

Official Minutes
Hooksett Public Library Trustees Meeting
May 11, 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.

Secretary's Report

L. Kleinschmidt made a motion to the accept the minutes of the meeting of 4-13-2010. M. Broderick 2nd it. Approved by all.

Treasurer's Report reviewed

Library Director's Report was reviewed.

Unfinished Business

Facility

Landscape plan for side of building-a sub committee was formed by B. Davis & L. Kleinschmidt Sub committee will report back at the June meeting. M Farwell to contact Hooksett Garden Club president Marty Lennon to ask if she will serve on the subcommittee.

Granite sign lettering NH Monument will be here to clean the sign and paint the lettering next week.

Budget 2009-2010 was reviewed.

Carpeting-M Farwell to contact Spectrum Flooring with questions

Motor vehicle usage policy-B. Davis made a motion that we accept the Hooksett Public Library Auto Insurance requirement. M. Broderick 2nd it. Approved by all. T. Hooker will send out an electronic form to all.

Outstanding collection items-reviewed other library policies but feels at this time our policy is acceptable. H. Shumway to bring an updated report to the June meeting.

Other unfinished business-

Garden Club will rake the bark mulch and will review after that.

Subcommittee Report

Mother/Daughter tea party was a success. H. Shumway to send T. Hooker the list of volunteers so that she can forward thank you notes.

New Business

Acceptance of donations-

Model T Club \$30.00

Ken & Alice Burgess \$100.00

AnneMarie Hatin \$10.00

Ronda Hatin \$5.00

Ashley Christopher Salon \$50.00 for Mother/daughter Tea

B. Davis made a motion that to accept the donations. M. Broderick 2nd it.
Approved by all.

We are anticipating a donation of 10 to 12 flat panel screens from Health Dialogue of Bedford. These will be used in the Walmart lab and Children's Room

Children's Librarian- has received numerous resumes- will close on May 25th.

Receipt of annual budget from town- proposed change from Finance Office. M. Farwell entered a motion to accept annual disbursement of funds to 60% on July 1 and 40% in early December. L.Kleinschmidt made a motion to accept B. Davis 2nd it. Approved by all. M Farwell to draft letter to Finance Department

State of NH databases-H Shumway reports that she has not received any notices from them.

Wal-Mart Grant-letter will be written for the Play A Ways.

Carpet Cleaning on upper level to be completed on the weekend of June 5th

Policy Manual-M. Farwell & B Davis attended a library conference and it was recommended that we have electronic copy and a paper copy. Trustees agreed to work on this over the summer months.

Fun in the Sun Reading Program-will schedule the staff to go down to Town Hall at the beginning of the program. Once we obtain a children's librarian we will then review the program.

Marketing plan- deferred until June meeting.

Volunteer Policy-H Shumway to revise the application and policy and forward before the May 27th meeting.

Personnel Plan update-M. Farwell to check with HR dept. Trustees to review personnel policy and contact with any questions by May 22, 2010. M. Farwell & H. Shumway to check on intern status for the library.

Meeting Room Policy-deferred

Meeting with Town council on May 26 and Budget Committee on May 27 to discuss carpeting,

Other new business

Closing of the library procedures reviewed.

M. Farwell reviewed the library address issue with the Town Administrator.

Also discussed with Carol Granfield the urgency of town attorneys contacting 3A Development with regard to their breach of contract. Town Administrator has not responded.

Meeting adjourned at 8:30 pm

Next meeting May 27, 2010 at 5:30 pm at the Hooksett Town Hall.