

Official Minutes
Hooksett Public Library Trustees Meeting
February 9, 2010

Chairman Mary Farwell called the meeting to order 5:38 p.m.

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

Secretary's Report

B. Davis made a motion to approve 1-19-10 minutes. L. Kleinschmidt 2nd it
Approved by all

B. Davis made a motion to approve 2-2-10 minutes. L. Kleinschmidt 2nd it
Approved by all

B. Davis made a motion to approve the nonpublic minutes from 12-16-09.
L. Kleinschmidt 2nd it. Approved by all

Treasurer's Report reviewed the budget report ending 1-31-10

Library Director's Report

Received a staff resignation effective 2-9-10. H. Shumway will post the job for circulation clerk level 1 at Town Hall and on NH Library Jobline and the NH State Library listserve.

Laptop was accidentally dropped and we will need to be replaced.

B. Davis made a motion to purchase a laptop up to \$650.00 L. Kleinschmidt made a 2nd Approved by all.

H. Shumway to check with Town Administrator for a database of businesses in Hooksett to assist in marketing

S. Foster to go out to the Hooksett business to solicit magazine subscriptions.

Mango language database has been purchased and will be up and running this week. Will be marketed to the schools and the public. Statistics will be kept on the usage of the program so that we can evaluate it for next year.

Unfinished Business

Facility

Concrete crumbling in area of front pillars-deferred until spring.

Trustees to network to find a vendor that could evaluate the problem.

Lights on Granite sign out H. Shumway will contact the town maintenance to fix.

Vendor compliance H. Shumway to review with staff to make sure all vendors are signing in.

OSS Program will be discussed by the town council on 2-17-10

2010-2011 budget will be presented at 6:30 on 2-11-10 at Town Hall to the Budget Committee

Outstanding collection items- H. Shumway spoke with some of the different GMILCS libraries and they are sending letters. H. Shumway feels making phone calls are more effective.

H. Shumway to bring a report to the April meeting with updates and solutions.

Technology Plan will need to be updated when new purchases are completed.

Disaster Plan reviewed

Insurance- H. Shumway will contact LCG to see if they can evaluate the Replacement Cost on the building.

Motor vehicle usage- B. Davis & T. Hooker to draft a policy to require a COI from all employees who will use their own vehicles in the course of the library business.

NELA conference- implementation of ideas. S. Foster has established a writing club and attended the following classes:

Autism awareness, Home Schooling, Patriot Act, and Discrimination awareness

H. Shumway-Attended Green Building, Planning for better times, Time to go FISHING, What if-reinvent the library, Autism awareness, Reinventing the customer service library

Other unfinished business

Teen Room-has been well received H. Shumway will report on the teen books circulation at the March meeting.

1099 were completed and sent out by 1-31-10

H. Shumway to check on status Greenough Grant funds that should be received during the first quarter.

Subcommittee Reports

Ladies Night Out- was reviewed written evaluation due by March meeting

Christmas – was reviewed

Easter Egg Program- is in the planning process and to be held 3-27-10

New Business

Acceptance of donations-

\$140.00 from Model T Club

B. Davis made a motion to accept L. Kleinschmidt 2nd it. Approved by all

CD shrinkage- inventory will need to be completed. Will report back in March

PLA conference charge. Claudette is working on getting a refund.

Merrimack Correctional Institution work crew. H. Shumway to check with town administrator and report back at the March meeting. Would like to see if they could wash the exterior of our windows.

Other new business

H. Shumway will check on the coupon lady who gave a presentation at the Goffstown Library to see if she is available for a program.

B. Davis made a motion to adjourn and L Kleinschmidt 2nd it. Meeting was adjourn at 8:38 pm

Next meeting Tuesday, March 16th, 2010 at the library