



# TOWN OF HUDSON

## Library Board of Trustees



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### Hudson Library Board of Trustees Regular Meeting June 15, 2016 Accepted Minutes

#### **Present:**

Trustee Robin Rodgers, Chair  
Trustee Steve Middlemiss, Vice Chair  
Trustee Arlene Creeden, Treasurer  
Trustee Ellen Stokinger, Secretary (by phone)  
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 led the audience in the Pledge of Allegiance at 6:00 pm.

#### **Report of Actions:**

At the Non-Public portion of the May Meeting, 2 library assistants, Gina and Lauren, were hired for 12-16 hours per week at \$11.25 per hour. Karen Nappo was given her six-month raise to \$11.67 effective May 30.

#### **Public Input:**

There was no Public Input.

#### **Acceptance of Minutes:**

##### **May 18, 2016**

*Trustee Creeden moved to accept the draft minutes of May 18, 2016, second by Trustee Middlemiss. Motion passes 5 – 0.*

*Trustee Creeden moved to accept the draft non public minutes of May 18, 2016, second by Trustee Kipnes. Motion passes 5 - 0.*

#### **Correspondence:**

There was no correspondence.

## **Reports to the Board:**

### Treasurer's Report:

Trustee Creeden reviewed the Treasurer's Report. Money will need to be encumbered later in June for items that have not yet been obtained.

File to Audit

### Selectman Liaison's Report:

Selectman Nichols asked for an explanation of the procedures for handling fine money; Trustee Creeden explained.

### Director's Report:

Natalie Coolen has started Supervisory Education Training course; Brett Richardson started as Library Page; Lauren Young and Gina Votour started as Library Assistants. The library is currently at full staff.

Poetry Contest received 90 poems, down from previous years because the elementary schools did not receive information about the contest.

Art Exhibit for May featured artwork from Alvirne High School students.

Overall circulation up from May 2015; 114 new patron cards. 230 items picked up from Big Blue Box. Average 314 visits per day until May 11, when battery in people counter died. Not noticed until the end of the month.

Hannaford "Bags for a Cause" generated \$103 for the library.

Room darkening shades installed June 3. They are dark green rather than off-white as the trustees had specified, and are not the same quality as the original shades, but they have helped darken the room for programs on the screen during the day.

### Upcoming-

NVBots 3D Printer demo – June 21

Group Singing – June 23

Summer Reading Kick Off – June 24

Summer Hours begin – June 25

Laser Tag 9:30pm – June 29

Feasting from local farms 6:30pm – June 30

Independence Day, library closed – July 4

Free Zumba Gold class begins – July 5

Wednesday Walks at Benson Park begin – July 6

Free Friday Films begin – July 15

### Acceptance of Donations:

***Trustee Creeden moved to accept 3 books, 1 DVD, 5 CD's, second by Trustee Kipnes. Motion passes 5-0.***

Friends of the Library:

Trustee Kipnes and Trustee Stokinger addressed the board.

Chamber After Hours Event on Tuesday 5-24 was very successful.

Leonard Smith Memorial Scholarship presented to Alvirne senior, based on essay about “What the Library Means to Me”

**Old Business:**

What is Part-time/Full time Step Committee Report

Charlie updated the board. Definition of Part-time/Full time is resolved. The Step Committee requested information from Charlie about other libraries’ step policies. The trustees would like to present a Warrant Article the year for a step program of library employees.

Policy Manual Updates (See 2.4 Full time status, 2-5 Part time status, 5-1 Sick leave, 5.8 Holidays, 5.9 Vacation leave, 6.1 Health and Dental, Sec. 8 Education and Training)  
Vacation accrual during FMLA. Updates done by Trustees Creeden and Rodgers.

3D Printer

Demonstration for staff and trustees on June 21.

Passport Program

Library has applied to be passport provider; awaiting response.

Wish List

Items on the wish list were prioritized by the trustees, and will be purchased/ordered in priority order as long as there is money available.

#1 4 Floor plugs: Trustee Creeden moved add 4 new floor plugs at a cost not to exceed \$1000. Second by Trustee Kipnes; motion passes 5 – 0.

#2 Desk for Kristen Paradise: Trustee Creeden moved to authorize purchase of the Varidesk standing/sitting desk for Kristen Paradise in the Children’s Room; cost not to exceed \$800. Second by Trustee Kipnes; motion passes 5 – 0.

#3 Display shelves: Trustee Creeden moved to authorize purchase of additional bookstack end panels for book display. Cost not to exceed \$1700. Second by Trustee Kipnes; motion passes 5 – 0.

#4 Study carrels: Trustee Creeden moved to authorize purchase of 2 Twain study carrels with shelves (if available) from Tucker and 1 chair, to match current library furniture. Cost not to exceed \$4000. Second by Trustee Kipnes; motion passes 5 – 0. It was unanimously agreed that the carrels will match the library shelving.

