

**Unofficial Hooksett Public Library Trustees Meeting**  
**June 26, 2007 5:30 PM**

**Call to Order**-5:44pm

**Non Public Session**-none

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

**Treasurer's Report**-Reviewed expenses year to date

**Library Director's Report**-Updates received

**Unfinished Business**

Annual Report to the Town-**HS** will have it done by June 29th

Budget-**BD** and **MF** will meet tomorrow night to finalize wage categories based on warrant article on wages from May 8th

Locking cabinets- **BD** passed out copies of keys.

Facility

HVAC-

End user system-**HS** called Paul Santini to check status—will report back

Kinney roofing- to clean roof- timing—**HS** to call Skyline

Service contracts vs warranty information—**MF** has spoken w/Phil from KPMB and will meet w/MB regarding service contract for HVAC

Carpeting—**TH** has three sealed bids which we examined. Voted and agreed to defer discussion until July meeting.

Painting—**ML** offered to call a local paint store for referrals. **HS** has the name of a group of painters who will provide a quote. **ML** will call two local paint stores this week to get some names. Will have them contact **HS** at the library for details.

Trees—**TH** to mark trees

Masonry-**ML** reported that Corriveau Routhier gave her the names and numbers of six masons. She has left messages for three of them and so far no one has returned her call. She called Corriveau Routhier back to see if any masons specifically prefer small jobs. **ML** will contact the remaining three masons 6/27 and will send an email update to all by the end of this month. In the meantime she took digital photos of the front steps that can be emailed to masons. Will also call Harold Murray to get a name per **MF**.

Policies- Review and/or adopt selected personnel policies- Vacation, holiday etc --(Vacation) Trustees discussed options and the possibility of changing the limit number of number of hours that can be accrued. Voted and agreed to make the limit 280 hours. Revised holiday policy unanimously adopted, effective 7/1/07 --(Holiday)—Trustees clarified banking of holiday hours won't occur until each holiday date passes. Revised holiday policy adopted unanimously, effective 7/1/07

Library Easement & Sign **MB** & **MF**—Discussed details of meeting. **BD** made a motion that the Board of Trustees authorize to empower **MF** & **MB** (sign & easement subcommittee) and give authority to make decisions for the board and sign on our behalf in the event a quick decision is needed. **TH** seconded the motion. Voted and all agreed. Also agreed that taking a left out of the proposed driveway onto 3-A is dangerous.

Report on Planning Board meeting—**MF** reported that the hearing on the 3A development retail plan was deferred until the July 16, 2007 Planning Board meeting.

Status of job descriptions and performance appraisals- **HS** has rough drafts completed.

Will perform them on July 10 and 11. **Will report to trustees on the 10<sup>th</sup>.**

Security

Keys—**BD** passed out new keys

Computer Issues—**HS** called Steve today who said he would resend details today

**HS** will call him back in the morning. Board voted to hire **PC**

Masters to perform maintenance on the network.

Hiring/Staffing—**HS** reported that Sarah and Pat have started working. Kayla's return is about a week away.

**New Business**

Election of Officers—Proposed Slate of Officers:  
**MF**-Chairperson

10/24/2007

ML-Secretary  
BD-Treasurer

MB made a motion to accept the slate of officers, TH seconded. Motion carried unanimously.

Acceptance of donations-none

Trustees' Annual Report to Town-MF, BD and HS meeting 6-27-07 to finalize report

Job description and task list-AD. HS reported that examples are being examined.

**HS** needs to present the job description on our August meeting date. She will create a packet for us. That will be completed by July 30<sup>th</sup>.

Job and wage classifications-**HS** will have it turned into Mary at Town Hall by June 29.

**Items we are tracking**

Programming evaluation

Library Trust funds

Portable check out for CDs at Coffee House

Moving desk in reference area

Museum passes- survey

Insurance-TH

Trustees Liability insurance

List of questions for David Jodoin

Creation of Library Personnel manual

Policies

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, DVDs etc) possible Banner article

Volunteers

Recruiting

Criminal Background checks

Grant Opportunities 2007-2008

**Motion to adjourn at 8:20pm Motion carried unanimously**

**NEXT meeting July 10, 2007 5:25pm**

