

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

Call to order at 5:58 pm

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

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

Treasurer's Report- Finalized 2009-2010 budget.
Discussed warrant article for Children's Librarian and agreed to fund it for only the last six months because of budget concerns

Library Director's Report

Reviewed November monthly circulation report
Reviewed Program Evaluations Trustees were pleased with format and contents.
Photocopier lease compared companies- B. Davis made a motion to lease a copier from Merrimack Valley Business Machines. L. Kleinschmidt 2nd it.
Approved by all.

Unfinished Business

CD shelving in and looks great

Budget 2009-2010 discussed and approved

Town Council budget meeting January 3, 2009. All trustees are welcome to attend..

Wal-Mart Grant- Grant was not approved because Wal-Mart has no more funds until Feb 09

HVAC discussed problems with HVAC. T Hooker to contact Paradigm to discuss concerns

Sign –M. Broderick to write thank you letter to J. Levesque for illuminating the sign.

Cleaning Guy- stairwell is cleaned- looks great!

Motion lighting in other areas of library. To install \$7962.00 - \$825 rebate=\$7137.22. Total annual savings is \$1509.56. Breakeven Point 4.7 years. About \$96.00 a month in savings. B. Davis made a motion to have motion lighting installed. L. Kleinschmidt 2nd it. Approved by all.

Storage room-tile is going down this week. Trustees have authorized the removal of the carpet in the computer room and installation of tile. This was an oversight and should have been included in the original tile quote as the intent of Town Administrator

David Jodoin was to replace all carpeting in the area with tile. L. Kleinschmidt made a motion to remove carpet in the computer room and install tile. B. Davis 2nd it. Approved by all.

Duct work- Madeline Flagg of Purely Green Environmental, LLC highly recommended that the ducts be cleaned as soon as possible. H. Shumway has received 3 quotes and will pursue reference checks

Subcommittee Reports

Christmas party- T. Hooker reported the details of the party
Ladies Night Out-L. Kleinschmidt reported they have some vendors signed up.
Date of event January 29, 2009. L. Kleinschmidt to write article for banner
looking for more vendors. L. Kleinschmidt to call Central Paper (Fred Kfoury) to
see about paper products.

Marketing committee- agreed to defer beginning of this committee until Feb in
order to concentrate on Ladies Night and Disaster plan

New Business

Acceptance of donations- Model T Club \$60.00 . L. Kleinschmidt made a motion to
accept. B. Davis 2nd it. Approved by all.

Self check Out to be delivered this week. Target date of first week of January for set up.

Statistics-H Shumway to continue to work on -Acquisitions and circulation per capita as
compared with libraries in other towns our size

Greenough Grant publicity verbiage

The _____ (insert whatever has been purchased) is funded through a
generous bequest from former long time resident William Greenough. The
bequest allows the library to use the interest from the fund to purchase
“extras” that would not normally be covered in the annual budget to
provide the community with an enhanced library experience.

B. Davis made a motion to use the above verbiage in any publicity
dealing with purchases using Greenough funds. L. Kleinschmidt 2nd it.
Approved by all

Meeting with Town Council December 17th

School- Library relationship where do we stand on the action items discussed at the
October meeting. H. Shumway to review meeting minute notes and report back in
regards to Cawley, getting information out to the students and any other items that were
on the Library “to do” list.

Disaster plan-H. Shumway has registered the library with the dPlan online disaster planning
program. She will continue work on a disaster plan and solicit info on plans created by other
libraries, hopefully in electronic form, and send them to Trustees.

B. Davis made a motion to adjourn L Kleinschmidt 2nd it. Meeting adjourned at 8:53 pm

Next meeting January 13, 2009