

**Hooksett Public Library  
Board of Library Trustees  
December 11, 2007**

Meeting called to order at 5:40

Present: Barbara Davis, Tammy Hooker, Mary Farwell

Excused: Mary Leger

Delayed: Mac Broderick

Barbara Davis made the motion to approve the December 4 meeting minutes, Tammy Hooker seconded. Passed unanimously.

Treasurer's Report: Reviewed. Discussed concerns about the utility line.  
Credit card from Amazon received and activated.

Fines spending: Large print titles, graphic novels for adults and teens.

Director's report reviewed.

Dick Lambert and Mark are working on back-ups for the library staff computers.

Questions are: Response time, how is it accessed? How long do they keep backups?  
Redundancy of the backups? Who the company is? References for the company. HS to report back to Trustees no later than Jan Trustee meeting.

HVAC:

Reviewed letter compiled by John Karpinski in June 2007 for all items which should be addressed in a preventive maintenance agreement. The board is looking for a liaison to assist with understanding and maintaining the HVAC system. Question for A&E: What happens to the boiler in the non-heating season? Is it shut off at the end of the heating season?

Easement and Sign: The easements have been recorded, the originals will be returned to David Jodoin at town hall.

Energy audit compiled by subsidiary of PSNH should be submitted by the end of this week.

The library has a number of motion sensors in the building and it is the opinion of the security company that we are safe and secure.

Heather will call the 99 Restaurant to follow up on the grant request we submitted. HS to report to Trustees about progress via weekly report.

Board reviewed the staff evaluations and merit increase numbers. HS to send draft of HS goals to Trustees by 12/18/07. HS to report to Trustees on staff goals to be effective 1/1/2008 via weekly report.

The Walmart grant applying for funds for CD shelving was granted and the check is now in hand.

Voicemail concerns: Heather forwarded the concerns Mary sent to the board to Vision Communications to be addressed. Mary would like a directory listing of each employee rather than a selection menu. HS to report back to Trustees via email by 12/ 20.

Heather's application has been submitted for notary. We are now waiting for the notification in the mail. Mark's will be submitted once Heather's is received.

Book sale review:

Mary would like to establish a subcommittee to discuss the book sale planning. Move book sale to tracking items.

Monuments will be moved to the March agenda.

Tammy will amend the emergency closing policy to include the two numbers for town hall to contact.

Wish lists were reviewed. Tammy requested feedback hits on the amazon.com wish list. HS will report at Jan meeting. Heather will review the calendar for requesting fundraising efforts and support of the library.

Barbara Davis made a motion at 7:14 PM to enter into nonpublic session under the provisions of RSA 91-A:3IIb (The hiring of any person as a public employee) Tammy Hooker seconded the motion.

The motion passed unanimously: Barbara Davis, Tammy Hooker, Mary Farwell ,  
Roll Call Vote: 7:15PM

Barbara Davis made a motion to exit nonpublic at 8:05 , seconded by Tammy Hooker. A roll call vote was held and the motion carried unanimously: Barbara Davis, Tammy Hooker, Mary Farwell

The Trustees and Director emerged from nonpublic session at 8:06PM. The Trustees issued the following statement: The nonpublic minutes would be divulged at this time.

The library is very supportive of the Ready for Success program and would like to work with the school board in the future on this endeavor. MF to report back to J McHugh

Discussed the town's maintenance position that was mentioned in the town council minutes. The library board is incredibly supportive of this idea.

Mary Farwell and Barbara reviewed the personnel files. They have been in touch with Liz to review what needs to be in place where and will meet with Heather on January 3 at 6 PM to review their findings.

Discussion of a meeting room request by the girl scouts for an overnight in the library. The board would like more information to determine a decision.

Barbara made a motion to adjourn, seconded by Tammy.

Meeting adjourned at 9:30pm.

Next meeting will be held on January 8<sup>th</sup> at 5:30pm at the Hooksett Public Library.