

Minutes of the Hooksett Public Library Trustees  
August 11, 2009, 5:30 pm  
official

Call to order at 5:55 pm

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

**Secretary's Report-** minutes reviewed from 7-14-09 meeting B. Davis made a motion to accept , M. Farwell 2nd it. Linda Kleinschmidt abstained from vote Approved by all.

**Treasurer's Report-** Reviewed the 2009 Budget

**Library Director's Report**

- Reviewed circulation report for July 2009
- H. Shumway to see if the self check out has reports that show what categories of books are being checked out, using the system.
- H. Shumway to review the number of people in regards to the meeting room attendance and report in the 8-14-09 update.
- Facebook fans are now at 206
- Hooksett Town will hold their annual picnic on September 18<sup>th</sup> at 1:00 pm.
- GALE has a new job search database. Pilot program at this time and if we accept this database we will develop a marketing plan to implement.
- L. Kleinschmidt made a motion to renew the Museum of Science pass to be paid out of the Greenough Grant. B. Davis 2<sup>nd</sup> it. Approved by all.

**HVAC maintenance and upgrades**

HVAC other vendor checklist for maintenance visits-rough draft was handed out for review.

Renewal of maintenance contract-H. Shumway to have by 8-14-09. B. Davis made a motion to accept the maintenance contract. M. Broderick 2<sup>nd</sup> it.

Approved by all

Warranty information file should be compiled and put into the building notebook.

Front porch-bookcase is a work in process

Alarm System-updating system with panic buttons- still working on by vendor.

Fireproof file cabinets is waiting for highway department to move & insert drawers

Illegal parking at library- D. Hemon will be up this week to evaluate what signage is needed

M. Farwell will follow up with C. Granfield, Hooksett Town Administrator in regards to issue with snowplowing.

Replacing outdoor lighting timer will be done by the end of the week.

Bark mulch is to be picked up by Highway Dept. C. Knieriem to follow up with the D. Hemeon.

Performance appraisals and staff goals have been completed. Trustees to meet to discuss goals for Library Director

Wal-Mart Grant-Library received a grant from Wal-Mart. The grant will be presented on August 19<sup>th</sup> at 7:30 am at the grand opening ceremonies. The grant will replace some of the computers in the computer Lab.

C. Knieriem will write a thank you to Wal-Mart and Paul Loiselle. M. Farwell to review

School Library relationship- HS and MF had a very productive meeting with Justine Shepherd and Steve HARRISES, with goals for future cooperative efforts between the Library and the schools.

Progress report on cross training-L. Chase has trained all of the employees as to where everything is in regards to water shutoffs. She will write up procedures and place them in the Circ manual.

Shelving and stack-a sub committee was formed, M. Farwell & L. Kleinschmidt will be part of the sub committee

Copier Lease-number of copies used was reviewed, on target

#### Subcommittee Reports

Marketing to start meeting in September

Ladies Night Out will meet in September Date of event 1-28-10,

Snow date 2-4-10

Book Sale-meeting was held.

Christmas subcommittee was formed with T. Hooker & Miss Vickie

#### New Business

B. Davis made a motion to have Paradigm replace the Taco 1600 Series Pump that is on the water heater. M. Broderick 2<sup>nd</sup> it. Approved by all. H. Shumway to contact Paradigm.

#### Acceptance of donations:

Bjornberg Memorial Book \$25.00 M. Farwell made a motion to accept. B. Davis 2<sup>nd</sup> it. Approved by all

Education Testing Honoraria \$94.00 M. Farwell made a motion to accept. B. Davis 2<sup>nd</sup> it. Approved by all

Model T club \$30.00 M. Farwell made a motion to accept. B. Davis 2<sup>nd</sup> it. Approved by all

Wal-Mart Grant \$2500.00 M. Farwell made a motion to accept. B. Davis 2<sup>nd</sup> it. Approved by all

Circulation Clerk Job descriptions and titles have been completed

Garden Club request for scrapbooks. If they would like to house them in the library they would need to develop a check out list.

Disaster Plan will start working on again in September

Technology Plan-H. Shumway and M. Glisson have met and will meet again this week.

H. Shumway to come to the September meeting with a plan on computer replacement with the Wal-Mart grant.

Treasurer's manual-B. Davis to start working on in February 2010.

Greenough Grant Ideas-LEGOS for LEGO club. T. Hooker to look into it and report back the September meeting.

Personnel policy was reviewed.

The Library received \$3835.30 from the Hooksett Trustee of the Trust funds which was the accumulated interest from four trust funds for the benefit of the Hooksett Library. The board authorizes M. Farwell pursue options to enhance the grounds at the Hooksett Library.

B. Davis made a motion to adjourn and M. Broderick 2<sup>nd</sup> it. Approved by all

Meeting adjourned at 9:15 pm

Next meeting September 8, 2009 at 5:30 pm