

official

**Hooksett Public Library Trustees Meeting
July 10, 2007 5:30 PM**

Call to Order- 5:45pm

Present: Mac Broderick, Barbara Davis, Treasurer, Mary Leger, Secretary, Tammy Hooker, Heather Shumway, Director.

Excused: Mary Farwell, Director

Non Public Session-None

Secretary's Report-Approved and filed

Treasurer's Report-HS provided an up to date year end report, and she and BD are meeting tonight to finalize numbers for year's end.

Library Director's Report-HS will continue to send weekly updates

Unfinished Business

Budget- final totals for 2006-2007—HS and BD meeting tonight to finalize numbers for year's end

Trustee Locking cabinet- status—**HS** calling locksmith tomorrow. Will report to trustees Facility

HVAC-

End user system- status—HS reported that start date is late July.

Skyline roofing- to clean roof- timing—**HS** has not heard back from Skyline—will check w/them tomorrow and let us know.

AC Start up service with KPMB- HS stated that they will be here by 7/20.

Revised Service contract through Jan 2008 from KPMB- HS has received the service contract for us to review. HS questions why our Keyspan bill is so high for June 07 and June 06 there was a zero bill

Carpeting—MB suggests deferring carpeting issue until after Garden Club program, and roadwork completion

TH will speak w/Dennis

Painting—ML went to Queen City Paint to get referral names and has called and spoken with three painters who say they will come in this week to look at rooms and provide estimates. ML will follow up and keep trustees posted.

Trees—**TH** has marked the trees and is still trying to make contact w/Dale. Will keep us posted.

Masonry—ML has spoken with Richard St Cyr who came up to look at the steps that need to be repaired. Although he can't find the same edging, he dropped off a sample of a metal edge covered in slip proof material that he can bolt into place. Trustees voted and agreed to go ahead with his idea if and when his estimate looks good to us. ML left a message for him tonight that we need his estimate as soon as he is able to provide it so we may be able to move forward. ML also let him know that there are two spots on the steps where the current edging has come loose and also needs to be included in the estimate. Trustees voted to authorize if estimate is under \$1500.

Library Easement & Sign—MB discussed status of issues. MB asked HS for patron complaint feedback

Status of job descriptions and performance appraisals- HS reports that the reports are all written and she did meet with Mark today. Will complete all reviews which are scheduled this week when the employees are available. Summary of pay and benefits will be included and will update trustees by week's end

Computer Issues- network maintenance performed—HS reported that the public computers will be worked on this week.

Website—HS reported that now that she is back from vacation, Mark is working with Dreamweaver and will work through Friday after acquisitions are complete. BD offered Ben's assistance this week if necessary

Computer Policy—TH questioned the status of the policy that Bart is working on MB stopped at Blockbuster to see if they would like to donate used games. They directed him to corporate.

Other unfinished business

New Business

Acceptance of donations-None to report per HS

10/24/2007

Job description and task list-AD—HS has provided Trustees with info from other libraries.
She will bring two scenarios to us next month.
Other new business

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—MB suggested that we all think about companies
 that may offer grant opportunities

Motion to adjourn 7:25pm

NEXT TRUSTEE MEETING Tuesday August, 14, 2007 at 5:30pm

