



# TOWN OF HUDSON

## Library Board of Trustees



194 Derry Road Hudson, New Hampshire 03051 Tel: 603-886-6030 Fax: 603-816-4501

### Hudson Library Board of Trustees

#### Regular Meeting

#### September 21, 2016

**Present:**

- Trustee Robin Rodgers, Chair
- Trustee Steven Middlemiss, Vice Chair
- Trustee Arlene Creeden, Treasurer
- Trustee Kara Roy
- Charles Matthews, Director
- Pat Nichols, Selectman’s Liaison

**Excused:**

- Trustee Linda Kipnes

**Call to Order:** Trustee Robin Rodgers, Board Chair called the meeting to order and Trustee Steven Middlemiss led the audience in the Pledge of Allegiance at 6:00 pm.

**Report of Actions:**

*Motion was made by Trustee Steven Middlemiss to accept the Minutes of the August 17, 2016 Minutes as amended, seconded by Trustee Arlene Creeden. All in favor, motion passes 4-0.*

Minutes of the Non-Public meeting of August 17 and August 23, 2016 were presented for acceptance.

*Motion was made by Trustee Arlene Creeden to accept the Non-Public Minutes of the August 17 and August 23, 2016 Minutes, seconded by Trustee Steven Middlemiss. All in favor, motion passes 4-0.*

**Public Input:**

There was no Public Input.

**Correspondence:**

Director Matthews reported he had several correspondences. (1) Offer Letter submitted to Linda promoting her to Circulation Library Full time effective July 6, 2016. (2) Letter from

City of Concord Public Library inviting Hudson to participate in the Library Card Challenge Trophy. (3) Post Card from Sugar Hill, Barbara Borough thanking the Library for hosting their Rise Leaders Group. Ms. Borough included a check for \$65 in appreciation.

### **Reports to the Board:**

#### Treasurer's Report:

Trustee Creeden reported she received an email on August 18, 2016 from Schwab stating that they had zeroed out one of the accounts that held \$27,000. Trustee Creeden contacted Schwab who did state that the \$27,000 from the Library Account was changed to the Checking Account. The change took place because the Library was no longer eligible to be in that account (Advantage Money Fund). Other than the email, Schwab never contacted her; she had to do all the follow-up to find out what took place with the funds. It took many hours of her time trying to figure out with Schwab what took place with the \$27,000. She was not pleased with the lack of communication from Schwab and called the NH Charitable Trust Foundation who agreed to come to the Trustee meeting in October to discuss handling the Library Funds.

***Trustee Creeden made a motion to move \$4,500 from line item #411 (New Computers) to line item #209 (Heating Oil), seconded by Trustee Roy. All in favor, motion passes 4-0.***

Trustee Creeden also reported that they were \$6,000 down due to items not in the budget.

#### Selectman Liaison Report

Selectman Nichols commended the Library on the work they did with the book they presented at the Selectman's meeting. She asked for clarification on one of the items: "School – Memorandum of Understanding"

Trustee Creeden reported that the School keeps the Library clean and basically runs the place. Anyone wishing to use the Library for meetings contacts the School Secretary. Once a month Trustee Creeden pays the bills incurred specifically for the building. Other than maintenance, she will then take 65% of the total bills and bill the school.

#### Director's Report:

Director Matthews reported on the following:

Linda Pilla promoted to Circulation Library and accepted the position as of August 24, 2016.

Red Cross Blood Drive was held and 23 pints of blood were donated. The Library will hold a Drive every six months.

Adult Reading Program: A raffle was held based on any book taken out, e-book listened to, DVD borrowed or Library program attended. A ticket was given for each. Prizes were donated from local Restaurants. A total of 1,807 tickets were received - 72% increase over last year.

Art Exhibit last month – Jason had an art reception on the 16<sup>th</sup> and he provided live music on his own – a six piece folk band which included a cello. 35 people attended.

56 teens participated in the Teen Reading Program compared to 58 last year. They read 678 books.

