

Official

**Hooksett Public Library Trustees Meeting
March 11, 2008 5:30 PM**

Call to Order: 5:42pm

Non Public Session- See below

Secretary's Report-Approved and filed

Treasurer's Report-Reviewed and discussed

Library Director's Report-HS updated us with current info. We have been receiving weekly updates as well.

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

Unfinished Business

Facility

HVAC- Boiler maintenance-TH has nothing to report.

Ray from Cawley School is meeting w/TH and HS on Thursday. **TH** to report to us by email afterspeaking w/Ray.

RFP for HVAC maintenance-Deferred until TH has more info.

PSNH Energy Audit-HS to report on discussion with D Jodoin-HS has a full report from Light Tech. Retro Fit Lighting has checked things out as well and sent a report to PSNH. Retro Fit works with the town. Both audits are free.

Signage-Deferred until MF returns.

Outside lighting—HS reports that it is all set.

Notary- MG-HS to send in MG's application now that it is notarized. HS reports that hers is complete.

She will put a notice in the newspaper to advertise that fact and ask patrons to call ahead.

She will also be looking into a small sign to put at or near the front desk.

CD shelving-HS called Mike at the prison store to check on her request. She will call back in a week and will advise us through an email update.

Teen programming- update on behavior issues-HS reports that things are much better and they will

Continue to monitor. They have been asked to stay in groups of 2 or 3 at all times.

Staffing- circulation-See below.

School suspension program-HS reports that all groups will be monitored at all times by their

Supervisor. MB suggested having them help around the library. HS will talk w/Bethany each day to keep a check on daily numbers of students. **HS** will let us know through email update.

Copier contract- overage on copies-HS-Overages we had were billed at the regular rate. Can be removed from agenda.

Review of files BD-HS, MF and BD met recently. They have acquired an outline from Liz. HS will go through the files using the outline. **HS/BD** to meet before the next board meeting.

New Business

Roof-HS reported that it has been shoveled off and should be all set.

Acceptance of donations-HS reported : Hooksett Country View Condo Assoc donated \$100.

Model T Club donated \$30. MB motioned to accept the donations and BD seconded the motion. All trustees agreed.

Go Green initiative for Earth Day-HS is planning a Bring Your Clean Trash Day and have a sculpture building project (during April vacation week). Earth Day week clashes with the National Library Week. MB suggested collecting books too.

Computer Replacements- March-HS is waiting for Marilyn to figure out the Polaris platform and will keep us posted. HS would like to replace her laptop as it is running out of memory. Sarah could us it. TH recommended checking into adding memory. HS would like to get flat panel monitors for the front desk. She will start pricing them with Dick. HS would like to purchase 2 scanners at \$150 each for the front desk. The current ones are 8 years old and she is concerned that they could be making errors. Trustees voted and approved the purchase.

Finance Policy-HS & BD reviewed it. **HS** will summarize current procedures and then will meet w/BD and Sarah Foster.

Corporate sponsorship of museum passes-HS would like to have the board solicit businesses to pay for the fees next year.

Policy updates- create a schedule. HS spoke with the chief of ploice. She will have a list ready for him for Thursday per his request. BD suggested that **HS** make a list and send it with the next update.

Long range planning-Events planned are now on the calendar of events on the website. Will keep it updated. **HS** will present long range planning list to the trustees this fall.

Other new business-The trustees discussed the upcoming PLA Conference in Minnesota.

Items we are tracking

Carpet Cleaning-April

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

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 (April)

Monument/boundary markers (April)

Planning and timeline for Book Sale (June)

Library Conference Budget (May)

NON PUBLIC Session

Present: Barbara Davis, Treasurer, Mac Broderick,

Tammy Hooker, Mary Leger, Secretary, Heather Shumway

Barbara Davis made a motion at 8:50PM to enter into nonpublic session under the provisions of RSA 91-A:3IIb(The hiring of any person as a public employee). Tammy Hooker seconded the motion.

The motion passed unanimously: Mary Leger, Barbara Davis, Tammy Hooker, Heather Shumway

Roll Call Vote: 8:52PM

The Trustees and Director emerged from nonpublic session at 9:08PM . The Trustees issued the following statement: The nonpublic minutes would be divulged at this time.

Trustees voted and agreed to hire Gerryanne Dubis pending background check.

Call to adjourn at 9:08pm

Next trustee meeting Tuesday April 8, 2008.