

official

**Hooksett Public Library Trustees Meeting  
September 4, 2007 5:45 PM**

**Call to Order :** 5:45pm

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

Guests: Gene Beaudoin, FELDCO and Debra Brewster, TFMoran were given a tour of the Library and gave a brief presentation about their financing plan for the Cabela's project. The trustees offered them the opportunity to set up an informative display in the library and also offered to make a meeting room available to them for their public information sessions. They will work with HS to arrange dates. Michael Sorel, real estate consultant to the Hooksett Library Trustees, then escorted Mr. Beaudoin and Ms. Brewster on a tour of the library grounds.

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

**Treasurer's Report**-Approved

**Library Director's Report**—Weekly updates have been received

**Non public Session:** Deferred until later this evening

**Unfinished Business**

Facility

HVAC-

End user system- status-HS reported that Mark is working on accessing the IP address. He knows who to contact and HS will keep us posted.

Meeting with vendors—Still waiting to hear from everyone concerned.

Trees—TH sent an email to Dale and is waiting to hear from him. Rene Labranche, Town Engineer identified the two additional trees at the eastern boundary of the property as ours. TH emailed Jodie and is waiting to hear back.

Library Easement & Sign MB & MF—MB explained the meeting he attended with

Rene Labranche, Town Engineer from Stantec, to discuss sign issues. Trustees voted unanimously to approve the proposed new sign easement area and signed a letter to Bart Mayer, Town Attorney, conveying this approval but also expressing concerns about the language in the easement document and asking him to amend the language to address our concerns.

Computer Issues-HS reported that Dick Lambert, computer consultant, who has worked with other libraries came in last Friday. TH asked if we need a contract with him, HS to check. He is working on the list of issues to work on. BD to check on whether her son can help with the children's computers. TH's husband also might be able to assist.

Website-It is complete per HS

**New Business**

Acceptance of donations-None at this time per HS

Review of files—BD would like to review files this fall.

Staff development budget—Deferred until October meeting.

Christmas Holiday—HS talked to the FT staff. They would like to be closed early 12/24 Monday, 12/25 Tuesday(closed)and 12/26 Wednesday (closed). After discussion with the Trustees about various options, HS will discuss options with staff members and report to Trustees at the October meeting

Staff meeting with Liz Dionne—She will meet w/staff in October.

Monuments- boundary markers- MB will meet w/Renee to find the one last marker.

Statistics-HS

YA Circulation figures HS—Did not get to it this month. Deferred until October.

Acquisitions and circulation per capita as compared with libraries in other towns our size  
Deferred until October,

Grant Opportunities 2007-2008-MB and HS will collaborate during the next week. CD shelving is needed. MF to email pictures from the Denver library to HS. Voted and agreed to do a matching grant.

PTA Newsletters—Mark had them at the school on time for distribution.

Library Book Sale is on the website—Saturday, October 27th.

Mary Farwell made a motion at 7:49 PM to enter into nonpublic session under the provisions of RSA 91-A:3IIb The hiring of any person as a public employee)and RSA 91-A:3IId Consideration of the

10/24/2007

acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.

Mary Leger seconded the motion. A roll call vote was held and the motion passed unanimously: Mac Broderick, Mary Leger, Barbara Davis, Tammy Hooker, Mary Farwell

Roll Call Vote: 7:49PM

Mac Broderick made a motion to exit nonpublic at 9 PM , seconded by Tammy Hooker

A roll call vote was held and the motion carried unanimously: Mac Broderick, Mary Leger, Barbara Davis, Tammy Hooker, Mary Farwell

The Trustees and Director emerged from nonpublic session at 9:00 PM. The Trustees issued the following statement: The nonpublic minutes would not be divulged at this time.

### **Items we are tracking**

- Carpeting

- Painting

- 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

- Wireless internet policy

- Wish list items ( audio books, DVDs etc) possible Banner article

- Volunteers

  - Recruiting

  - Criminal Background checks

NEXT MEETING TUESDAY OCTOBER 9, 2007 5:30pm

