

Hooksett Public Library Trustees Meeting
April 15, 2013 5:30 PM
Unofficial minutes

Present: Mary Farwell, Barbara Davis, Linda Kleinschmidt, Tammy Hooker, Mac Broderick
Guest: Heather Shumway, Director

Call to Order- Mary Farwell called the meeting to order at 5:43 pm

Public Input There was no public input

Secretary's Report- B. Davis made a motion to accept the minutes from the March 20, 2013 meeting. Seconded by L. Kleinschmidt Approved by all. M. Farwell abstained.

Treasurer's Report was reviewed

Library Director's Report

"Hot Books" display can only be checked out for seven days and no renewals. Popular titles and DVD's.

B Davis made a motion to recommend that GMILCS institute another day of van service for the budget year starting on July 1, 2013. The additional van service would be expense neutral for our library. Seconded by M. Broderick. Approved by all

We discussed the software program Atomic that would be assist in software classes. H. Shumway will review and bring back to the board at the May meeting.

Unfinished Business

Upgrade to sound system-99% complete

Staffing was reviewed

Electricity contract meetings were held and the committee chose a broker with other town departments

Budget-B. Davis to review the Financial policy for the next meeting.

Lost items-outstanding items were reviewed. B. Davis made a motion to accept the Retrieval of Borrowed Materials Policy. Seconded by M. Broderick. Approved by all. H. Shumway to send certified letters to all patrons that owe more than \$100 going back to 1-1-2011.

Other unfinished business

Subcommittee reports

Solar-B. Davis has not heard back from the contractor. Deferred until further notice

Personnel-meeting to be held on 4-16-13 and will report back at the May meeting

Policy

Internet access and appropriate use. B. Davis made a motion to update the internet access and appropriate use policy per the proposed changes. Seconded by L. Kleinschmidt. Approved by all.

Trustee By-laws-B. Davis made a motion to update the Trustee By Laws per the proposed changes. Seconded by L. Kleinschmidt. Approved by all.

Commemorative Plaque. B. Davis made a motion to update the Commemorative Plaque policy per the proposed changes. Seconded by L. Kleinschmidt. Approved by all.

New Business

Acceptance of donations-B. Davis made a motion to accept the following donations:

NH Track Officials	\$75.00
Model T Club	\$30.00
Sew Bee	\$20.70
Independent Services Network	\$50.00
Girls on the Run	\$50.00
31 Gifts	\$26.00

Seconded by M. Broderick Approved by all.

Friends –They approved the by-laws and bought a Camcorder for the library to use for programs. They are now working on their brochure for the group.

Landscaping-Discussed the removal of trees on the north side and decided not to remove at this time.

Discussed the expense of expanding irrigation to the north side of the building
Discussed ways to stop the erosion between the drive way and park lot in the front of library, it was recommended that we install an asphalt berm.

Discussed the plants for the planters in for the flower bed in front of the library
Preemergent weed control will be installed by Parks & Rec to the area between the driveway and parking lot

Landscaping by the sign will need to be delayed until the issue regarding permitting with DOT is resolved.

Town Council newsletter was reviewed. H. Shumway to forward the newsletter the council.

Community Forum for Town Elections to be held on April 30, 2013 at the library

Other new business

Next meeting to be held on May 15, 2013 at 5:30 pm at the Library.

L. Kleinschmidt made a motion to adjourn the meeting at 9:16 pm. Seconded by B. Davis. Approved by all.