

Minutes of the Hooksett Public Library Trustees
October 13, 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 9-8-09 meeting. B. Davis made a motion to accept M. Broderick 2nd it. Approved by all.

Treasurer's Report- Expenditures in equipment line was for the people counter and copier lease contract

Library Director's Report-circulation report was reviewed.

Booksale \$2190.00

Bakesale \$160.00

Post-booksale \$500.00

Betterworld books-will take the left over book sale and sell them on line and the library will receive 15% of the profit. www.betterworldbooks.org

Serials claiming (magazine), the staff has been working with Polaris to send e-mails to the companies that we have not received our item each month.

Christmas Holiday schedule-

B. Davis made a motion to close the library December 24th –December 26th. M. Broderick 2nd it. Approved by all.

Unfinished Business

HVAC maintenance and upgrades Valves-T. Hooker to follow up with Steve @ Paradigm

Warranty information has been put into the Facility Manual

When does the roof membrane warranty expire? H. Shumway to report back at the November meeting.

Front Porch

Bookcase painting in progress

Alarm System-Staff has been using walkie talkies when going downstairs or into the stacks. Still need a panic button up stairs for the front desk. H. Shumway to obtain an estimate. H. Shumway to check with GMILCS to see if they would also like to purchase one for their office.

Fireproof file cabinet- B. Davis the cabinets are fine. Cabinets will be cleaned by maintenance staff

Illegal parking at library-signage- Highway Dept will make the signs this week and H Shumway to e-mail verbiage.

Verbiage for sign

“Parking for library patrons only! “
“All other vehicles will be towed at vehicle owners expense RSA
635:2”

Replacing rear outdoor lighting timer- H Shumway is getting an estimate and will report back in an update.

Exterior drainage issues on east side of building- Dale Hemeon is working on the drainage issue. H Shumway will follow up with Dale about timing. Trustees will monitor over the winter.

Snow plowing – M. Farwell has a tentative meeting with MSM on 10/21

Shelving and stack options

B. Davis made a motion to spend \$4329.00 from the Greenough grant money to create a special teen room to include shelving for the teen collection.

L. Kleinschmidt 2nd it. Approved by all.

B. Davis made a motion to spend \$2856.00 to include:
\$840.00 for Large Print shelving to come out of the equipment line budget
\$2016.00 for open stack shelving and installation for materials and labor to be paid from the profits from the booksale.

L. Kleinschmidt 2nd it. Approved by all.

OS Suspension program update-M. Farwell submitted a letter to the Town of Hooksett and was informed any use of space in the town hall is up to facility space committee.

H. Shumway to contact GMILC for a COI. T. Hooker to contact SAU15 to obtain a COI for the Out of School suspension program.

Subcommittee Reports

Marketing-work in progress

Ladies Night Out-S. Foster is going well. Vendor’s registration has been sent out return date by 11-15-09 then open to the public.

Book sale- evaluation of event-Marketing-more signage

Christmas Party-M. Farwell to check on Mrs. Claus costume.

Holiday Party on 12-12-09

New Business

Acceptance of donations-

Model T club \$60.00

Hooksett Kiwanis \$345.00 for children's summer reading program

Greenough Grant \$1087.11

B. Davis made a motion to accept the above donations, L. Kleinschmidt 2nd it. Approved by all.

Children's Librarian posting and job description was reviewed and posted.

RSA Right to Know seminar- M Farwell & H. Shumway attended a meeting at Town Hall put on by LGC, which discussed proper posting requirements and transparency in government.

Library Director Goals: Trustees discussed goals with Director-to be finalized in November with methods of evaluation added.

2010-2011 budget preliminary discussion-Director distributed preliminary budget for 2010-11- budget subcommittee to report back to Trustees at November Trustee meeting

Emergency closing checklist/reopening checklist/Procedure manual- H Shumway to report to trustees via update by October 30

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

Tree removal. H. Shumway to obtain estimates and recommendations from Bartlett Tree Service on 10/20 and obtain a second estimate possible from Collins Tree Service.

Technology Plan MG & HS- progress report for November meeting

Ladies night sub committee will meet on 10-27-09

Next meeting to be held on 11-10-09 at 5:30 pm at the HPL

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