



TOWN OF HUDSON

Library Board of Trustees



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Hudson Library Board of Trustees

Regular Meeting

August 17, 2016

Accepted Minutes

Present:

Trustee Robin Rodgers, Chair
Trustee Arlene Creeden, Treasurer
Trustee Ellen Stokinger, Secretary
Trustee Linda Kipnes
Charles Matthews, Director
Pat Nichols, Selectman's Liaison

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

Report of Actions:

At the Non-Public portion of the June Meeting, 1 Library Staff had her salary increased by \$.25 on her anniversary date of June 15, 2016 and another Library Staff also had her salary increased by \$.25 on her anniversary date of July 2, 2016. Both motions passed. Moved to purchase a laptop for the bookkeeper which also passed.

Motion was made by Trustee Arlene Creeden to accept the Minutes of the June 15, 2016 Non-Public Session, second by Trustee Stokinger. All in favor, motion passes 5-0.

Public Input:

There was no Public Input.

Acceptance of Minutes:

June 15, 2016

Trustee Creeden moved to accept the printed minutes of June 15, 2016, second by Trustee Stokinger. All in favor, motion passes 5-0.

Correspondence:

Director Matthews reported he had three correspondences. (1) Letter to Natalie Coolen acknowledging receipt and acceptance of verbal resignation on July 5, 2016. (2) Thank you letter to Environmental Interiors for donated used office equipment and office supplies. ***Trustee Creeden moved to accept items, second by Trustee Rodgers. All in favor, motion passes 5-0.*** (3) Thank you letter from St. John XXIII Food Pantry for a \$10.00 donation.

Reports to the Board:

Treasurer's Report:

Trustee Creeden reported that the audit was all set, records could be picked up, and no questions were asked by auditor. Trustee Rodgers reported that 3 pine trees on Derry Road by the library were cut down due to safety concerns after the wind storm. Money was made available and the trees have been cut down. ***Trustee Creeden moved to accept adjustment of totals in the Rodgers Memorial Library, Working Account Actual, July 1, 2015 to June 30, 2016 line items: 202, 204, 235, 247, 303, 326 and 327 totaling \$6,363.73. Money was offset by moving the following line items: 206-\$2844.92, 210-\$2,502.46 and 269-\$1,016.35. All line items now set at \$.0. Motion second by Trustee Kipnes. All in favor, motion passes 5-0.***

Selectman Liaison's Report:

Chairwoman Rodgers saw the Selectman's vote to take the Rodgers Memorial Library Budget off their ballot and make it their own article. In her research, it was determined that the Selectman would need to make that suggestion to the Municipal, who would then make a recommendation for the bill to the State. Hudson would be the only one presented in NH this way so Chairwoman Rodgers is not in fear of losing the Library's placement on the ballot. Selectman Nichols responded that the Selectman would indeed like to take the Library off of their budget and are going to Concord to look further into this matter. However, Selectman Nichols does not believe that Concord would be in favor of the Selectman's suggestion. Chairwoman Rodgers congratulated Selectman Nichols on the great job she did at the meeting with the Department Heads. The meeting was informative for both parties at the table. The next meeting was scheduled for March and Selectman Nichols is hoping that they can meet earlier than March. Chairwoman Rodgers noticed that the Selectman would be meeting with the SAU and asked if the Library Trustees should attend. Selectman Nichols was not given an agenda at this time and could not comment on whether the Trustees should attend or not.

Director's Report:

Director Matthews reported that the Music Festival took place on June 4th with 4 bands. It was a beautiful day and they were hoping for better attendance. Thank you to DCU for sponsoring the event.

Natalie Coolen resigned on July 5, 2016 and Linda Pilla is temporarily filling in as the Circulation Librarian. The position was posted internally and 1 applicant has responded. 2 new Librarian Assistants, Gina Votour and Lauren Young are doing a great job.

