

Unofficial Minutes
Hooksett Public Library Trustees Meeting
October 9, 2007 5:30 PM

Present: Mary Farwell, chairperson, Barbara Davis, Treasurer, Mac Broderick, Tammy Hooker, Mary Leger, Secretary, Heather Shumway, Director, Mike Sorel, Guest

Call to Order 5:45pm

Non Public Session-Deferred

Secretary's Report-Approved and filed

Treasurer's Report-Approved

Library Director's Report-Weekly update have been received.

Guest- John Deachman - Attorney representing 1663 Hooksett Road LLC-

& Tony Marcotte P.E. Bedford Design Consultants MF requested business cards and made a motion that the trustees ask Mr. Deachman to provide a written proposal of what his clients want to do. TH seconded the motion. Trustees voted motion carried unanimously.

MF asked that Mr. Deachman send documentation showing his authority to act for Mt. St. Mary Condominium Association with respect to easements and to also include the documents that he asserts would allow for discontinuing our present easements..

HS gave her business card and John gave his. Expect written proposal by 10/20/07. John gave a hard copy of an old memorandum between the College and the Town dated 1998 that Mr. Deachman asserts includes rights about easements.

MF to contact Bart w/details of our conversation with Mr. Deachman with copies to (Joanne Duffy/Michelle Bonsteel, Planning Board Chairman Richard Marshall, David Jodoin, etc.)

Unfinished Business

Facility

HVAC-

Utility bill comparison-HS provided PSNH and Keyspan usage data.

Trustees agreed the experts need to be present to figure out the reason for the increase in usage. .

End user system- status-MF has questions—**HS** to advise Trustees.

Meeting with vendors—**MB** to schedule and advise. Need to discuss regular maintenance. Warranties & coverage

as well. What do we need to do at the end of the warranty period? Effectiveness of variable volume system needs to be discussed. Can we go back in time and recover temperature histories?

Trees-MF spoke w/Dale. He will be able to come each Thursday morning to remove a few trees at a time.

Library Easement & Sign MB & MF-MB reported that Bart received updated language for the proposed new sign easement and approved it. 3A Development need to go before the Mount Saint Mary's condo board to get this approved and then needs to record the new easement with the Merrimack County Registrar of Deeds MF email Jeff Robinson/Property Manager for Mt St Mary's questioning if an appointment has been set and requesting that the Library Trustees be invited to that meeting.

Has not heard back as she sent the email today.

Metes and bounds description for the directional sign easement at the northeast corner of College a Park Drive and the driveway to Mt. St. Mary's and the Library is expected to be sent to Bart tomorrow- if he approves, 3A Development needs to record this new easement at the Registry of Deeds

Computer Issues-

Network maintenance performed-HS reported that Dick Lambert is working on the computers with the help of BD's family, and is working with Mark.

Computer purchases for 2007-2008--MF suggests using Dick Lambert's help if he would agree to work as a consultant.

TH suggested looking at leasing as well as buying. MB questioned if there is an obligation as a result of the Gates Grant gift money to be used for computers. **HS to advise.**

New Business

10/24/2007

Acceptance of donations—per HS-\$30 from Model T Club. BD made a motion to accept, seconded by TH. Voted and agreed by all Trustees.

Job description and task list- Adult Librarian—Trustees looked over revised job description to be put on the Library’s website and posted on Simmons and URI’s job list.

Abbreviated version will go into the newspapers.
MF suggested amending it by adding the salary range and length of post.

Staff Goals/Merit increases—HS created an outline for each employee specific to their job.
Will keep working on it.

Review of Files- Date to be set after meeting date set for heating.

Staff development budget—HS elaborated on the philosophy of supporting the staff.
HS is requesting partial funding to attend the PLA in March. Trustees agreed we are willing to entertain the idea.

Christmas Holiday-HS spoke w/staff. Would like to close at noon Christmas Eve and be closed on the 26th. New Year’s Eve the Library will close at 5:00pm.

Bank service charges—All taken care of per BD.

Art and Display policy—MF has a file with revolving exhibit forms. Trustees agreed to adopt the Amherst Library’s form. ‘Release and Discharge Form/Display of Loaned Materials. BD made the motion to adopt it MB seconded the motion.

Book sale displays—HS suggested using an old display at the book sale to showcase Library materials to be highlighted. ML to email list of businesses who helped out by advertising on their electronic signs to TH. Discussion ensued as to how we might encourage book sale customers to sign up for library cards (door prize etc)

Staff meeting with Liz Dionne—HS reported that they were reminded about details and plans available as far as retirement, and other benefits available through the town, etc.

Monuments- boundary markers- MB—Will have info for the November meeting.

Grant Opportunities- Wal-Mart 2007-2008-MB---HS will email MB info on Wal-Mart Grant.

Scouting Material—TH reported that Jason Hyde has possession of Scout material.

Meeting Room -TH wants to initiate a tracking system to find out who books and doesn’t show. HS will check with staff to ascertain how much of a problem this might be.

Voting Day Library Card Sign-Ups---HS would like to be present at the school on Voting Day to sign up new subscribers.

Prebuy for Gas—BD researched and suggests that the prebuy rate is too high.

Outdoor Pots—MF suggested putting the job of watering the potted plants given to us by the Hooksett Garden Club on someone’s task list. Revisit topic for March meeting.

Budget—HS will email preliminary to us by 10/19.

Non Public Session—

Mary Farwell made a motion at 9:28 PM to enter into nonpublic session under the provisions of RSA 91-A:3IId Consideration of the 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., and RSA91-A:3Ile, Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof, or against any member thereof because of his or her membership in such body or agency, until the claim or litigation has been fully adjudicated otherwise settled. Any application filed for tax abatement, pursuant to law, with any body or board shall not constitute a threatened or filed litigation against any body or board or agency for the purposes of this subparagraph.

TH seconded the motion. A roll call vote was held and the motion passed unanimously.

A motion was made by BD, seconded by TH, not to divulge the minutes at this time because divulgence of the information likely would affect adversely the reputation of any person other than a member of the body or agency itself, or render the proposed action ineffective, or pertain to terrorism, more specifically, to matters relating to the preparation for and the carrying out of all emergency functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life. This shall include training to carry out such functions. In the event of such circumstances, information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply." A roll call vote was held at 9:38 and trustees voting not to divulge.

MF made a motion to exit nonpublic at 9:39 PM, seconded by ML.

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

The Trustees and Director emerged from nonpublic session at 9:45 PM. The Trustees issued the following statement: The nonpublic minutes would not be divulged at this time.

Items we are tracking

Statistics-HS

YA Circulation figures HS

Acquisitions and circulation per capita as compared with libraries in other towns our size

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

Volunteers

Recruiting

Criminal Background checks

NEXT TRUSTEE MEETING Tuesday November 13, 2007 5:30pm.