Circulation Dept. was up in August – 11% from July. Circulated a lot of internal staff journals.

140 new Library Cards were issued.

New copier was installed which produces faxes for free. The Library will now be able to offer free faxing to patrons.

3 Staff Members applied to become a Notary of Public. Applications have been submitted but not approved as of yet.

The Children's Dept. had 28 programs for the month of August with 688 participants.

Library staff attended Old Home Days and gave out little toys, coloring books, bookmarks and passed out plenty of information on the Library.

Library staff attended the Community Fair hosted by the Early Learning Center at the H. O. Smith School. Staff gave out 22 Library cards.

August was the Anniversary of the Battle of Bennington – the musket that was given to the Library was placed on display.

New down loadable service called Freegal is being used on a trial basis. 56 songs were downloaded in August. Freegal allows members to download 3 songs per week. A reminder is sent to remind you if you haven't downloaded the three. The cost of the service covers the music licensing. The Library caps the cost.

Replaced 5 new patron computers. Working out issues with the software.

Visit Account for August averaged 326 visits per day.

SNH Pest Control did their second treatment – they do two treatments a year at Rodgers and The Hill.

Hannaford has again picked up the "Bags for Cause" program for the month of September– purchase a re-useable bag and each dollar of proceeds will go to the Library. Hannaford sends a check to Director Matthews at the end of the month.

Community read will be participating with 8 other Libraries and Timberland H.S. Tim O'Brien's book **The Things They Carried** will be featured. The Library has 20 free copies for anyone who wishes to participate. It is a powerful story about a soldier's life in Vietnam. 2 book discussions will be held on October 18<sup>th</sup> at 1:30 PM and 6:30 PM. Vietnam Veterans have been invited to participate in the discussion.

#### Friends of the Library Report:

Director Matthews reported the following:

Friends donated \$2,470.00 towards the Summer Reading Program. Paid for Six Flag Tickets, Water Country Tickets, Barbecue and Mini Golf Event. Gave approval to the Library to purchase a TKI 3D Printer for \$1,250. Included in the \$1,250 cost are 2 spools and a 6 month service contract with the ability to extend 6 more months for \$100. Also agreed to purchase a metal plexi glass case with a lock. Friends approved \$2,500 for the Printer and Case – the Library is not to exceed that amount.

Kate is working on a procedural program which will include training. One computer will be designated with the software installed on it.

The Library will purchase a plaque stating gift from the Friends of the Library and placed close to the printer. Trustee Creeden would like to see a plaque/sticker on all of the donations from the Friends of the Library for future reference.

Friends paid \$188 for the renewal of the Library's two Movie Licenses. Paid \$410 for two sets of die cut shape stamps for the Children's room. Approved not to exceed \$200 for a Microwave for the Community room.

Discussion took place on future purchases from the Friends of the Library for green Polo Shirts with the Library logo to wear when outreaching. Mr. Matthews is looking into pricing. Also, a frame for the picture copy of the Reproduction of 1746 Nottingham West Charter which the Library has had in archives for at least 70-80 years.

***Trustee Creeden made a motion to accept roughly \$300 worth of material items from The Friends of the Library. Second by Trustee Middlemiss. Motion passes 4-0.***

Acceptance of Donations:

***Trustee Creeden moved to accept for the month of August, 104 books, 24 DVD's, 2 CD's and the following monetary donations: \$1,795 from The Friends of the Library for Mini Gold, \$71.62 from The Friends of the Library for the Barbecue and \$65.00 from the Rise Group. Second by Trustee Middlemiss. Motion passes 4-0.***

### **Old Business:**

#### Step Committee Report

Director Matthews is working with Linda to finalize report. Trustee Roy asked for explanation on Step. Trustee Creeden explained that the Library was trying to organize the Library staff under different Titles so that they have beginning steps and after so many years they would get a step up with a raise, much like teachers do.

