

Minutes of the Hooksett Public Library Trustees
July 14, 2009, 5:30 pm
Official

Call to order at 6:00 pm

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

Secretary's Report- minutes reviewed from 6-2-09 & 6-9-09 meetings B. Davis made a motion to accept , M. Broderick 2nd it. Approved by all.

Treasurer's Report- Reviewed the final Treasurer's Report for 2008-2009 and reviewed the 2009 & 2010 report.

Library Director's Report

H. Shumway to present the job description for the children's librarian at the September meeting.

Reviewed circulation report. *As of June 30, 2009, the library has doubled the overall circulation from June 30, 2005.*

Facility

HVAC maintenance and upgrades

HVAC/ other vendor checklist for maintenance visits- CK to have done by end of week.

Renewal of maintenance contract-T. Hooker to review from last year.

Front Porch

Bookcases painting to be completed by a volunteer

Benches have been sealed and on the front porch. B. Davis to buy a pot for a plant between benches.

Storeroom repairs are complete.

Alarm System-updating system with panic buttons to be included in updates when received, at the latest by July 30th.

Fireproof file cabinet have been delivered. H. Shumway will contact Highway Dept to have them put in the drawers and move them.

Illegal parking at library-signage H. Shumway to contact Highway Dept.

Estimate for replacing outdoor lighting timer for the parking lot.B. Davis made a motion to accept a bid from Jim Levesque at the price of \$387.00. M. Farwell 2nd it. Motion passed unanimously

Bark mulch-B. Davis made a motion to purchase 3 yards of bark mulch. M. Farwell 2nd it. Motion passed unanimously

Performance appraisals/ review of accruals-have been completed and in personnel files. Accruals have balanced for 2008-2009.

Letter to Trustee of Trust Funds- no response- will review at August meeting.

Wal-Mart Grant 2009 – has been submitted, we are currently trying to schedule a meeting with new manager Dan Buscha for tour of the library.

School- Library relationship- H. Shumway and M Farwell will have a meeting with the school officials on Tuesday, July 21, 2009 in regards to the summer reading list and ongoing school/library relationship

Progress report on cross training-LeeAnn has been working with the staff. It was suggested that procedures for these building specific items be written out as an aid to memory. H Shumway to discuss with L Chase.

Staffing-

B. Davis made a motion to make the position of temporary administrative position to a permanent position. She also made a motion to hire Claudette Knieriem. M. Farwell 2nd it. Approved by all

Subcommittee Reports

Marketing to consist of M. Farwell, M. Broderick, H. Shumway & C. Knieriem to start working on in September

Ladies Night Out committee will to hold a meeting and will update the trustees at our August meeting.

Book sale committee will consist of B. Davis and S. Foster. Book Sale to be held on September 26.

New Business

Election of Officers

M. Broderick made a motion to elect M. Farwell as chair, B. Davis 2nd it.

Approved by all

M. Broderick made a motion to elect T. Hooker as secretary, B. Davis 2nd it.

Approved by all

M. Broderick made a motion to elect B. Davis as treasure, M. Farwell 2nd it.

Approved by all.

Acceptance of donations-B. Davis made a motion to accept \$50 from CHILIS T. Hooker 2nd it. Approved by all.

NH Retirement System-H. Shumway brought to the trustees' attention that we are now required to pay an additional amount of *.07% for a medical subsidy for currently retired members of NHRS.*

Circulation clerk job descriptions and titles have been approved

Volunteer information-H. Shumway to forward information in update on July 16th.

Garden Club request-plaque to be hung in the meeting room when staffing permits

Personnel Plan- initial review has been completed

Disaster plan still working on.

Emergency closing checklist/reopening checklist/Procedure manual H

Shumway to have all existing procedures printed and placed in a manual so that they are available for the staff

Stacks-H. Shumway to review other options by August meeting.

Greenough Grant-B. Davis made a motion to purchase *Playaway audio*-books from the grant since this is a new pilot plan. T. Hooker 2nd it. Approved by all.

People counter-would need for both doors the upstairs and downstairs. H. Shumway has obtained 2 estimates from SenSource & Walker Wireless. B. Davis made a motion to purchase 2 people counters. T. Hooker 2nd it. Approved by all.

H. Shumway to verify the number of copies that were used this year in regards to the lease for our copies.

B. Davis made a motion to adjourn and T. Hooker 2nd it. Approved by all

Meeting adjourned at 9:30 pm

Next meeting August 11, 2009 at 5:30 pm