

**Official Hooksett Public Library Trustees Meeting  
May 29, 2007 5:30 PM**

**Call to Order 5:45pm**

**Non Public Session-** Mary Farwell made a motion at 5:44pm to enter into nonpublic session under the provisions of RSA 91-A:3IIa The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has the right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted and b) the hiring of any person as a public employee. Tammy Hooker seconded the motion. A roll call vote was held and the motion passed unanimously.

**Present: Mary Farwell, Chairperson, Mac Broderick, Barbara Davis, Treasurer, Mary Leger, Secretary, Tammy Hooker, Heather Shumway, Director, Barton Mayer, Legal Council, Paul Cecilio Hooksett Police Dept**

The Trustees and Director met with Paul Cecilio to inquire that Trustees are doing everything correctly from a criminal report standpoint. Paul left the meeting at 5:54pm.

Motion was made by Tammy Hooker not to divulge the details at this time so we do not embarrass someone other than person on the board. Seconded by Barbara Davis.

Roll call vote, motion to exit nonpublic session at 6:07pm by TH, seconded by BD.

**The Trustees and Director emerged from nonpublic session at 6:07 PM. The Trustees Issued the following statement: The nonpublic minutes would not be divulged at this time, in accordance with RSA 91-A:3IIa**

Motion to adjourn by MF and call to order 6:13pm

**Secretary's Report-Approved and filed**

**Treasurer's Report-**Reviewed expenses year to date, discussed expenses looking forward

**Library Director's Report-**Nothing to report at this time. Will from this week forward send a weekly report.

**Information items**

**Unfinished Business**

Budget—Discussed status of bottom lines through this month

Locking cabinets-status—BD will call the company tomorrow—it was supposed to have been delivered last week. Facility

HVAC-end user system on order?

Carpeting—Discussed putting it out to bid now to be back end of June, with a projected install date of approx Sept '07.

Trees—Mike Sorel suggested calling one of the Duhaime brothers. Gem Evergreen has done a walk around and made suggestions on pruning.

Masonry-MF to ask Garden Club members for suggestions and will make a call to get a name of a mason who may have called her when she was on vacation.

**Policies-**

Review and/or adopt selected personnel policies—Voted to forward them to Bart for review.

**Library Easement & Sign MB**

Report on planning Board Meeting-- At 6:10pm Mike Sorel joined the meeting to discuss site plans for sign. Easement location is generous in size, but will most likely need sitework. Mike recommends that Trustees request the easement deed be recorded. Also suggest that Trustees should request new language in the easement of Mount Saint Mary's LLC that in the future, no other signs may be placed in the line of sight of our sign.

Status of job descriptions and performance appraisals- **HS**

## **New Business**

Acceptance of Donations

Security

Keys-- Locksmith will be in tomorrow per HS. Will be creating new locking system.

Computer Issues—HS spoke with Arcomm—will provide a maintenance contract. He needs to make security suggestions to us. TH suggested a copy be made by PC Masters.

**HS** will speak w/other libraries regarding how they handle computer security.

Hiring/Staffing—Explored options for circulation desk coverage during Kayla's absence.

Museum Passes—

## **Items we are tracking**

Programming evaluation

Website upgrades-progress

Library Trust Funds

Portable check out for Coffee House

Moving desk in reference area

Museum passes-survey

Books for Babies Progress report—status of program-HS to report in June on whether expanding program to toddlers and urging front desk staff to be proactive has been effective in increasing participation.

Insurance-TH

List of questions for David Jodoin

Creation of Library personnel manual

Policies

Holiday, vacation, Meeting Room

Preparation for Trustee Retreat

Feedback from HS on her online program

Monuments-boundary markers-MB

To be finalized in the spring with Amy Alexander

Wireless Internet policy

Wish List Items(audio books, DVD's etc) possible Banner articles

Volunteers

Recruiting

Criminal Background check

Grant Opportunities 2007-2008

**Next Library Trustee Meeting Tuesday June 12, 2007 5:30pm**

