

Official

**Hooksett Public Library Trustees Meeting
November 13, 2007 5:30 PM**

Call to Order: 5:36pm

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

Non Public Session-deferred until later in the evening.

At 9:10PM Mary Farwell made a motion 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:3IIId 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.

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, Heather Shumway

Roll Call Vote: 9:12PM

Present: Mary Farwell, Chair, Barbara Davis, Treasurer, Mac Broderick,
Tammy Hooker, Mary Leger, Heather Shymway

The Trustees and Director emerged from nonpublic session at 9:40 PM. The Trustees issued the following statement: The trustees voted and unanimously agreed to hire Jean Dwyer Dallman.

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

Library Director's Report—**HS** reported details on staff and building security that were given at the NELA Conference. She will check with security company to see that we have a motion detector. **She will report to us by email.** She will also doublecheck the HPL CBC use line. TH has requested that **HS** report next month on the number of hits that occur on the website by page for next month.

Unfinished Business

Facility

HVAC- HS reported that Sean advised her that the main thermostat which is located outside is broken. MF suggested that she give him a deadline of Nov. 16 to get in touch with John with details. HS said that we have warranty info but we have no maintenance contract. MF suggested that **HS call John** within 36 hours with questions and report back to us by email.

Library Easement & Sign MB & MF—MF reported that the directional sign and access easement seems to be finalized. Rep from 3A Development and Library Trustees need to sign. **MF** to make some calls and report back. (This was the agreement made at the October 9 2007 meeting with Mr. Deachman:

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.)

Keyspan Energy Audit—TH reported that she called PSNH and they will contact HS for free energy audit.

Computer Issues-

Status of network maintenance project—Per HS—everything has been working well.

Gates Grant obligations-- HS sent an email to inquire& continues to make a solid effort to follow up regarding necessary obligations. Has not yet found anything---will keep us posted.

Computer purchases for 2007-2008- Leasing vs buying. MF asked for suggestions on how to proceed on making this decision. **HS** will ask SNHU. **MB** will try to get info as well. **MB** suggested asking the computer consultant how we would go about a 2 or 3 year plan. **HS** would like to first have **MG** check with other libraries. **HS** will have a report for us for the January meeting.

Hiring—HS reported that she has three interviews set up during the next two weeks. Will discuss at December meeting.

Budget—Reviewed and discussed the budget line items.

Staff goals/ merit increase—HS has created plans which she will bring to the table on the 27th. **BD** suggested that **HS** do appraisals in annually before May 31st. MF would like all employees to have a goal setting session with **HS** by 1/1/08. Voted and agreed to accept this plan.

Book Sale Review- what worked and what did not

Marketing (signs around town, publicity to schools, display case, initiatives to get attendees to sign up for library cards etc)

Boy Scout Display Case—**BD** made a motion to have the Boy Scouts come to pick up the case. She will send an email by the end of the week. **ML** seconded the motion.

Monuments- boundary markers- **MB**

Grant Opportunities- Wal-Mart 2007-2008-**MB**

Meeting Room- HS to report on issue of # of groups who book and do not use the room

Other unfinished business

New Business

Credit Card change—HS is going with an Amazon credit card which offers 3% back.

Notary—HS and **MG** are working to become notaries.

Acceptance of donations

NELA Conference **HS**

PLA

Statistics-**HS**

YA Circulation figures **HS**

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

Volunteer Policy—**TH** gave **HS** a policy for **HS** to look at. They will talk about it together at one point.

Emergency Closing Policy—**TH** provided us with a policy. After review of this policy the trustees voted and agreed to accept the policy.

No Shows on Room Bookings—**HS** reported a 10% or less. Will continue to track using the software.

Other new business

NEXT LIBRARY MEETING TUESDAY NOV. 27th 2007 5:30pm

