

Minutes of the Hooksett Public Library Trustees
October 21, 2008 5:30 pm
Unofficial

Call to order at 5:37 pm

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

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

Treasurer's Report- Started working on 2009-2010 budget

Library Director's Report

Book sale did very well. Bake sale was a success with the items being donated by our patrons. Thank you notes to be sent to patrons who donated food.

Polaris conversion 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.

NELA was attended by the following staff members: Sarah, Mark, Lee Ann & Heather. H. Shumway to report back to trustees for the November meeting on classes that were attended and any ideas that could be used.

Unfinished Business

HVAC maintenance and upgrades were discussed with Steve Labbe from Paradigm Plumbing.

Exterior Grounds T. Hooker & H. Shumway reported that they had attended a meeting with the Hooksett Garden Club & Hooksett Parks & Rec & Faulkner Nursery to discuss the planting of 3 Crabapples trees and a Spruce tree. M. Farwell reported Faulkner's Nursery will be installing the 3 crabapples on Thursday 10-23-08.

H Shumway to call Phil from Parks & Rec to see about bark mulching after the trees are planted, cut the stumps down and clean up the east side of the library

Rug cleaning -stains are reappearing downstairs meeting room. Deferred until April 2009

Stairwell-M. Farwell brought an estimate from The Cleaning Guy to clean the tile in the stairwell.

L. Kleinschmidt made a motion to clean the tile in the stairway by The Cleaning Guy for an amount of \$ 425.00. B Davis 2nd it. Approved by all.

M. Farwell to call Kevin-The Cleaning Guy.

Sign Update-M Broderick made some calls and will report to the trustee by Friday on status.

Energy- Trustees decided to lock in the rate for National Grid

Lighting-H Shumway working on motion lighting for other areas of the library. H Shumway to report back in update.

Analysis of PSNH bills since switching lights H Shumway to check with PSNH in regards to the SmartStart billing and report in updates.

Storage room- L Kleinschmidt to contact LeeAnn @ Town Hall in regards to obtaining names and number for building inspectors that could help us out with the water damage down in the storage room

CD shelving Shelving was delivered in the wrong color -waiting for them to come in pick them up. H Shumway has reported that she has found a different type of CD shelving that would fit our needs better. H. Shumway to contact the State Prison to check on the time frame of the new shelving and see about canceling order. H. Shumway to report back in an update.

New Business

Acceptance of donations- B Davis made a motion to accept 3 crabapples trees from Faulkner's Nursery. M Broderick 2nd it. Approved by all.

Incident Reports-Trustees encouraged the director to set up a log to track any incidents in regards to reporting a disturbance with patrons.

Wal-Mart Grant- M Broderick working on writing a grant for Play Away audio books. M Broderick to send draft out by Friday.

Programming analysis reviewed what H Shumway e-mailed to trustees Trustees happy with format but would like more detailed analysis for major events

Museum passes-L. Kleinschmidt brought the following museum pass options and cost to be discussed by the trustees.

Museum of Fine Arts-\$150.00
Plymouth Plantation-\$425.00
Stone/Franklin Zoo-\$200.00
Boston Children's Museum-\$675 for a full year
Sea Coast Science Center-\$65.00

B Davis made a motion to purchase the Museum of Fine Arts for \$150.00.
L. Kleinschmidt 2nd it. Approved by all. This pass to be funded thru the Greenough Grant.

A sub committee was formed to work on corporate sponsorship and ways to publize the museum passes. The committee consists of: M Broderick, L Kleinschmidt & M Farwell

Library School relationship- H. Shumway & M. Farwell has a meeting scheduled for 10/22 with the School Board Chair and Ass't Superintendent of Schools. M Farwell & H Shumway to report back to the trustees

Accident report-Trustees have asked H. Shumway to review with the staff procedures to follow in case there is an accident at the library involving patrons or staff. H. Shumway to discuss with staff at next meeting, and check to see if we have an existing form to be filled out. If not, Director and staff will create one.

Greenough Grant ideas-H. Shumway has some additional items for the Greenough Grant; furniture with side tables for lap top users, self check out feature & Book Flick-interactive reading for kids.

Disaster Planning- deferred until January 2009

Policies-H. Shumway & T Hooker to pick two policies to be reviewed for November meeting and have them ready for review for the December meeting.

Ladies Night-a subcommittee has been formed and consists of M. Farwell, H. Shumway & Sarah.

Next meeting Tuesday 11-11-08 at 5:30 at the Library

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