

Minutes of the Hooksett Public Library Trustees
July 8, 2008 5:30 pm
Unofficial

Call to order at 5:46 pm

Present: Mary Farwell, Barbara Davis, Mac Broderick, Tammy Hooker, Linda Kleinschmidt and Heather Shumway, Library Director

Election of Officers-

Mary Farwell as chairman for the fiscal year 2008-2009 B. Davis made a motion M. Broderick 2nd it. Approved by all

Tammy Hooker as secretary fiscal year 2008-2009 M. Broderick made a motion L. Kleinschmidt 2nd it. Approved by all

Barbara Davis as Treasurer fiscal year 2008-2009 M. Broderick made a motion. T. Hooker 2nd it. Approved by all

Secretary's Report-M. Broderick made a motion to approve the minutes for the June 24, 2008. B. Davis 2nd. Approved by all. L. Kleinschmidt abstained

Treasurer's Report-discussion deferred until discussion of budget issue

Library Director's Report-HS passed out circulation reports and explained.

Total circulation numbers includes borrowed and interlibrary loan.

Common Borrow Card (CBC) uses at HPL is people from other libraries borrowing HPL books

CBC at GMILCS Libraries is HPL patron going to other libraries

Transit Requests @HPL is patron that request material

HPL Transit requests @ GMLICS other library borrow

Computer conversion-Last day is 8-21-08 for old system. New system up 8-27-08

Days we will be open will be contingent upon the cleaning of the carpet. M. Farwell to call Kevin and ask about estimate for stairwell as well as the carpet cleaning dates

Unfinished Business

Facility:

1. HVAC-maintenance-B. Davis made a motion to have Paradigm Plumbing to insulate the pipes to the boiler, add circulator to boiler and fix the leak on the boiler for an amount of \$1600. M. Broderick 2nd- Approved by all. Said funds to be expended from HVAC funds
2. HVAC-Energy audit will be done at the library on July 23rd by Steve Labbe, George Saint Amant, Jim Grady-Light Tech. The cost to have an energy audit done is \$680. M. Farwell made a motion to have the audit done pending references. Linda Kleinschmidt 2nd. Approved by all. T. Hooker is obtaining references on G. Saint Amant and will forward to the board.
3. H Shumway to look for the RFP's for phase 1 & 2 & boiler and forward them to Steve Labbe.

4. Signage Update –H. Shumway to coordinate with community to help with cement slab. H. Shumway will try to coordinate community help including Kiwanis Kids to help the Garden Club in moving plants.
5. Exterior issues-H Shumway & M Farwell met with Dale Hemeon. Need 35 yards of bark mulch. M Farwell made a motion to buy 25 yards of mulch bulk for a total of \$700.00 as the Hooksett Garden Club is donating 10 yards. B Davis made a motion M Broderick 2nd. Approved by all.
6. Kiwanis Kids group to move plants. Dale Hemeon will have his department remove the side walk, pull weeds and dig holes for plants. They will also remove the shrubs on the left side in front of the library and spread mulch. M Farwell to follow up with Dale Hemeon
7. Painting: completed
8. Flooring issues-vacuum-Kevin was to leave for K. Hebert to use. H Shumway to check on and report back by 7-10-08 in updates
9. Voicemail-H Shumway will check on and respond in updates by 7-10-08
10. Projector-Dell estimate was for \$946.00 Gov Connection estimate was for \$701.00. H Shumway to find out cost for extended warranty, details and what does it cover.

Budget: Reviewed end of fiscal 2007-2008 budget

CD shelving: Mike at State Prison-thought they might be done end of next week

New Business

Performance expectations-H Shumway to meet with staff to review goals, staff to build new goals. To be completed by Friday 7-11-08. Reviewed H Shumway goals and board expectations.

Policies reviewed-

1. Hooksett Public Library Public Internet Access and Appropriate Use Policy-

H Shumway to review policy with staff in regards to non patron usage and if they violate the usage of the system. B Davis made a motion to accept the above policy M Broderick 2nd it. Approved by all.

2. Hooksett Public Library Wireless Internet Policy- M. Broderick made a motion to accept the policy L Kleinschmidt 2nd it. Approved by all.

H Shumway to email list of policies by July 10, 2008 along with the next 2 policies to review.

Big Read- "The Great Gatsby" co-programming with other libraries. March & April 2009. More information to follow

*Preschool summer program-*will not be housed at the library but at Underhill School. H Shumway to e-mail M Farwell Margie's phone number

Reporting officers to Town Clerk (July) M Farwell to report to Leslie @ Town Hall

Webpage correcting "Find an article" H Shumway to have Mark change to "Reference Tools"

Review programming for school year up to December 2008 due August meeting

Invite School Board to hold a meeting at the library. H. Shumway is going to see about getting on a school board agenda to discuss communication issues.

Friends of the Library-has declining membership so they are assessing their options

Planning and timeline for Book Sale October 18, 2008 were discussed

Idea for to book show is to have a slide show of past events during the book sale

Discussed an agenda & minutes or action plan for Thursday staff meetings H. Shumway to talk with staff. Board expressed strong belief that agendas for staff meetings and action plans to be developed during staff meetings would improve productivity.

School calendar- H Shumway to bring schedule of events for the school calendar to the August meeting. Discussion about having the school calendar early so that any programs can be coordinated to make the best use of resources.

Monitor PSNH Bills since switching over lights.

Discussion about the possibility of motion lighting in the downstairs area.

M Broderick made a motion to adjourn L. Kleinschmidt 2nd it. Meeting adjourned at 9:15 pm

Next meeting is August 12, 2008 at 5:30 at Hooksett Public Library