

Minutes of the Hooksett Public Library Trustees
November 10, 2009, 5:30 pm
Unofficial

Call to order at 5:33 pm

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

Secretary's Report minutes reviewed from 10-13-09 meeting. B. Davis made a motion to accept L Kleinschmidt 2nd it. Approved by all.

Treasurer's Report-2009-2010 budget was reviewed.

Library Director's Report

Circulation report was reviewed

The library page will be out for knee surgery.

Out of School Suspension program discussed.

Unfinished Business

Facility

HVAC maintenance and upgrades Valves has been taken care of.

Panic button for the front desk and GMILCS H. Shumway has recommended that we go with a wireless panic button system and has obtained an estimate from East Coast Security for \$943.00 includes base system, installation, and 5 key fobs. B. Davis made a motion to purchase the wireless panic alarm system from East Coast Security for \$943.00. 2nd by M. Broderick Approved by all.

Roof warranty-expired 10/26/2009

Procedure manual for facilities issues has been created and will be updated going forward.

Shelving has been ordered for the proposed Teen room, large print extension and the open stack room. Should arrive in a couple of weeks.

B. Davis made a motion not to exceed \$600 to paint the proposed teen room expended from the Greenough Grant. 2nd by L Kleinschmidt. Approved by all.

B. Davis made a motion to spend \$300 to paint and fix the open stack room from the book sale money. 2nd by L Kleinschmidt. Approved by all.

Fireproof file cabinet has been cleaned and are being used

Illegal parking at library-signage-has been ordered by Park & Rec. H. Shumway to report back in an update when it has been completed.

Rear outdoor lighting timer has been installed.

Update on exterior drainage issues on east side of building Highway Department has worked on drainage and believes it should be fine. Staff needs to do visual examination during periods of rain.

Snow plowing –M Farwell, Dale Hemeon and Carol Granfield met with board members of MSM to work on resolving the issue. As of 11/10/09 there is still no written agreement

Insurance certificates- GMILCS is working on obtaining.

Other unfinished business

Subcommittee Reports

Marketing a work in progress

Ladies Night Out-letters have been sent out to new vendors and prior vendors. Next sub-committee meeting December 1, 2009

Christmas Party-T. Hooker meeting with Lee Ann & Vickie on 11-12-09 at 4:00 pm to discuss

New Business

Acceptance of donations-

Wal-mart donated \$1500.00 for public computers. B. Davis made a motion to accept

M. Broderick 2nd it. Approved by all.

Library will start having a weekly column in The Hooksett Banner

Children's Librarian posting update-resumes have been received. H. Shumway to start interviewing candidates. H. Shumway to e-mail the trustees the interview questions she will be asking.

H. Shumway to email her goals to the trustees for them to review. Administrative Ass't to report her duties to H. Shumway and then forward to the trustees

2010-2011 budget was reviewed.

Tree removal deferred until we obtain a 2nd estimate.

Technology Plan MG & HS- deferred until December

Patron confidentiality policy was discussed and reviewed. -L Kleinschmidt made a motion to adopt the HPL Rights & Responsibilities of the Cardholder. B. Davis 2nd it. Approved by all.

Hooksett Jump Start Readers-H. Shumway to have a meeting with the organizers of the program. Trustees instructed the library director to wait for clarification from the organizers and the hiring of a children's librarian.

Personnel policies update-M. Farwell is reviewing the town policies and other libraries' personnel policies. LGC is holding a personnel workshop on 11-18-09. M. Farwell and H. Shumway will be attending. A work in progress.

NELA conference discussion deferred until December

A meeting will be held on 11-18-09 at 6:00 at the HPL

Next regular meeting to be held on 12-08-09 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