

Minutes of the Hooksett Public Library Trustees
May 12, 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 from 4-14-09 meeting B. Davis made a motion to accept T. Hooker 2nd it. Approved by all.

Minutes reviewed from 4-21-09 meeting 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

Will add Smart Start to the utility report from PSNH

H. Shumway to e-mail Program report to trustees in update.

H. Shumway to e-mail task list for Claudette in update.

Library will investigate updating our alarm system with panic buttons.

H. Shumway to have Skyline inspect the roof per our warranty agreement.

Facility:

HVAC-H. Shumway will have Claudette make a check list for any work completed on any systems and vendors.

T. Hooker to contact Steve @ Paradigm to get a detailed report on what tasks were completed during the spring maintenance

B. Davis will make a motion to establish a log for any vendors coming into the building to sign in and out. L. Kleinschmidt 2nd it. Approved by all.

Duct Cleaning has been completed. Invoice will be forward to Town Hall for payment.

Fireproof file cabinet-Will have Claudette call Surplus Warehouse for an estimate.

Illegal parking- H. Shumway will look into having one sign in the front and "Do not enter" at the back of the library coming in from the University Drive side. Heather will talk to Dale about how many signs he thinks we should put in. Highway Dept to install

Wiring for portable generator-H. Shumway to obtain two estimates to maintain our status as a warming/cooling station for the town. If wiring is in place the Library could use the Fire Dept's portable generator if necessary

Granite Sign- H. Shumway will get an estimate for cleaning of the sign. Bark mulch will be spread around the sign and the Garden Club will plant flowers.

Front Porch-discussed painting front porch bookcase and other front porch furniture.

Subcommittee Report

Tea Party-report was given. Overall pleased with results with 16 in attendance. Planning on holding a Ladies Tea.

New business:

Meeting room: Library will develop a revised policy and have a meeting room information folder along with a sign in –sign out sheet. H. Shumway to send in an update the changes she would like to see what we need to change. Would like to have completed by August meeting.

Acceptance of donations:

Amoskeag Rowing: \$100; Hooksett Country View Condos \$50; HYAA \$50; Model T club \$30

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

Wal-mart Grant 2009-M. Broderick to write a letter to Wal-mart asking for funding, as a part of their grand opening ceremonies for their new Superstore, to replace the Gates computers

Completion of storeroom repairs to start on May 13, 2009

As a follow up to our Special Meeting of April 21, a Code of conduct letter of understanding will be sent to all area agencies- M. Farwell to complete.

Self check update- is being used. Discussion about how to encourage more patrons to try it.

School-Library relationship plans to get summer reading lists. H. Shumway is working on obtaining.

Personnel Plan-M. Farwell to e-mail the personnel plan for trustees to review by end of week.

Performance appraisals for staff H Shumway to complete preparation for staff performance appraisals by 6-2-09. Trustees will discuss compensation issues at the next Trustee meeting.

Disaster Plan-

Daily opening and closing checklist are in place and used by staff

Emergency closing checklist/opening checklist afterwards- H Shumway to develop list, with staff input

Outdoor lighting-H. Shumway to obtain an estimate for replacing the timer.

Cross training- at least several staff to be crosstrained on safety issues such controlling outside lighting, location of building water shutoffs etc

Marketing-working on Facebook page for library.

Technology Plan-work in progress

Wish list being publicized by e-mail or PTA packet

Show idea for the library

Donate a book in honor of a person

M. Farwell to check with C. Granfield interim town administrator in regards to MSM snow plowing

B. Davis made a motion to adjourn and M. Broderick 2nd it. Approved by all
Meeting adjourned at 8:34 pm

Next meeting June 9, 2009 at 5:30 pm