New Music Program began on August 1 called “Freegal”. It is a downloadable music program. Patrons with Library Cards will be able to access almost 10,000 songs. Royalties are paid for but you will only be able to download 3 songs a week. You can also stream up to 3 hours of music a day.

Summer programs are up and running. Zumba Class for Adults is averaging 24 participants per class. Free to all who would like to participate on Tuesdays from 2:00 PM to 2:45 PM. Wednesday walks in Bensons has expanded to include Mine Falls Park in Nashua and Beaver Brook. Participants include a combination of seniors and Moms with their children walking together.

Genealogy Club did a presentation on Irish Genealogy to 37 attendees.

Group Singing Classes on the 4th Thursdays of the month from 6:00 PM to 8:30 PM. Traditional Songs from the book “Rise Up Singing” – copies are available at the class. Class is averaging 12-15 participants.

Nashua Public Health is coming on a monthly basis for low cost immunizations, HIV testing and free blood pressure readings.

Teen Summer Reading Class invited Cartoonist Bennett to do a cartoon workshop demonstrating how to sketch cartoons.

6 Nooks were transferred to the children’s department where they will be loaded with popular children stories.

Library wide Mini Golf Program was a huge success. Held two evenings after the Library was closed. Courses went up and down the aisles and there were flexible barriers so you wouldn’t trip.

Summer School Program from Hills Garrison has been going to the Library on a regular basis. Staff has been providing story time in the children’s room.

On line Services – new museum pass system. Upgraded Evergreen system – new version. Hannaford “Bags for a Cause” has made the Library a beneficiary again for the month of September. Purchase one of the musical bags and one dollar from each purchase will be designated for the Library.

Hudson/Litchfield Rotary Club will be meeting on Thursday mornings before the Library opens beginning September 1, 2016 – June 30, 2017.

Library will be participating in a Community Read with 8 other libraries and Timber Lane School. The book is based on the Vietnam War and is called “The Things They Carry”. Begins the middle of September through middle of November. 20 free copies will be provided to those interested. When finished reading they can either return to the Library or keep for future reference. Scheduled two book discussions and will invite Vietnam Vets to be part of the discussion.

Concord Public Library has renewed the Library Card Challenge for National Library Card Month which is in September. A trophy is awarded to the library that increases the most percent of patrons during September. Hudson is going to participate in the challenge.

Upcoming-

Musket is on display through the month of August.

Summer Reading Program with Steve Blunt is having a barbecue August 19th. Friends of the Library as well as Hannaford are sponsoring the event. Hudson/Litchfield Rotary Club will be sponsoring deserts.

Acceptance of Donations:

Trustee Creeden moved to accept for the months of June and July, 9 books, 7 DVD's, 3 CD's, a monetary donation of \$228.00, and additional monetary donations totaling \$452. Second by Trustee Kipnes. Motion passes 5-0.

Friends of the Library:

Trustee Kipnes reported that the New Membership year started July 1, 2016. \$10.00 for Single and \$20.00 for Couples. She already received memberships from Businesses as well as Citizens.

Old Business:

Part-time/Full time Step Committee Report

No report.

Policy Manual Updates

No report.

3D Printer

Friends of the Library did not meet during the summer months. Trustee Kipnes will bring up the printer at the next meeting in September. She believes it would be a wonderful gift for the Friends to purchase for the Library. Discussion took place on possible printers that could be purchased.

Passport Program

No update.

Budget Committee Report Update

Trustee Rodgers congratulated Director Matthews and Laurie Jasper for their time and effort in gathering and researching the information for the report. Next step is to purchase the binders. Trustee Rodgers will purchase 24 binders. 24 books will be assembled and ready within a weeks' time. Discussion took place on how to present the book to the Town Officials. The books will be presented at the next Budget Committee Meeting and the next Selectmen Town Meeting. Director Matthews will notify the Trustee's by email the next date and time that the Budget and Selectmen will be meeting. It will then be determined who will attend the meetings and present the books. Trustee Rodgers would like Trustee Creeden to accompany her for the presentations.

