

Unofficial Minutes

Hooksett Public Library Trustees Meeting

February 12, 2008 5:30 PM

Call to Order: 5:50pm

Present: Mary Farwell, chairperson, Barbara Davis, Treasurer, Tammy Hooker, Mary Leger, Secretary, Heather Shumway, Director. Mac Broderick, excused.

Non Public Session-none

Secretary's Report-Approved and filed

Treasurer's Report-reviewed

Library Director's- Report-HS has been sending weekly updates by email. She also explained that she has started to update policies. Sarah will be promoting database usage. TH suggesting purchasing a video camera for the library. HS to find out how other libraries do registration for programs. She will report back next meeting.

Scheduled Appointments

5:45--Summer program collaboration with Hooksett schools

Guests: Joanne McHugh, Chair/Hooksett School Board, Marge Polak/Special Ed and Gail Kushner/Asst. Superintendent.

Joanne spoke about a new program 'Ready for Success', which tutors at-risk 4 and 5 year old during a four week timespan in the summer before their kindergarten year. Sheila Brisson has brought this program idea to the school board. Ideas to identify these children were discussed. The program would be run by Hooksett teachers. The gave us their vision of what kinds of activities and structure the program might look like. The trustee board voted and agreed that we would like to work with the school board to house this program. Marge suggested funding may happen through the Walker Foundation. They are requesting the program be held at the Library.

Unfinished Business

Facility

HVAC- Boiler maintenance-MF to email Joanne McHugh to get the name of a consultant who can give us advise. TH reported that her meeting w/Sean found that the water temp gage was set at 140 degrees year round although it wouldn't be necessary in summer.

TH to verify whether it should be turned down or turned off. We also need a control installed to be able to do that. She will call Scott for advise after talking to Sean and John. She will keep us posted.

Control Technologies has sent a bid for the maintenance contract. A+E has sent one as well.

RFP for HVAC maintenance-Deferred until we have answers on above questions.

PSNH Energy Audit- did we get written report—HS reported that we have not received a written report although she has a recommendation from a company called Light Tech who does the audits for PSNH. HS will consult with Dave Jodoin so we can make a decision at the next meeting.

Signage—MF explained that we are still in negotiation with developer. TH recommends that anyone who does work for us buy a performance bond in the future.

Budget-MF explained that she presented to the Budget Committee on 2-2-08. They accepted our Budget. Next step is the deliberative session.

Staff/Director goals-

timelines and deadlines—MF would like to see more deadlines on the Director goals.

BD is concerned that we need to have more specific timelines so we will have info through Director's updates before the next Trustee meeting. HS went through her list and offered dates. Specific procedural marketing plans should be in place per events and then she can work on specifics such as volunteers, etc.

Off-site storage of backup materials—HS will set it up with Carbonite before the next meeting.

Outside lighting—Lights are fixed and working temporarily. HS called John Gimmas and will follow through.

Voicemail issues—MF explained that the voicemail system is all set. HS will rerecord. Options are different than they were before. There is also an option for a patron to leave a message in the office mailbox. No more dialing 3 numbers to reach a certain employee.

Notary- update-HS still waiting to hear from the state. She will call them and let us know.

New Business

3/14/2008

CD shelving—HS has put a request into the NH Correctional workshop and is waiting for a quote.

Trustees authorized HS to purchase two units.

Teen programming—HS would like to have two different age groups so as not to mix 11 year olds with 16 year olds. TH suggested incorporating an unattended children policy.

ML suggested calling or mailing letters to the parents with guidelines including pick up time, rules on behavior, internet policy permission for example. HS suggested perhaps running the program from 1:00pm to 3:00pm. Subcommittee will meet to implement a policy to make guidelines. Behavioral contracts can be used in the meantime.

Statistics-HS -Acquisitions and circulation per capita as compared with libraries in other towns our size.

HS is working on Hooksett currently, then she will expand to other towns.

Acceptance of donations

Greenough Grant—MF spoke with Diane Covelle today about acceptable use of this money. It is fine to save up for a certain item, the money doesn't have to be spent yearly.

Model T Club--\$30 which trustees voted to accept.

Childrens Country Learning

Carpet Cleaning-MF checked on references which were outstanding. She suggests that we might wait until April. MF will call him now to explain that we would like a quote we buy an industrial vacuum.

Marketing Plan for programs-

review sample plan constructed by HS & MG—See above in Goals.

BIG events schedule—Easter Egg hunt is next on the schedule. BD suggested putting a volunteer sign-up list on the circulation desk.

Staffing- circulation—HS to advertise for open position.

School suspension program—HS to call Marge Polak to set a date to meet.

Finlay Grant-HS is not sure we have the staff to get this going. She feels her time is better spent elsewhere at this time.

Finance Policy-HS and BD worked on it and HS gave it to Bart. She has questions that need answering .HS will address bounced checks policy.

Copier contract- overage on copies-MF found a quote from Ron which coincides with his dealing with HS. She will double check on that and get back to us if anything different.

Content of updates--

Follow-up on issues mentioned in earlier updates or at Trustee meeting (ie ongoing boiler issues)

Policy updates- We are in the process of working on a few at this time. MF suggested the need to work on a volunteer policy sooner rather than later.

Long range planning--Deferred

Other new business

Items we are tracking

Computer Replacements- March

Review of files BD

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)

Carpet Cleaning/Carpet Guy (April)

Online Registration Program--TH (May)

Planning and timeline for Book Sale (June)

Next meeting March 11, 2008 at 5:30pm