

**Minutes of the Hooksett Public Library Trustees**  
**February 10, 2009 5:30 pm**  
**Unofficial**

Call to order at 5:50 pm

Present: Mary Farwell, Barbara Davis, Tammy Hooker, Linda Kleinschmidt, Mac Broderick 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-** On Target for the year. Reviewed Treasurer's Report

**Library Director's Report**

**Circulation Report**

CBC Use at HPL is a patron from another library visiting our library

CBC at GMILCS Libraries is HPL patron going to another library

Transit Request is requesting books from another library

E-mail notices will be sent to all ladies that signed up for a library card inviting them to use their library card and receive a special gift.

H. Shumway discussed additional training for her and L. Chase.

Working on displays called neighborhood to help with marketing in the shelving areas.

Arts & Craft room-to put shelving in for additional stack

**Unfinished Business**

Budget 2009-2010- upcoming meeting with the Town Council 2-18-09 to speak with them about the additional line for the warrant article:

The following sentence will be added to the end of the warrant article:

Should this warrant article pass, the full annual amount for salary and benefits will be included in subsequent operating budgets.

Budget Committee is meeting at the library at 6:30 on 2-19-09 to take a tour of the library and hold their meeting

The board should develop a plan to educate the public in regards to adding a Children Librarian.

## **Facility**

HVAC maintenance and upgrades . T. Hooker to e-mail Steve @ Paradigm questions in regards to the noise that the HVAC system is making.

Duct Cleaning-Hooksett Town Council approved our duct cleaning on 2-4-09 to be done by Northeast Ventilation Services, Inc. In the amount of \$8210.  
H. Shumway to request a COI and forward copy to town.

Lighting-motion light has been installed and completed.

Book drop-doesn't currently have a sprinkler system which could present a fire hazard. H. Shumway to check into the cost to add a sprinkler system and to add a smoke detector. The area only has a heat sensor.  
Another idea was to install sheet metal around the area to make it fire retardant.

Steps in front of the library are crumbling. We will need to review in the spring.  
H. Shumway to put yellow caution tape around the area that is crumbling so that patrons will not use that area. She is to check with the town to see if salt is being used instead of ice melt.

## **Subcommittee Reports**

Ladies Night Out-Feedback was been very good from vendors.

253 ladies attended Ladies Night

Easter Egg Hunt to be held 4-4-09

Edible book contest 4-18-09

Big Read family fun day 4-25-09

Mother Daughter Tea Party for girl's age 6-9-May 9, 2009. T. Hooker to head up the committee.

Marketing plan to be researched in April

## **New Business**

### **Acceptance of donations-**

Model T Club \$60.00 and \$10.00 from general public. B. Davis made a motion to accept and M. Broderick 2<sup>nd</sup> it. Approved by all.

**Self check Out** – Implementation- to be up and running by Friday.

**Meeting with Town Council-** January 28, 2009 went well. Brought up the subject about the Gates Lab and age of the computers. It was recommended that we contact Walmart when they open up the new store by exit 10.

**School- Library relationship-** meeting was cancelled due to snow. Tentative set up a meeting for April 2009. S. Foster and H. Shumway went to the schools and did a brief demonstration. Completed a form so that the teachers could complete for a library card and the library will deliver their cards.

**Painting the staff room.** Tom Brisson will paint the Technical Services Room. H. Shumway to get estimates to paint the bathrooms.

**Parking issues-**Mt. St. Mary –M. Broderick will draft a letter to send over to Mt. St. Mary condo association.

**DVD Policy-** fines to be reviewed again at the March meeting.

M. Broderick made a motion to allow juvenile card holders to check out children and family DVD's. 2<sup>nd</sup> by B. Davis. Approved by all.

B. Davis made a motion to change the DVD lending from 1 week to 2 weeks to coincide with the rest of the items in circulation. L. Kleinschmidt 2<sup>nd</sup> it. Approved by all

**Financial & payroll records-** need to be in a locked cabinet.  
H. Shumway to lock them in a cabinet and report via update

**Disaster plan-** T. Hooker is working on the insurance part. H Shumway and staff making great progress and hopes to be done by March meeting.

**Technology Plan** delayed until March

### **Greenough Grant ideas**

**Wal-Mart Grant 2009** – M. Glisson is researching computer specs and costs so that we can approach Wal-Mart for a grant to replace the Gates computers when their new store opens. MF would like to set up a meeting with Wal-Mart rep, HS and Town Councilor, Paul Loiselle prior to March 7, 2009

**Easement-**M. Farwell & Mike Sorel to review with town attorney

Review of timelines for policies, technology plan, marketing plan etc

Disaster Plan- hopefully will be finished in March

Technology- March-April

Marketing-April-May

Personnel-MF to check with Town to see if they are also revising their personnel policies

### **Other new business**

**Project Summary** report for Town Council-April 2009

H. Shumway and M. Farwell to contact the After School Suspension program and schedule a meeting.

B. Davis made a motion to adjourn L Kleinschmidt 2nd it.  
Meeting adjourned at 10:10 pm

Next meeting March 10, 2009