

Unofficial

Hooksett Public Library Trustees Meeting
May 27 2008 5:30 PM

Call to Order-5:37pm

Non Public Session—see below

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

Secretary's Report-Approved and filed

Treasurer's Report--reviewed

Library Director's Report-Nothing at this time

Unfinished Business

Painting-ML gave details on three painting estimates. Decision will be held until we go through the budget details.

*After reviewing current budget trustees voted and agreed to award painting bid to Thomas Brisson DBA Painting Unlimited. ML to contact all bidders and email update by 5-28-08.

Budget 2007-2008-Reviewed numbers to date. **HS** to update by email by 5-30 on HVAC bill amount and automation line.

Facility-

HVAC-Boiler maintenance-HS reports that the boiler is all set for the spring. Bill is being sent.

RFP for HVAC maintenance-Control technologies coming back Friday to perform maintenance. HS reported that we have filters which need to be changed twice a year.

Signage Update-MB discussed new funding agreement w/3-A Development. Discussion about moving granite sign to the end of the driveway.

New business

Acceptance of donations-Greenough Grant \$1039.18 voted and agreed to accept.

Non Public Session--Tammy Hooker made a motion 6:50PM to enter into nonpublic session under the provisions of RSA 91-A:3IIb The hiring, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any changes against him, unless the employee affected (1) has the right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted and b) the hiring of any person as a public employee. Barbara Davis seconded the motion. A roll call vote was held and the motion passed unanimously.

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

The Trustees and Director met to discuss hiring part time employee Terri Rounds as Circulation Clerk.

Motion was made by BD to hire seconded by ML. Trustees voted and agreed.

A motion was made by Mary Farwell, seconded by Tammy Hooker, to adjourn and to divulge the Minutes at this time. The motion passed unanimously to reveal the result of the minutes

The Trustees and Director emerged from nonpublic session at 7:00 PM. The Trustees issued the following statement: The nonpublic minutes would be divulged at this time, in accordance with RSA 91-A:3IIb seconded by Mac Broderick.

A motion was made by Mary Farwell, seconded by Tammy Hooker, to adjourn and to divulge the Minutes at this time. The motion passed unanimously to reveal the result of the minutes.

05/27/08

Items we are tracking

Reporting officers to Town Clerk (July)

Disaster Planning

Monument/boundary markers

Staff Goals/performance appraisals

CD shelving

Corporate sponsorship of museum passes-HS will address this in September.

Long range planning

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

Programming evaluation

Portable check out for CDs at Coffee House

Insurance-TH

Trustees Liability insurance

Creation of Library Personnel manual

Policies

Meeting Room

Wireless internet policy

Volunteers

Recruiting

Criminal Background checks

Planning and timeline for Book Sale (June)

Motion to adjourn 7:02pm

NEXT MEETING Tuesday June 10, 2008 at 5:30pm