

Minutes of the Hooksett Public Library Trustees
August 12, 2008 5:30 pm
official

Call to order at 5:42 pm

Present: Mary Farwell, Barbara Davis, Mac Broderick, Tammy Hooker, Linda Kleinschmidt and Heather Shumway, Library Director Guest Steve Labbe from Paradigm Plumbing and Heating

Secretary's Report July minutes reviewed M. Farwell made a motion for them to be approved L. Kleinschmidt 2nd it. Approved by all.

Treasurer's Report-reviewed budget

Library Director's Report-

Reviewed monthly circulation numbers up from last month.

Next month we will have short analysis to go with programs report.

Staff has been training with the new "Polaris System"

Story hour will have on line registration

Unfinished Business

Facility

HVAC maintenance and upgrades meet with Steve Labbe from Paradigm and discussed our options.

Steve Labbe spoke about a rebate that was available from Keyspan for the boiler. H. Shumway has the information and will send into Keyspan and let the trustees know by Friday, 8-15-08 the amount of the rebate.

Steve has verified with Buderus that we are able to shut down our boiler since it has steel nipples and that the circulator is not necessary. Steve spoke with Jake Potter @ Buderus on 8-11-08 @ 1:51 p.m.; his phone number is 800-283-3787 in the commercial division. The boiler was shut down on 7-11-08.

Paradigm Plumbing and Heating will go forward with insulating the pipes around the boiler and fix 2 leaks one in the 3 inch pipe from the boiler to circulator and the other leak in the circulator room on the 3 inch feed pipe.

Energy audit to be conducted on 8-20-08 and Steve has lined up the following people: Steve Labbe, Mike Mival, George, John Ryder and Jim Grady Steve Labbe will put together a proposal from the energy audit and forward to the trustees by September 5, 2008 and will also attend our next meeting on 9-9-08. See attached HVAC organization web.

Exterior Grounds update-trustees took a field trip around the library and decided on placement for the sign down in front of the grassy median before the main parking lot in front of the tree.

Bark mulching will happen while the library is closed. Replanting of the shrubs will take place on 8-13-08. M. Broderick to call Dale about pouring concrete and also talk to Dale about what he thinks about the space between the stump and pole and suggestions for what should go there.

M. Broderick will contact Home Depot to see if they can donate concrete.

M. Broderick will call Dig Safe for the area around sign.

Trustees decided to purchase 10 yards of bark mulch to go down to tree stump.

B. Davis made a motion to buy 10 yards of bark mulch, L. Kleinschmidt 2nd it.

Approved by all. Hooksett garden Club will donate 5 yards of mulch

Painting-Tom Brisson will be here next week to paint the stairwell.

Flooring-waiting for quote from Kevin-The Cleaning Guy to clean the stairwell. Kevin is to spot clean the carpet down stairs.

Lighting

Motion lighting in other areas of library- H Shumway to contact lighting company and report via update

Analysis of PSNH bills since switching lights-moved to Sept meeting

10th Anniversary Party to be held November 8th, 2008-will discuss in September

CD shelving was received but had the wrong finish. They will pick up and redo.

New Business

Planning Board hearing

on August 18, 2008. Planning Board Agenda regarding lot line adjustment. M Farwell reviewed the plan with J Duffy, Town Planner. There are questions about our access easement M Broderick and M Farwell to attend August 18 meeting.

Library Closing issues

H Shumway to contact Hooksett Banner to be sure article about closing appears next week. Staff will continue to notify visiting patrons and signage about the closing is prominently displayed throughout the building

Acceptance of donations

Model T club \$60.00 Non resident computer \$10

B. Davis made motion to accept donations, L. Kleinschmidt 2nd it. Approved by all.

Projector-M. Broderick made a motion to buy a DLP projector with extra lamp for \$701.45. L. Kleinschmidt made a 2nd. Approved by all.

Policies to be reviewed-

Deferred list of policies to September.

Review Internet policy in response to the Brooke Bennett child abduction case from VT. Trustees briefly discussed ramifications of options and will continue discussion in September

Two policies for October to be decided by September Trustee meeting

Safety issue of the backdoor.

H. Shumway to contact police department to do a security evaluation.

Passwords for computers

How do we set up administrator password? H Shumway to check on administrator password and also a log of events.

L. Kleinschmidt to begin draft of Administrative Log IN Policy

Programming/ Publicity

Discussion ensued about increasing publicity in the Banner. Also, H Shumway reviewed programming for Sept-Dec and events to be listed on school calendar.

Community calendar

The library's system doesn't have the capacity to include town's events.

Trustees urged to speak with their Town Councilors to support and encourage the idea of a Community calendar created and maintained on the Town Website

Library School relationship-

M Farwell spoke with Marge Polak in regards to the relationship between the schools. Marge suggested quarterly meeting. Trustees supported this idea. H Shumway to report back on meeting with the school library personnel tentatively scheduled for the first week of school.

First quarterly meeting with Marge to be scheduled for October

Contact with new PTA publicity chair- S Foster has made contact with Trisha Korkosz and will work with her to ensure that our programming is on the school calendar each month.

Staff meetings- agendas and action plans have been implemented

Greenough Grant

Trustee urged to bring some new items to the table. H Shumway to check with Dick (IT consultant) to setup and hardware required to do a rolling screen of events at the front desk during the "Birthday Celebration". Deferred until Oct.

Database review

"Find an article" vs. "Reference tools"- hands on review of this area of website.
T Hooker will check other library websites to see what how it was listed.

Book Sale –need to implement game plan. M. Farwell to contact Gilmanton library to see if they would like any of our remainder books after the sale.
T Hooker to call Ray at Cawley in regards to copy paper boxes.

Non Public Session

Entered into non public at 9:25 pm Motion by M Farwell to enter into non public session under the provisions of RSA 91-A: 3II (a): The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.

2nd by B Davis

A motion was made by B. Davis, seconded by M. Broderick, to exit nonpublic at 10:01 pm. Motion passed unanimously.

The Trustees emerged from nonpublic session at 10:01 pm. The Trustees issued the following statement. The nonpublic minutes would not be divulged at this time, in accordance with RSA 91-A: 3II (a)

A motion to adjourn was made at 10:05 by T. Hooker, seconded by B. Davis.
Motion carried unanimously

Next Library Trustee meeting will be September 9, 2008 5:30 pm at the Hooksett Public Library