

Minutes of the Hooksett Public Library Trustees
April 14, 2009 5:30 pm
official

Call to order at 5:48 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 to accept L. Kleinschmidt 2nd it. Approved by all.

Treasurer's Report- Reviewed Treasurer's Report

Library Director's Report-H. Shumway

Reviewed circulation report

Disc repair cleaner deferred until May

Non resident card fees to be reviewed in June 2009-H. Shumway to obtain verbiage from other libraries.

Unfinished Business

Budget 2009-2010-

Will add a section to the website giving the patrons a link for additional information in regards to children's librarian.

May 12th Election- trustees to find patrons to hold signs for the day.

Facility

HVAC maintenance –H. Shumway to check when Paradigm came out and what maintenance they performed.

Duct Cleaning-H. Shumway to contact Madeline Flagg of Purely Green Environmental to obtain an estimate for post duct cleaning air quality reports.

Plans to enhance the front porch. Compiling ideas to be discussed at May's meeting.

Fireproof file cabinet-H. Shumway to get prices.

M. Broderick made a motion to add a sign about illegal parking in our parking lot. L. Kleinschmidt 2nd it. Approved by all. H. Shumway to contact the Highway department to have them make and install sign.

Verbiage for sign

“Parking for library patrons only! “

“All other vehicles will be towed at vehicle owners expense RSA 635:2”

M. Farwell to contact Carol Granfield-Interim Town Administrator regarding MSM winter road maintenance.

Subcommittee Reports

Easter Egg Hunt-was well attended with about 200 people.

Mother/daughter Tea Party planning going well. It was also discussed to display tea cup in the display case to help promote the event.

Marketing plan work in progress

New Business

Wal-Mart Grant 2009 – replacement computers for Gates lab. M. Farwell to speak with P. Loiselle about visiting Wal-mart

Completion of storeroom repairs H. Shumway to obtain 3 estimates for sheetrock and painting

Volunteer opportunities signup sheets were recommend to help compile the talents of our volunteers.

Code of conduct- review of recent incidents. M. Farwell to get in touch with agency contacts to discuss library use.

Self check – very successful in the first month. Upcoming circulation reports will show usage figures

School- Library relationship- plans to get summer reading lists. Deferred until May 2009

Personnel Plan- M. Farwell to meet with Liz Dionne to review.

Boy Scout and K of C are available to help with any library project

Performance appraisals-H. Shumway to start working on the staffs

Disaster plan-reviewed.

Compile a check list for reopening of the library

Utilities-phone system cooper line installed so if we lose electricity the phone would have an answering machine. H. Shumway to check with Vision.

M. Broderick to draft an “emergency” closing policy for employees

H. Shumway to check with Dean Jore of the Hooksett Fire Department about the generator for the building.

Grant Writing seminar regarding “Senior to work” program. H. Shumway has met with Carol Carlson and Candace Whittemore of the Community Action Program in regards to the program.

Technology Plan to be revisited again

Garden Club will do planting around the sign and clean up.

Wish lists- how to best publicize-using the monitors at the check out

Greenough Grant ideas will be revisited at the next meeting.

B. Davis made a motion to adjourn L Kleinschmidt 2nd it. Meeting adjourned at 9:00 pm

Next meeting to be held on April 21, 2009 at 4:30 pm at the library.