

**Hooksett Public Library Trustees Meeting
June 10, 2008 5:30 PM**

Call to Order 5:59PM

Non Public Session-- Mary Farwell made a motion at 6:00 PM to enter into nonpublic session under the provisions of RSA 91-A:3IIb The hiring, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any changes against him, unless the employee affected (1) has the right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted and b) the hiring of any person as a public employee. Barbara Davis seconded the motion. A roll call vote was held and the motion passed unanimously.

The Trustees and Director emerged from nonpublic session at 6:37 PM. The Trustees Issued the following statement: The nonpublic minutes would not be divulged at this time, in accordance with RSA 91-A:IIIc seconded by Mac Broderick

Secretary's Report—ML to fix RSA on 5-13-08 minutes. Otherwise voted and agreed to accept 5-13-08 and 5-27-08

Treasurer's Report—Reviewed

Library Director's Report—HS reported that we received the Kids in the Arts Grant through the state for \$250 to be used for the Reading Program end of the year party. We then reviewed the circulation report. HS also reported that it is now possible to register online for the Summer Reading Program.

Unfinished Business

Facility

HVAC- Leak—TH brought estimate from Paradigm. Trustees voted and agreed to fix one, if two need to be done then we will fix all three.

RFP for HVAC maintenance—TH brought in estimates from three companies. She also brought recommendations to the meeting. BD made a motion to do a 1 year maintenance service contract with Paradigm P&H Inc. ML seconded the motion, the trustees voted and agreed.

Sidewalk on the upper parking lot side—Removal of this sidewalk and the overgrown shrubbery against the front of the building. Trustees voted and agreed to go ahead with the removal of these items.

Signage Update—MB reported details of work that needs to be done to prepare for the placement of the sign. He also called John Gimas for a quote for the lights. MF suggested he call Jim Levesque. MB to contact Dale for info on a concrete pad.

Repair of front steps- ML left a message for Richard St. Cyr tonight, will update trustees when he calls back.

Painting-Trustees and HS took a walk to the lower level to view the progress so far. BD made a motion to have painter Tom Brisson give us an estimate to paint the front stairway (yellow). HS to email us by 6-12-08. She will also get a recommendation from Kevin on a heavy duty vacuum.

Roof-TH called Skyline (Bernie) to have him explain about the patching of the roof. Will do T-joint patches and a small channel for caulk. She also gave his quote. MF made a motion to go ahead with the work. Trustees voted and agreed to have the work done. HS to call Skyline this week to schedule.

Removal of shrubs in front of library—See above Sidewalk note.

Removal of part of sidewalk—See above Sidewalk note.

Budget—Reviewed to date.

Staff Development/ LGC Training Schedule—June is Time Management, July is Team Building. An invitation will be sent to Trustees and other town departments.

Holiday Schedule for Fiscal Year 2008-2009

New Business

Acceptance of donations-Elaine and Wallace Johnson \$125. Trustees voted and agreed to accept.

Retrospective- National Library week activities, School Holiday scheduled events & Go Green initiative for Earth Day- statistics on attendance and feedback from staff and patrons

NHLTA Conference BD & MF

Personnel Handbook
Schedule of policies to be reviewed

Policy review- code of conduct & unattended child--The following polices are due the July 8th meeting-HS & TH to review

Pick 2 policies

Set a schedule for policies for the up coming year to be done at each meeting

HPL-Code of Conduct policy adopted & approved vs. 1.2 6-10-08

MB made the motion BD second it

HL-Unattended Child policy adopted & approved VS 1 6-10-08

MB made the motion BD second it

Reviewed Staff Performance-HS & BD to meet to review due on 6-24-08

Staff Goals/performance appraisals
Greenough Grant ideas
Database review-TH
Finance Policy-HS&BD
Friends of the Library
Planning and timeline for Book Sale (June
Other new business

Items we are tracking

Technology plan and philosophy
Maintenance of Garden Club pots
Trees- pruning-
Reporting officers to Town Clerk (July)
Disaster Planning
Monument/boundary markers
CD shelving
Corporate sponsorship of museum passes-HS to address in Sept

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

Programming evaluation

Insurance-TH

Trustees Liability insurance

Wireless internet policy

Volunteers

Recruiting

Criminal Background checks

NEXT LIBRARY TRUSTEE MEETING WILL BE JUNE 24th 2008 5:30PM