

Minutes of the Hooksett Public Library Trustees
September 8, 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 8-11-09 meeting B. Davis made a motion to accept , M. Broderick 2nd it. Minutes were approved by all

Treasurer's Report-reviewed

Library Director's Report-

- H.Shumway to send out circulation report by 9-10-09
- People counter has been installed and a report will be generated for our October meeting.
- Computer Room will be repainted in the next couple of months.
- Library will be hosting a "social media" conference on 9-11-09 for other libraries
- Part time staff will work the library on Friday afternoon, September 18th due to the town picnic
- PLA is in March 2010
- H. Shumway will be attending Librarian Day in Washington DC on 9-17-09

Unfinished Business

Facility

HVAC/ other vendor checklist for maintenance visits-

Warranty information-C. Knierem working on

Hot water heater circulator has been repaired. T. Hooker to check with Paradigm on the new estimate for valves.

Front Porch

Bookcase painting- H. Shumway to follow up on status

Alarm System-updating system with panic buttons- still has not heard back from vendor. H. Shumway to follow up on

Fireproof file cabinet- Highway has moved them. B Davis to check them.

Illegal parking at library-signage H. Shumway to follow up with Highway Dept. on Thursday.

MSM Parking-M Farwell has e-mailed C. Granfield in regards to plowing

Replacing outdoor lighting timer-H. Shumway to report on 9-10-09 updates if this has been completed.

Bark mulch/exterior has not been delivered. We will now wait until Spring 2010

Progress report on cross training- written procedures for building specific items like lighting, water shutoffs etc. Due by October 30th.

Personnel Plan update-M Farwell reports that this is a work in progress. We hope to integrate our new policies as much as possible with the town's updated policies which will be in draft form by late October

Exterior landscape & drainage issues on east side of building-M. Farwell met with D Hemon & Don Tordoff of NH Landscaping. There are problems with drainage which the Highway Dept will address, hopefully by the end of September. They also discussed that planting will be a spring project, suggestions low bush blueberries, pachysandras and vinca
M. Broderick will call D. Hemon in regards to our property line.

Shelving and stack options-subcommittee will meet

Subcommittee Reports

Marketing M. Farwell sent out a marketing plan from 2006-2007 to be reviewed by the subcommittee

Ladies Night Out-next meeting Tuesday 9-15-09

Book sale-marketing the book sale was discussed

New Business

Acceptance of donations-Model T club donated \$30.00 L. Kleinschmidt made a motion to accept, M. Broderick 2nd it. Approved by all.

OS Suspension program discussed regarding space issues and potential options for relocation.

Disaster plan H Shumway to start working on again

Emergency closing checklist/reopening checklist/Procedure manual

Technology Plan draft reviewed- computer compatibility issues discussed.
M Glisson to further research.

Library Director Goals-H. Shumway to send goals out by 9-15-09 and they are to include Short Term goals Long Term goals. Trustees to review goals and report back by 9-22-09

Treasurer's manual-due in February 2010

Greenough Grant ideas

Legos for Lego Club-H. Shumway to send a request out looking for LEGOS to email list and FACEBOOK

H. Shumway to send out a first draft job description for the children's librarian by 9-22-09

Next meeting to be held on 10-13-09 at 5:30 pm at the HPL

B. Davis made a motion to adjourn Broderick 2nd it. Meeting was adjourned at 8:25 pm

Rev 2 9-12-09

