

**Official Minutes
Hooksett Public Library Trustees Meeting
January 19, 2010**

Call to Order 5:42 p.m.

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

Secretary's Report

Barbara Davis made a motion, seconded by Linda Kleinschmidt to accept the minutes of the December 16, 2009 meeting. Approved by all.

Approval of the non-public meeting of December 16, 2009 postponed until the regular February Trustee's meeting.

Treasurer's Report

Accepted as presented

Library Director's Report

Circulation is down slightly for the past few months. H. Shumway will discuss possible causes with library staff. Email subscribers are up from last year.

Volunteer Denis Hall passed away; he will be missed. His daughter is setting up a memorial donation for the Library.

GMILCS Technology Librarian has resigned. Job posting and interviews will be set up.

The Library has been contacted for a meeting room space for a child's birthday party. This type of usage is currently not part of our meeting room procedure. We are planning to review meeting room procedures in the near future so we will approve this particular request as a trial library program and evaluate following the event.

There have been several requests for smaller meeting room space.

Unfinished Business

Facility

Panic buttons -Response process is as follows: press the panic button, signal goes to the receiver that sends a signal to the alarm company who then contact the Police Department dispatch. Police respond immediately.

Shelving update

Shelves are in. Teen room is up and running. Downstairs shelving is also in use.

Illegal overnight parking at library

Everything looked good the last few storms. Highway Dept. has had no problem plowing that is visible.

Insurance certificates

GMILCS certificate is on file.

Tree removal

Collins Tree Removal - 7 trees removed. Stumping will be completed in the spring. Separate billing will be sent for the stumping when completed.

Library sign

M. Farwell and M. Broderick should plan to meet with C. Granfield regarding Library sign.

Library Director Goals

H. Shumway passed out the plan through June 2010. Trustees to review and evaluate.

Other unfinished business

M Farwell updated board on status of relocation efforts of the OSS Program. There is a meeting scheduled on January 27th with the Superintendent of School, Town Administrator, Police Chief and OSS Coordinator. Superintendent of School will keep us updated. Our position remains that the program should be relocated due to lack of dedicated space at the library, isolation of the room housing the program and temperature of the room housing the program. As a result of an ambiguous statement in the Town Council minutes, the Board approved a draft letter stating our position.

Job Search database purchased. Available at the Library and through remote access.

Subcommittee Reports

Ladies Night Out

Vendors look good. 8 or 9 spaces are available. Has contact from several previous vendors who have either lost or misplaced their registration forms.

Christmas

Mrs. Claus was a hit. 100 children attended. More information will be presented at the next meeting when T. Hooker is present.

New Business

Acceptance of donations- No donations to report

Discussed borrower statistics and potential report development

Children's Librarian-J. Petro-Roy started on 1/18/2010.

Benchmarks for children's librarian-Trustees and Director discussed, changed and added target dates for J. Petro-Roy's six month probationary period. H. Shumway to contact Stratham Library and has already been in contact with Manchester Library regarding mentoring for J. Petro-Roy. S. Foster will bring J. Petro-Roy to the GMILCS Children's Librarians meeting on Friday.

Technology Plan-

2009-2012 Technology Goals, Objectives and Activities for Library, including staff development and public access discussed and reviewed. H. Shumway to report in July on progress of the implementation of the Technology Plan. H. Shumway and M. Glisson will update to show recent (after report was generated) changes and report back to Trustees by the next meeting.

Disaster Plan-

Trustees reviewed Disaster Plan. Changes and additions were discussed. Plans discussed for where copies of this document should be placed. Calculate replacement cost for collection. Trustees will review again and discuss at February meeting.

NELA conference- H. Shumway will email.

Greenough Grant ideas- will be discussed at next meeting

Other new business

Motor Vehicle record check discussed. Should we require for new hires? Discussion about the use of private vehicles for Library business. Discussion to be continued at the next meeting.

Donations for the meeting room- G Longfellow stated at a Town Council meeting that a citizen had told him that the Library was charging for use of the meeting room. MF spoke with the citizen who said that there is a statement at the bottom of the meeting room sign up form asking for donations. The actual wording on the form is as follows: "To help defray the costs of room upkeep, please consider making a donation. Thanks!" The Trustees reviewed the wording on the form and still find it very appropriate, as there are expenses associated with meeting room use and we are appreciative of any donations received, which are strictly voluntary. We DO NOT charge civic organizations for use of the room.

Upcoming meetings:

February 2, 2010 5:15pm at the library

February 9, 2010 5:30 pm at the library

Motion to adjourn at 8:35 p.m. by Mac Broderick, seconded by Barbara Davis. Approved by all