

Official Minutes
Hooksett Public Library Trustees Meeting
April 13, 2010

Mary Farwell called the meeting to order 5:45 p.m.

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

NON-PUBLIC SESSION

At 6:00 p.m. M. Broderick made a motion to go into non-public session per RSA 91-A: 3, III Minutes. L. Keinschmidt 2nd it.

Roll Call vote: B. Davis – Yes; T. Hooker – Yes; L. Kleinschmidt -Yes; M. Broderick –Yes
M. Farwell-Yes

Correction the non-public to minutes to RSA 91-A:3,II (b) Personnel

At 6:01 p.m. the Board came out of the non-public session.

L. Kleinschmidt made a motion to disclosure the minutes of the non public meeting of 3-16-2010. M. Broderick 2nd it. Approved by all.

Secretary's Report B. Davis made a motion to accept the March 16 minutes, L. Kleinschmidt 2nd it. Approved by all. M. Farwell abstained.

Treasurer's Report reviewed month end report

Library Director's Report

Once a month staff meeting will be held on Thursday for everyone.

A weekly circulation desk meeting will be held on Monday for all Circulation staff.

Program meeting includes Jen, Sarah, Vickie and LeeAnn are meeting bi-weekly.

Unfinished Business

Facility

Front porches/ pillars-R. St. Cyr has provided a quote to repair the columns on the front porch. Will come to repair.

Landscape plan for side of building-Trustees viewed the site.

Reviewed 2 plans submitted by contractor waiting for third.

Library Sign-M. Broderick & M. Farwell met with C. Granfield

Granite sign NH Monument will come and paint the lettering on the sign and clean if needed.

Budget 2009-2010-discussed.

Vendor compliance update to be discussed at the May meeting.

Motor vehicle usage- deferred T. Hooker to contact LGC

Insurance- Replacement cost on contents was discussed. H. Shumway to review inventory.

Outstanding collection items- report result of research with other GMILCS libraries: H Shumway-deferred until May

Subcommittee Reports

Easter Egg Program attendance was great. Will have 3 time slots next year

New Business

Acceptance of donations-

Greenough Grant \$1087.26

Hooksett Condo Assn. \$50.00

NH Track Assn \$30.00

Anne Marie Hatin \$50.00

Ronda Hatin \$45.00

B. Davis made a motion to accept the donations. L. Kleinschmidt 2nd it.

Approved by all.

Children's Librarian- H. Shumway to conduct a 3 month review

State of NH databases- We are waiting to hear if any of the state sponsored databases will be discontinued. H. Shumway will keep us up to date.

Walmart grant-H. Shumway to contact Robin at Walmart

Plaques-B. Davis made a motion to display the Hooksett Garden Club plaques L. Kleinschmidt 2nd it. Approved by all. M. Farwell to inform the Hooksett Garden Club.

Marketing plan- discussed the Mission Statement and the Vision Statement.

Volunteer Policy-H Shumway to revise and forward a copy to the Trustees by April 30th.

Meeting Room Policy- H. Shumway asked trustees to review sample policies and discuss possibilities with their constituents to gather input as to what the community wants.

Other new business

H. Shumway to contact Control Technologies for an update to the computer monitoring of the HVAC System.

Library street address-M. Farwell will contact C. Granfield in regards to the changing of the library address from 1701B Hooksett Road to 7 Mt. St. Mary's Way as noted in prior Town Council minutes.

Next meeting May 11, 2010 at 5:30 pm

M. Broderick made a motion to adjourn B. Davis 2nd it. Approved by all. Meeting adjourned at 9:00 pm