

Minutes of the Hooksett Public Library Trustees
September 9, 2008 5:30 pm
official

Call to order at 5:42 pm

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

Secretary's Report August minutes reviewed B. Davis made a motion for them to be approved L. Kleinschmidt 2nd it. Approved by all.

Treasurer's Report-reviewed budget
Maintenance & repair line-included floor cleaning and HVAC service contract
Started working on 2009-2010 budget

Library Director's Report

Programming Analysis-H Shumway to e-mail report, which will include not only numbers attending but staff comments about the events, what could be improved in the future and their opinion about whether the event should be repeated.

Polaris conversion went very well but with some problems although mostly minor technical glitches and H. Shumway reported that everything seems to be going as smoothly as can be expected with a new system and the learning process for everyone, especially circulation.

M Farwell to write Thank You letter to the Highway /Park & Rec Dept. for moving the items in the library.

H. Shumway will look into shelving being installed in the children's room closet.
H. Shumway to report back in 9-25-08 update.

Registration for story time currently is full at 75 registrations at this time.

Unfinished Business

Facility

HVAC maintenance and upgrades. Steve & Crew are coming back on Friday the 12th at noon to finish the audit.

Exterior Grounds update-Trustee toured the grounds and discovered overgrowth on the East side of the building possibly contributing to the dampness and areas of concern in the storage area. MF to contact Dale to get his opinion,

but the trustees agreed that much of the area should be cleaned out with the exception of the large oak and the Rhododendron shrubs.

Rug cleaning-very happy, everything looks great. H Shumway to look at the carpet in meeting room and check to see if any spots are coming back. The Cleaning Guy to provide quote for cleaning tile in the stairway and bathrooms.

Sign Update-viewed tentative location and marked a place for the sign
M. Broderick contacted Home Depot to donate concrete and H Shumway to write a letter requesting and forward to M. Broderick. M. Broderick reported that Dale-Park & Rec department to build forms for sign and pour concrete.

Painting-completed

Lighting H. Shumway waiting for a quote- will put in update on 9-18-08 in regards to motion lighting in other areas of library

Analysis of PSNH bills since switching lights H Shumway to check with PSNH in regards to the SmartStart billing and report in updates on 9-18-08

CD shelving Shelving was delivered in the wrong color -waiting for them to come in pick them up. H Shumway has contacted them again since they have not picked them up

New Business

- Performance expectations- deferred to Oct.
- Policies to be reviewed- H Shumway & T. Hooker to have 2 policies out to the trustees by 10-10-08. Further discussion- internet policy
- Front Porch-B Davis to paint the top of the 4 sided book rack and then move the book rack to front porch and remove tables.
- Museum Passes-corporate sponsorship of museum passes were discussed. Deferred until October meeting
- Museum of Science-B. Davis made a motion to purchase pending any restrictions. L. Kleinschmidt following up on the definition of "date specific" wording on the Museum of Science program and continuing to look into other available passes. Said passes to be funded thru the Greenough Grants. L Kleinschmidt 2nd. Approved by all.
- L. Kleinschmidt checking into museum passes for Strawberry Bank & Stone Zoo.

- Meeting with school library personnel went very well. Sarah Foster & Vickie Desharnais working with school library media specialists, in particular Justine Sheppard.
- Programming/ Publicity-H Shumway to report weekly on updates in regards to the Book Sale. Book Sale is set for October 18th.
- Library School relationship-setting up quarterly meeting. HShumway & Mary F to work together on a meeting date in October. Mary F to contact Marge P.
- 10th Anniversary Celebration-November 2008 T Hooker to work with S Foster. Will report back.
- Greenough Grant ideas-Monitor for front desk showing a slide show. H Shumway to find out pricing and report back at October's meeting
- Mary F to research a gazebo and report back.
- Hooksett Garden club would like to buy the library a Christmas Tree-Trustees did a site visit B Davis made a motion to have the Garden Club to buy a tree and the library is to pay the \$80 for install. Mac B 2nd it. Approved by all.
- Storage Room-found that there is some water damage on the East side. Trustees to contact personal references to find out options
- Security audit-H. Shumway to review with the police department and report via weekly update

Other new business

- H Shumway work on marketing plan for November meeting
- **Disaster Planning**-D Plan- need to set up a work shop will discuss again in October
- Monument/boundary markers-M Broderick to review before first snow fall
- **Insurance** –T Hooker to contact Christine @ Town Hall
- **Wal-Mart Grant- MB volunteered to work on this and bring a draft to the October meeting.**

Next meeting Tuesday 10-21-08 at 5:30 at the Library

B. Davis made a motion to adjourn L Kleinschmidt 2nd it. Meeting adjourned at 8:45 pm