

Minutes of the Hooksett Public Library Trustees
January 13, 2009 5:30 pm
official

Call to order at 5:55 pm

Present: Mary Farwell, Barbara Davis, Tammy Hooker, Mac Broderick, Linda Kleinschmidt and Heather Shumway, Library Director

Secretary's Report- minutes reviewed B. Davis made a motion for them to be approved L. Kleinschmidt 2nd it. Approved by all.

Treasurer's Report- Finalized 2009-2010 budget.

Library Director's Report

Reviewed utility bills. H. Shumway to send to T. Hooker a copy of Keyspan bills for September, November and December so that she can contact Paradigm to review.

Kathy Northup has organized a group to scan the historical photos in the NH Room with the Cawley Builders club and to be saved electronically

Unfinished Business

Budget 2009-2010-was reviewed with Town Council and the libraries growth request was denied. Reduced health insurance line by \$600. Town Council did not discuss our pay equity request.

Facility

HVAC maintenance and upgrades was delayed due to the ice storm that the area suffered.

M. Farwell to call David Ross to see about him visiting the library to review our HVAC system.

Storage room Cleaning Guy- provided a quote for stripping and waxing tile in storage room. H. Shumway and M. Farwell will discuss with the interim town administrator to review.

Duct Cleaning-references were checked. H. Shumway and M. Farwell will discuss with the interim town administrator to review

Wall repair & painting arts and crafts room-

B. Davis made a motion to authorize H. Shumway to hire a contractor to repair the sheet rock and paint up to \$2,000. M. Broderick 2nd it. Approved by all.

Motion Lighting- Light-Tec was here today to start work should take 3 days to complete

Subcommittee Reports

Christmas party-T. Hooker reported that the party was a huge success but that Santa needs to be at the library the full time of the party or give the time frame that Santa is present

Ladies Night Out-1-29-09 T. Hooker to forward child care release to board for review. 31 vendors have signed up. L. Kleinschmidt spoke to Fred Kfoury, Central Paper for Plates, Cups, Napkins [1000 each], will not be a problem to get them.

New Business

Acceptance of donations-

\$90.00 from the model T-Club

Heritage Commission donated a "Hooksett" throw.

B. Davis made a motion to accept, M. Broderick 2nd it. Approved by all.

Self check – Implementation- is back ordered H. Shumway will let us know status in the next update.

Meeting with Town Council- January 28, 2009

Reviewed computer replacement

School- Library relationship H. Shumway and M. Farwell meeting the end of the month. with school representatives. HS to ask for detailed curriculum priorities by grade

Staffing-reviewed

Code of ethics-all trustees signed and returned to M. Farwell to turn into Town Hall

Dental Insurance plan-H. Shumway to verify with Town Hall the percentage

Out of School suspension program was reviewed and that they may move it to Town Hall. It was concluded that what ever worked for the program was ok with the trustees.

Disaster plan-subcommittee for M. Broderick & T. Hooker. All trustees to review the website: www.dplan.org.

Wal-Mart Grant 2009 ideas-Playaway media due February2009. H. Shumway to compile information and turn into Wal-Mart.

Security- if back door locked, there should be a sign to use the front door.

NELA conference-classes that were attended and potential ideas that could be implemented at HPL were reviewed by board and really liked some of the ideas. Would like to see many of them implemented.

Review of timelines for policies: track

Disaster Plan: January/February

Technology plan: February to March

Marketing plan etc: March to April

Other new business:

T. Hooker suggested that we look into hosting an American Girl tea party.

L. Kleinschmidt checking for more area museums to expand the Museum Pass Program.

B. Davis made a motion to adjourn L Kleinschmidt 2nd it. Meeting adjourned at 8:53 pm

Next meeting February 10, 2009