New Copier Installed

Copier not installed – waiting for a part to come in.

New Business:

September No Fines

Director Matthews would like to designate September as “No Fines” month. **Trustee Creeden made a motion to designate September as No Fines month, seconded by Trustee Kipnes. Motion passes 5-0.**

Trustee Resignation

Trustee Stokingier has resigned and is moving to Florida. Trustee Rodgers is taking the necessary steps to secure a new trustee.

Sunday

Discussion took place on which Sundays of the year the Library should stay open. Salary could factor into the equation. Trustee Creeden will check finances and report back next month.

Lobby Tiered Display Unit

No Decision.

2016/17 Calendar

Trustee Creeden will have the calendar for next month’s meeting.

Skype at the Hills

Would require a laptop and WIFI in working order. Replaces phone.

Trustee Creeden discussed several other items of new business. **She made a motion to try Mary-Ellen Marcouillier this month as transcriptionist. Ms. Marcouillier would transcribe the meeting minutes from the tape. If it works out, Ms. Marcouillier would not have to attend the meetings each month. Fee would need to be discussed going further. Motion second by Trustee Kipnes. Motion passes 5-0.**

Trustee Creeden called attention to the staff salary under line item 5060. \$789,916 was budgeted and \$808,732 was the actual. A difference of roughly \$20K shortfall. Decision needs to be made on whether or not Trustees are interested in a Warrant Article.

Trustee Comments:

Trustee Kipnes – thanked staff for their great ideas and programs during the summer months.

Selectman Pat Nichols – commended Library Staff for their friendliness and dedication.

Trustee Stokingier – thanked staff and Trustees for all their support.

Trustee Creeden – thanked Trustee Stokingier for her time on the board and wished her the best of luck in Florida. Thanked the school for partnering.

Director Matthews - thanked his staff for the Summer Reading Program, they did a great job this year. Very dedicated and they love what they do.

Trustee Rodgers – wished Trustee Stokingier well. Thanked all staff for their great work.

Next meeting:

Our next regularly scheduled meeting is Wednesday, September 21, 2016.

Non-Public Session:

Trustee Creeden move to enter into Non-Public Session at 7:09pm under RSA91-A:3 II (d)

Chair called for a roll call vote

Trustee Kipnes -yes

Trustee Stokinger -yes

Trustee Creeden - yes

Trustee Rodgers –yes

Motion passes 4-0

Enter Non-Public Session at 7:09pm

Respectfully Submitted,

Mary-Ellen Marcouillier
Transcriptionist

Non-Public Session:

Entered Non-Public Session at 7:14 pm

Director Matthews remarked that Natalie Coolen abruptly resigned on July 5th and Linda Pilla, Assistant Circulation Librarian, has been serving since as acting Circulation Librarian. The opening has been posted for internal candidates and only Linda Pilla, who is well-qualified to fill the position, applied.

Trustee Creeden moved to appoint Linda Pilla to the position of Circulation Librarian. Trustee Kipnes seconded. Motion passed 4-0.

Trustee Kipnes moved to grant Linda Pilla an increase for the promotion of \$1.25/hour. Trustee Stokinger seconded.

Trustee Creeden suggested that Linda's increase should put her on par with Vicky Sandin's salary, our most recent full-time promotion.

Trustee Creeden moved to increase Linda Pilla to \$17.00/hour, the amount Vicky Sandin is currently earning. Trustee Kipnes seconded. Motion passed 4-0.

Trustee Creeden moved to post the Assistant Circulation Librarian position both internally and externally. Trustee Stokinger seconded. Motion passed 4-0.

Trustee Creeden moved to exit Non-Public. Trustee Kipnes Seconded.

Adjourn:

Non-Public Meeting adjourned at 7:44 pm