for meeting rooms

Update wish list to include status

Next meeting May 14, 2019 at 5:30 pm

B. Davis made a motion to adjourn the meeting. Seconded by M. Broderick. Approved by all  
Meeting adjourned at 7:49pm