

Unofficial

**Hooksett Public Library Trustees Meeting
April 8, 2008 5:30 PM**

Call to Order--5:37pm

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

Non Public Session--none

Secretary's Report—Made changes to non-public removing mention of Mary Farwell/conference call being present on last month's minutes. We also elected to hire a new employee, Gerry Ann Dubis, after coming out of non public

Treasurer's Report—BD mentioned that the difference brought up by MF is payroll was prior to the budget report & payroll taxes are next week.

HS to find out about the Remote Access Database fee and email trustees by 4/18/08.

Library Director's Report—HS and trustees discussed staffing levels. HS gave a brief overview of the PLA Conference she recently attended. She also explained inter-library loan numbers. Mark Glisson has been named alternate to the GMILCS board. He will join the meeting quarterly. She is putting in a request for Kids Books in the Arts Grant/CHILIS for the summer reading program.

Unfinished Business

Facility

HVAC- Boiler maintenance

RFP for HVAC maintenance—TH reports that she and HS met with Ray from Cawley School in regards to the Boiler. He recommended **HS** call Control Technology to see if they can connect the boiler to our control panel so that we can monitor the temperature of the boiler to avoid Energy North billing us in the summer. He recommends a maintenance plan. MF suggested having him look over the plan that John had recommended. **TH** to contact Ray for that purpose and keep the trustees posted. Ray did suggest having a warranty inspection done on the roof. **HS** to call the roof people and add it to our weekly updates.

PSNH Energy Audit-Timing—BD made a motion to hire Light Tech. MF seconded the motion, Board voted and approved to hire LightTech. **HS** to call them and will ask how the bill will reflect the payback and if it was to be the same every month. HS was also going to schedule the start of the work.

Signage—**MF** discussed alternative options with trustees. **MB** to seek out info on how to bring the granite library sign up to the front of the library & other sign issues.

Repair of front steps—**ML** to call Roland St Cyr back to look and give estimate for repair of two spots. She will email trustees by 4-15.

Carpet Cleaning—MF recommends having the carpet cleaned at this time. Estimates are in, she thinks we may want to have the downstairs cleaned. MB made a motion, seconded by ML. to hire "The Cleaning Guy" to clean the carpeting in the lower level meeting room. Voted and agreed.

CD shelving—HS spoke with Mike today—he will call her tomorrow with a quote. Trustee's voted to purchase three shelving units

School suspension program-Deferred until July. Invitation to Bethany Chase and Marge Pollack to August meeting.

Review of files- BD & MF to meet HS at 5:30pm 4-15-08.

Computer and other technology purchases—HS reports Polaris will accept our current system.

Her wish list includes a second laptop. MF requested that **HS** send us a list by April 25th including prices. It was also discussed that Mark G. was getting some additional information in regards to establishing a server for the Gates Lab to help extend the life of the lab computers

Finlay grant retrospective—MB explained the understanding of the process as he sees it now.

He explained how we need to be prepared in the future to get it on such an opportunity.

HS and MB explained the procedure. HS thinks it is an amazing opportunity but thinks it will take more time than she and the staff have to put into it. MB offered that in the state 99 museum or libraries have entered. She feels that if it took place a year from now it would have been perfect timing considering staffing issues, etc.

Staff Development/ LGC Training Schedule—**HS** to look into programs and will send a

schedule to Trustees by April 25th. She is trying to plan for one per month. We also discussed the need for perhaps one meeting per month for LGC training and one per month for staff meetings. We also discussed inviting Town Hall to the LGC training when there is a common program or extend an invite to Town Hall that they could use the library for any LGC training they would like to hold. **HS** will discuss it next month.

Nacky Loeb School—Trustees are very supportive of Sarah's attendance to the "How to Write Press Releases" in the near future.

New Business

Acceptance of donations--\$50 donation for Fells membership/Tony Evans. PTA \$50 to purchase a title in honor of Joanne McHugh. Trustees voted and agreed to accept.

National Library week activities—HS reported that Edible Book Club Contest is Sat.

April 12th. Guitar Hero is going on that week as well.

Go Green initiative for Earth Day—**MB** to write a press release. He will email it to HS

by April 11th for submission to the Hooksett Banner **HS** will ask for the recycle trailer to be parked here during school vacation week.

Holiday Schedule for Fiscal Year 2008-2009—BD went over the schedule w/HS. HS suggested that the staff might want to add their ideas. **HS** will advise next meeting.

Staff Goals/performance appraisals—MF asked where we stand with staff goals. HS advised that each of the staff has their own goals to work on. HS is writing a spot check on goals currently. **HS** to bring potential raise allocations to June meeting.

Finance Policy- HS to do a first draft, working with BD and then will bring to the board for our May meeting.

Policy updates- Per **HS** will advise of Finance Policy next month(see above). She gave us a list of policies and the months she wants to have them done. HS gave trustees draft of Code of

Conduct policy for trustee review prior to vote at may meeting. **HS to attach schedule.**

Sarah brought to trustees attention the website that totals the cost of books as if a patron purchased the material they borrowed from the library.

Schedule School Organization Class for Sept.

CPR Training—TH asked if staff is trained. **HS** to check it out and plan a training time.

Painting-HS thinks the priority is the Adult Room. **HS** to acquire samples and asks that we check in at the desk the next time we are in. HS will email the Trustee's the quote info from last summer.

Museum passes- **HS** will email Trustees a list of passes and their annual costs, with the hope that Trustees can find sponsors for some of our passes

Fire Drill- Trustees asked **HS** to contact fire Dept to discuss fire drills for Library

Items we are tracking

Long range planning

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

Trees- pruning- April 2008

Programming evaluation

Portable check out for CDs at Coffee House

Insurance-TH

Trustees Liability insurance

List of questions for David Jodoin

Creation of Library Personnel manual

Policies

Meeting Room

Wireless internet policy

Volunteers

Recruiting

Criminal Background checks

Maintenance of Garden Club pots (April)

Monument/boundary markers (April)

Planning and timeline for Book Sale (June)

Disaster Planning (May)—**TRUSTEES** google' D Plan'

NEXT LIBRARY MEETING MAY 13th, 2008 at 5:30pm

Meeting adjourned 8:45pm