

Minutes of the Hooksett Public Library Trustees
June 9, 2009 5:30 pm
official

Call to order at 5:35 pm

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

Secretary's Report- minutes reviewed from 5-12-09 meeting B. Davis made a motion to accept , L. Kleinschmidt 2nd it. Approved by all.

Treasurer's Report- Reviewed Treasurer's Report for year end

Library Director's Report

H. Shumway will schedule to have the computer room painted in July.

Computer system to be upgraded on 6-10-09 and the whole system will be effectively shut down but staff will be able to check out items.

We have a person that is interested in providing Art lessons at the library.
H. Shumway to provide more information at a later date.

Circulation report was reviewed for the month of May.

M. Glisson is attending a workplace photography workshop at the Nackey Loeb School

Self check usage has increased from last month.

Unfinished Business

Budget 2008-2009 was reviewed

Facility

HVAC maintenance and upgrades

T Hooker contacted Paradigm to get detailed report on spring maintenance tasks completed, waiting for list. Will follow up with them again.

HVAC-C. Knieriem is working on vendor checklist for maintenance visits by June 30, 2009

Vendor check-in list has been implemented and needs to be fine tuned.

Front Porch-B. Davis to buy oil for the benches. Benches need to be moved to the front porch and B. Davis will oil them.

H. Shumway to contact the town maintenance person to secure them to the porch.

H. Shumway to contact D. Hemeon to see if his department can move the granite bench.

Bookcases to be sanded and repainted. Looking for a volunteer to sand and paint them. It was suggested that we post on the website and Facebook.

Front door-needs to have the lock replaced. C. Knieriem is obtaining estimates.

Status of storeroom - they have been working on it.

Roof Inspection-The roof has been repaired by the town maintenance person.

Alarm System-C. Knieriem is contacting Atlantic Security to obtain quotes to update the system with panic buttons

Fireproof file cabinet- C Knieriem did check with Surplus Office Supply but need the size and price. B Davis to check Craig's list to search for one.

Illegal parking at library-signage H. Shumway to check with D. Hemeon to have them made and installed. She will also check on having the other Library signs installed by D Hemeon.

Portable generator- H. Shumway to follow up with the companies that are providing the estimates. This is the same generator that is used at town hall but can be used at the library since we are a designated heating/cooling facility for the town.

Estimate for replacing outdoor lighting timer H. Shumway to follow up with the companies.

L. Kleinschmidt presented a museum passes for Seacoast Science Center for \$65.00 for one year. B. Davis made a motion to purchase the passes and M. Broderick 2nd it. Approved by all. Discussion held regarding how to best publicize the passes with summer coming.

M. Farwell, H. Shumway & S. Foster will be attending a "Social Networking" program at PSNH in regards to Facebook & Twitter. Will report back to the trustees at the July meeting.

L. Kleinschmidt made a motion to post for a part time permanent secretarial position for library director. M. Broderick 2nd it approved by all. H. Shumway to post.

Subcommittee Reports

Marketing

Facebook page for Library is up and running with 127 fans!

Volunteer questionnaire C. Knieriem to complete and be attached to June 25 update. Would like to hand it out as patrons register for the summer reading program.

New Business

Performance appraisals/ review of accruals were completed

Letter to Trustee of Trust Funds was signed by all trustees and will be mailed out.

Wal-Mart Grant 2009 – M. Farwell to attend Town Council meeting on 6-10-09 to have the Town Council chairman Dave Dickson sign the letter for the request for a grant for computers.

Code of conduct-letter of understanding to agencies was mailed out.

School- Library relationship- plans to get summer reading lists, still trying to obtain.

Personnel Plan- plans for initial review to be determined

Emergency closing checklist/reopening checklist- HS to develop with staff input

Progress report on cross training- building specific items like lighting, water shutoffs etc- H Shumway to complete with staff assistance

Annual Report- H Shumway and M Farwell to work on draft of report

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

Meeting adjourned at 9:30 pm

Next meeting July 14, 2009 at 5:30 pm