

Official Hooksett Public Library Trustees Meeting

June 12, 2007 5:30 PM

Call to Order-5:53pm

Present: Mary Farwell, Chairperson, Mac Broderick, Barbara Davis, Treasurer, Mary Leger, Secretary, Heather Shumway, Director.

Excused: Tammy Hooker

Non Public Session-None

Secretary's Report-Approved and filed

Treasurer's Report-Reviewed expenses year to date

Library Director's Report-Updates received

Unfinished Business

Budget—Reviewed expenses year to date. Town health insurance discussed. Town council voted To keep the employee contributions to 10%.

Locking cabinets- HS has her new locking cabinet. Locksmith will be here this week to provide necessary locks, if any issues arise, **BD** will have keys made. Four drawer cabinet may be moved downstairs for dead files. Existing files in 4 drawer cabinet may be combined with facility information in HS filing cabinet.

Facility

HVAC-MF explained that there is a transcription of our April 17th briefing with John Karpinski, summarizing details about the HVAC system.

End user system-**HS** will discuss with John Karpinski.

Melanson roofing- HS reports that they did not clean this roof. **HS** to call Phil from KPMB to discuss warranty issues. HS has a call into Genflex.

Service contracts vs warranty information- -Letter from

John Karpinski details responsibility issues. He advises that we get a service contract. MF to follow up with him on some issues MF suggests that the service contract begins in August for budget purposes.

Carpeting-Bids are out and due back by June 20, 2007.

Painting—**HS** to compile list of vendors -will check bids from last year's work. When bidding we will ask for lower level, and adult room separately. **ALL TRUSTEES**—come prepared with painter's names next meeting.

Trees—**TH** was to tag the trees to be removed.

Masonry—**ML** to call Corriveau Routhier, will also take digital photos to have on hand.

Policies-

Vacation, holiday —Discussed policy details and possible wording changes. **BD** to compile suggested changes, and then **MF** will email to legal council for review prior to final adoption of policies. **MB** formatted a policy on Commemorative Plaques or other Memorial Markers which was voted on and approved effective June 12, 2007. **MB** to email to HS to be placed in Policy Manual.

Library Easement & Sign- Trustees discussed easement and sign issues.

Status of job descriptions and performance appraisals- **HS** to work on them this week.

Full and part time appraisals will be completed by **June 26, 2007 by HS**. MF brought up the fact that appraisals need to be done in order to deal with impending wage pool.

BD suggested offering employees a breakdown of their personal benefits and insurance. Trustees agreed that this would be beneficial for both staff and library and that **HS** will compile this information to be disseminated during performance appraisals

Other unfinished business-None

New Business

Acceptance of donations-None

10/24/2007

Security-HS has quote from Atlantic Security for alpha keypad. Voted to upgrade alarm keypad.

Keys-Locksmith will be in tomorrow.

Computer Issues-- PC Masters will be in this week with a report.

Hiring/Staffing-HS reported that the new employee is working well. HS discussed hiring a part time temp for the summer. Trustees voted and authorized HS to hire Sarah Foster from now till Labor Day, with number of hours to be determined. MF suggested thinking about opening

Thursday evenings after Labor Day

Job and wage classifications-Trustees discussed possible updates.

Staff Meetings—Could be held at 10:00am in the near future. Training has been ongoing due to the library being short staffed. MF suggested that HS add details to her Director's Updates. BD suggested providing a monthly log of items covered during staff meetings

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Books for Babies Progress report -HS reported nine new families have been added recently.

Items we are tracking

Programming evaluation

Website upgrades- progress-

Library Trust funds

Portable check out for CDs at Coffee House

Moving desk in reference area

Museum passes- survey

Insurance-TH

Trustees Liability insurance

List of questions for David Jodoin

Creation of Library Personnel manual

Policies

, Meeting Room

Preparation for Trustee Retreat

Feedback from HS on her online program

Monuments- boundary markers- MB

To be finalized in the spring with Amy Alexander

Wireless internet policy

Wish list items (audio books, DVDs etc) possible Banner article

Volunteers

Recruiting

Criminal Background checks

Grant Opportunities 2007-2008

Next Meeting Tuesday June 26, 2007 at 5:30pm

