

## MINUTES

### Hooksett Public Library Trustees Meeting January 8, 2008 5:30 PM

**Call to Order: 5:38pm**  
**Non Public Session-deferred**  
**Secretary's Report-Approved and filed**  
**Treasurer's Report-Approved and filed**  
**Library Director's Report-Reviewed**

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

#### Unfinished Business

##### Facility

HVAC- Boiler maintenance-HS reported that a low temperature alarm went off 1-3-08 at 7:00am. Reset switch was set but failed again later that day. MF received a call late that night from Fire Dept, which gets notified when any alarm goes off. Repair was done early the next day.

- Fire department wants burglar and fire alarms to be separate. Tony from Atlantic Security has done the work.

RFP for HVAC maintenance-MF discussed w/John Karpinski who feels that the cost is hard to justify. MB suggested forwarding John's response to vendor. TH to call Sean to discuss. She will advise.

PSNH Energy Audit- HS reported we did not receive a written report. HS to follow up

Budget-Summary provided by HS which we reviewed completely.

Staff/Director goals-HS provided and discussed 2008 goals. HS needs to add deadlines & email us by 1-11-08.

Trustees would like LD to examine staff time schedules with an ultimate goal of possible redeploying of staff time to try to facilitate increased library hours, possibly Friday nights.

Off site storage of backup materials-TH has had problems with Carbonite over the past 2 weeks and has tried four different times. May want to check other services. TH will email Dick to ask questions as it was recommended by him.

Voicemail issues-HS advised that Vision has not responded to her inquiries. MF will give them a call. Grant Opportunities-99 Restaurant—MB has checked with George and it looks as though their grant is not being offered to us.

Notary- deadline for HS and MG to become notaries --HS is waiting for her papers to come back at which time MG will send his in. Then a notice will be put in the paper that we offer free notary service.

#### New Business

Acceptance of donations—TV/DVD/VCR w/2 year warranty received from the Rebecca's. Trustees voted to accept this donation.

Review of files BD-Deferred until next month.

Marketing Plan for programs-HS and MG to construct a plan that can be used for each event  
Concerned Patron- We received a letter from a patron expressing concerns ( via a member of the Town Hall.) MF will respond by letter and invite her to attend a meeting.

Emailbox full—MF suggested that HS get a larger inbox. HS to follow up

Computer Info-HS provided us with a list of all computers/usage in the library. Trustees to discuss possible replacements in March

Ladies' Expo- SF joined us to discuss marketing the 1/31/08 event. We discussed ticket/invitations, vendors, door prizes, how to invite the public, babysitting provided.

Big Idea Site- BD to follow up

#### Items we are tracking

**Computer Replacements- March**  
Carpeting

Painting  
Trees- pruning- April 2008  
Programming evaluation  
Portable check out for CDs at Coffee House  
Insurance-TH  
    Trustees Liability insurance  
    List of questions for David Jodoin  
Creation of Library Personnel manual  
Policies  
    Meeting Room  
Wireless internet policy  
Volunteers  
    Recruiting  
    Criminal Background checks  
Maintenance of Garden Club pots (March)  
Monument/boundary markers (March)  
Planning and timeline for Book Sale (June)

**NEXT LIBRARY TRUSTEE MEETING: Tuesday February 12, 2008 at 5:30pm**