#### Policy Manual Updates

Trustee Roy inquired as to why the Public Policy Manual was not on the Web. Because of the changes that have taken place, Trustee Creeden explained that they wanted a final update before putting it out there. Director Matthews stated that the Library had a staff person that was responsible for updating the Web. Trustee Roy stated that the initial policy should be posted to the website and the changes could be updated as they take place. Director Matthews agreed to have staff update the website with the Public Policy Manual that exists today.

#### Budget Committee Report Update

Met with the Selectman committee and presented the book to them. The book gives all the information past and present about the Hills Memorial Library.

#### Recording Secretary

Director Matthews reported that he received the bill for one meeting for \$60 something dollars. Trustee Creeden asked if anyone would like to volunteer to be the Secretary.

#### Sundays

Trustee Creeden would like to have the Library open on Sundays until Easter as she has been receiving requests to open again during the winter months. She also stated that it did not cost that much money last year and it was good for the public. Trustee Roy commented that she was in favor of opening on Sundays but also suggested that if there was an issue with staff or the budget that perhaps that could be worked out. Staff could come in late on Monday or leave early on Friday, alternate Sundays, etc. Trustee Creeden reminded that time and a half was paid for working on Sunday. She also wants 1 full time and a couple

of part time to work on Sundays. Issue was raised that the public is very confused as to just when on Sundays the Library is open. Trustee Creeden stated that she would put it on the calendar. Selectman Liaison Pat suggested having a poster made and placed as you enter the Library, she also reminded everyone that it would be televised. Director Matthews will have staff post it to the website.

***Trustee Creeden made a motion to extend the Library hours to Sundays from January 8 – April 9, 2017, with a staff of 1 full time employee and a couple of part time employees. Second by Trustee Roy. Motion passes 4-0***

#### Freegal

Trustee Rodgers inquired as to the logistics of having Freegal. She wanted to know how much a patron could spend in their budget before going to Director Matthews. Director Matthews needs to stay within budget. Patrons can suggest what they want, however Director Matthews needs to look at line items and not exceed what has been budgeted.

#### Lobby Tiered Unit

No money in the budget. Director Matthews explained that he was looking for a piece of furniture to place the newer books that are currently sitting on a table in the middle of the Library. The tiered unit would cost \$4,705 and would match the rest of the Library furniture. ***Trustee Creeden made a motion to buy the tiered unit at \$4,705 as they have been working on the project for six months. Second by Trustee Roy. Motion passes 4-0.*** Trustee Roy inquired as to how The Library could afford the unit if they recently had a short fall of \$6,000 in the budget. Trustee Creeden stated that the money would come out of the Trustee Account and not the Budget.

#### 2016/2017 Calendar

Trustee Creeden is working on it.

#### Skype from Hills

Director Matthews is working it out.

### **New Business:**

#### New Trustee – Kara Roy

Trustee Roy was officially welcomed by the Board.

#### Warrant Article for pay increase

Trustee Creeden explained that she could do a Warrant for a salary increase. However, if it fails then no raise can be given to anyone. The Library Board of Trustees will be having a budget workshop which at that time will determine if a Warrant is warranted.

#### Open House – November 25, 2016 – 3 PM to 5 PM

Trustee Rodgers will speak with Chief Buxton to find out whether or not the renovations will be completed at the Fire Station.

#### Tile Flooring at Rodgers

Director Matthews will get quotes and report next month.

**Trustee Comments:**

Trustee Creeden – Reminded everyone to check out the Library website to get all the information on Halloween festivities.

**Next meeting:**

Next regularly scheduled meeting is Wednesday, October 19, 2016.

**Non-Public Session:**

*Trustee Creeden moved to enter into Non-Public Session at 7:37 PM under RSA91-A:3 II (d)*

*Chair called for a roll call vote*

*Trustee Middlemiss -yes*

*Trustee Roy -yes*

*Trustee Creeden - yes*

*Trustee Rodgers –yes*

*Motion passes 4-0*

*Enter Non-Public Session at 7:37 PM*

Respectfully Submitted,

Mary-Ellen Marcouillier  
Transcriptionist