

Hooksett Public Library Trustees Meeting
August 14, 2007 5:30 PM

Call to Order: 5:39pm

Present: Mary Farwell, Chairperson, Mac Broderick, , Tammy Hooker, Mary Leger, Secretary, Heather Shumway, Director.

Excused: Barbara Davis, Treasurer

Non Public Session: None

Secretary's Report: Approved and filed

Treasurer's Report: HS reported--GMILCS dues increase:

GMILCS Formula is based on five components:

Acquisitions spending, including grants and fine monies

Number of staff stations

Number of titles

Number of items

Total circulation

The formula is intended to reflect general use of the system.

Corepack for database purchases is based on :

Number of borrowers

Population of the town – database vendors base their pricing on the potential number of users.

Median income of the town

HS asked us to remember that we have a \$400,000 library automation strike GMILCS system that we pay about \$12,000 a year for, and we have two staff people to run it for us (GMILCS). Monthly deposit log reviewed. MF asked **HS** to find out how we about how we compare on acquisitions per capita to other libraries our size

Library Director's Report: HS is providing updates on a weekly basis.

Also, HS mentioned that she and Marilyn are going to be interviewed by Robin Cabot from Washington DC/Web Junction regarding their use of it.

Unfinished Business

Trustee Locking cabinet- status—HS reported that she found an unused cabinet here that will work.

Facility

HVAC-

End user system- HS reported that she has been trained, has a user manual, is able to call for help if needed. She has knowledge and is able to regulate the upstairs. Downstairs is another story.

AC Start up service with KPMB- HS says Phil was here last week to check performance.

Revised Service contract through Jan 2008 from KPMB- Received contract through Jan 2008 signed and sent back.

Carpeting—On hold until an undetermined date.

Painting-HS reported that we now have seven bids. On 8-3-07 ML called bidders to thank them and advise that we are meeting mid August, painting date unsure, will keep them advised of decision. We decided to put the painting on hold **HS** will contact the painters who provided bids.

Trees—Per TH trees are still standing. **HS** to make a call to check.

Masonry-ML reported that work has been completed and bill was left w/HS

Library Easement & Sign MB & MF

MF reported that she and Michael Sorel attended the Planning Board meeting on August 6, 2007. Mr. Sorel presented his credentials to act as a consultant to the Library with respect to real estate issues. Mr. Burd, the engineer from 3A Development told the Planning Board said that he would be sure that the proposed replacement easement would be staked by the end of last week. As of today at 5 PM, this has not been done in the manner (stakes and connecting ties) that was present prior to the construction. Despite our best efforts, the Library as of today does not have a replacement sign easement and there is no

information forthcoming from 3A Development about a new sign. MF met with Rene Labranche from Stantec and Dale Hemeon, Superintendent of the highway Department to discuss the easement issue and they are aware of the situation.

MB reported that at his meeting a plan was presented for approval. All easements were not on the plan. Access easement needs to be included.

The Library Trustees reaffirmed their authorization for Michael Sorel to continue to act as a consultant for the Library with respect to real estate and easement issues.

Computer Issues—Still having problems. HS will check further.

Website- HS reported that Mark will have it finished tomorrow.

Other unfinished business

New Business

MF to call Jim Levesque re estimate for electrical services /granite sign

TH to call PSNH to see about how we can be more energy efficient/energy saving audit

HS to contact John, Phil (KPMB), Sean (A&E) and Todd (Control Technologies) to set meeting date to discuss utility bills (after her vacation). She will also start a list of issues.

Acceptance of donations—Model T \$30, Greenough Grant \$1928.64 voted and agreed to accept.

Job description and task list-AD—HS provided outlines which we discussed and revised.

Staff meeting with Liz Dionne –postponed until a later time

TH suggests that we think about applying for a Walmart Grant and using the money for a CD storage unit of some sort. **MB** offered to work writing the grant.

HS to check on YA circulation figures and email us

MB suggested that **HS** mention to the teachers that we have numerous copies of their summer reading program books and we would love to let the families know that if they would like to donate their books we could use them as we had a waiting list.

HS to call A&E for October start up

MF to provide HS with book from the State Dept of Education

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

Next meeting Tuesday September 04, 2007 5:30pm

10/24/2007