#5 Red Brick tent: Trustee Creeden moved to authorize purchase of an EZ Up aluminum frame tent in library colors with library logo on one valence from Red Brick. Cost not to exceed \$900. Second by Trustee Kipnes; motion passes 5 – 0.

#6 Colorscape Playpod house: Trustee Creeden moved to authorize purchase of a Colorscape Playpod House, cost not to exceed \$2055. Second by Trustee Kipnes; motion passes 4 – 1, Trustee Rodgers voting no.

It was suggested that the Friends might buy the Staff Outreach shirts from Red Brick.

### Goals List

Trustee Rodgers addressed the board.

Trustee Trust Accounts, (Seminar Charitable Trusts Unit) 6/15/16  
Trustees Kipnes, Rodgers and Creeden will attend seminar.

Policy Manual – Step Program  
Committee formed, awaiting information from Director Matthews.

Open House  
Scheduled for the day after Thanksgiving after the tree lighting.

### New Business:

End of summer barbeque: August 19, 6 – 8 PM. Steve Blunt and band will entertain.

Budget Committee: Waiting for information from Kathy Carpentier. Trustees plan to meet with Budget Committee with other Town Departments that use the Hills building, so the Budget Committee will understand how the building saves the town money.

Trustee Creeden discussed several other items of new business. She has sent the bill to the School Department for their share of the costs of the Hills building, which are just greater than \$4000.

Trustee Creeden would like to start the budget process in early August, and suggested the trustees need to consider staff raises, which may be part of the step process.  
Trustee Creeden commented that staff needs to deposit fine money and other income more often so smaller amounts of cash are available in the library.

Trustee Rodgers suggested that the trustees revisit the layout of the Children's Room as it is becoming very crowded.

### Trustee Comments:

Trustee Middlemiss – no comments

Trustee Kipnes – thanks to our staff for their great ideas and programs

Trustee Creeden – also commends staff on programs and activities

Trustee Rodgers – no comments

Director Matthews: The children's sleepover filled up in 9 minutes the first registration day. A second sleepover has been scheduled. It was suggested that the Children's Room direct phone line be published for use on scheduling days.

**Next meeting:**

Our next regularly scheduled meeting is Wednesday, August 17, 2016. NOTE that there is no meeting in July.

**Non-Public Session:**

*Trustee Creeden move to enter into Non-Public Session at 7:11pm under RSA91-A:3 II (d) second by Trustee Kipnes.*

*Chair called for a roll call vote*

*Trustee Middlemiss-yes*

*Trustee Kipnes -yes*

*Trustee Stokinger -yes*

*Trustee Creeden - yes*

*Trustee Rodgers –yes*

*Motion passes 5-0*

*Enter Non-Public Session at 7:11pm*

*Exit Non-Public Session at 7:35*

*Motions made in Non-Public Session were reported in the public session.*

*One-year anniversary raise of \$.25 per hour for Linda Pilla, effective June 15; and 6-month anniversary raise of \$.25 for Karen Massey, effective July 2.*

**Adjourn**

*Trustee Creeden moved to adjourn at 7:37, second by Trustee Middlemiss.*

*Motion passes 5-0.*

Meeting adjourned at 7:37 pm

Respectfully Submitted,

Linda Kipnes  
Library Trustee

**Non-Public Session:**

*Trustee Creeden move to enter into Non-Public Session at 7:11pm under RSA91-A:3 II (d) second by Trustee Kipnes.*

*Chair called for a roll call vote*

*Trustee Middlemiss-yes*

*Trustee Kipnes -yes*

*Trustee Stokinger -yes*

*Trustee Creeden - yes*

*Trustee Rodgers –yes*

*Motion passes 5-0*

*Enter Non-Public Session at 7:11pm*

*Discussed personnel issues.*

*Trustee Creeden moved to increase Linda Pilla’s salary at her 1-year anniversary by \$.25 per hour, effective June 15; second by Trustee Middlemiss. Motion passes 5-0.*

*Trustee Creeden moved to increase Karen Massey’s salary at her 6-month anniversary by \$.25 per hour, effective July 2; second by Trustee Middlemiss. Motion passes 5-0.*

*Trustee Creeden proposed creation of a new position of library assistant/bookkeeper and assistant to Director Matthews. She will formulate a job description.*

*Trustee Creeden moved to purchase a new laptop for bookkeeping, second by Trustee Kipnes. Motion passes 5-0.*

**Adjourn:**

*Trustee Creeden moved to adjourn at 7:35pm second by Trustee Middlemiss.*

*Motion passes 5-0*

*Meeting adjourned at 7:35 pm*

Respectfully Submitted,

Linda Kipnes  
Library Trustee