

Official Minutes
Hooksett Public Library Trustees Meeting
June 8, 2010

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

Call to Order

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

Secretary's Report B. Davis made a motion to accept the May 11, 2010 minutes, L. Kleinschmidt 2nd it. Approved by all.

B. Davis made a motion to accept the May 27, 2010 minutes, L. Kleinschmidt 2nd it. Approved by all.

B. Davis made a motion to accept the June 1, 2010 minutes, L. Kleinschmidt 2nd it. Approved by all.

Treasurer's Report reviewed for the end of the year

Library Director's Report

Clean out the children's room closet and organize. Check shelving and secure
B. Davis made a motion to approve 8 hours of paid administrative leave for Heather, Sue, and Vickie for winning the Biggest Losers competition for the town. 2nd it by M Broderick. Approved by all

B. Davis made a motion to approve 4 hours of paid administrative leave for LeeAnn & Kathy for taking part of the Biggest Losers competition for the town. 2nd it by M Broderick. Approved by all

Temporary summer help was discussed. H. Shumway to review resumes.

Unfinished Business

Granite sign lettering NH Monument will be here June 14, 2010 to clean and letter

Carpet Cleaning went very well, big thanks to Darrell from Town Maintenance Department and Todd Rainier for their help in moving the big furniture. The staff worked very hard to move the 1001 smaller items themselves.

Budget 2009-2010-H Shumway and B. Davis to review

Carpeting-Spectrum Floors to meet with Dividers Plus representative before installing of carpet. M Farwell to meet with Spectrum Flooring to finalize details of contract.

Outstanding collection items- report result of research with other GMILCS libraries: H Shumway reviewed what other libraries were doing. Will review collection agency for large patron bills in the fall.

Children's Librarian- First round phone interviews this week. Linda Kleinschmidt will be available throughout the summer to be one of the Trustees taking part in the second round of the interview process.

State of NH databases-H Shumway still status quo. GMILCS is planning to include Novelist, an online reader's advisory tool, in Corepack if the state drops the subscription.

Flat screen panel donation: We received 12 flat screen monitors from Health Dialog of Bedford, NH. A thank you letter has been sent.

Wal-Mart grant- H. Shumway to review grants application for Play-a-ways, self-contained audio books, for the children's room.

Subcommittee Reports

Landscape Subcommittee B. Davis updated the trustees on the status. Nancy Barrett to review plan's of putting in a test garden of different groundcover at the lowest part of the divider between the parking lot and road with the Garden Club. We're also waiting for Steve Faulkner to send additional information on the side landscaping.

Temporary Summer Help subcommittee was formed.

New Business

Library Sign-M. Farwell and M. Broderick to discuss sign issues with Bart Mayer.

Acceptance of donations-

Model T Club \$30.00

Anne Marie Hatin \$10.00

Ronda Hatin \$5.00

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

Policy Manual-M. Farwell to review the actual binder to establish which policies have an actual enactment date and which ones may need to be reviewed/formally enacted by the trustees and which ones may need to be discontinued because they are outdated.

Fun in the Sun Reading Program. H. Shumway to report back when they will visit the program

Volunteer Policy-M.Broderick made a motion to approve the Volunteer Policy. L. Kleinschmidt 2nd it. Approved by all. H. Shumway to email us a copy.

Personnel Plan review-M Farwell to check with HR in regards to unemployment compensation for part time employees
Personnel plan has been initially reviewed by Trustees. M. Farwell to make changes and will forward to all.

B Davis made a motion to adjourned and L. Kleinschmidt 2nd it. Meeting was adjourned at 8:41 pm.

Next regularly scheduled meeting to be held on 7-13-10 @ 5:30 PM