

Official Minutes  
Hooksett Public Library Trustees Meeting  
May 27, 2010

Mary Farwell called the meeting to order 5:39 p.m.

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

The trustees discussed the draft of personnel manual.

M. Farwell to discuss the following items with the Human Resource Director:

Physical exam/Drug Testing-if someone is in an accident what is the procedure to have that person tested for drug or alcohol use.

Military Leave-do we have to offer them a position with the library or can we find them a position with the Town.

M. Farwell to check on 9.3-Personnel Files in regards to the “designee of the Library Trustees”

H. Shumway has notified the board that Sarah Foster is resigning to take another position in Washington. Her last day is June 11, 2010.

M. Farwell made a motion to have H. Shumway advertise for temporary summer help. B. Davis second it. Approved by all.

Meeting adjourned at 7:59 pm  
Next meeting June 1, 2010 5:30 pm