



TOWN OF HUDSON

Library Board of Trustees



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Hudson Library Board of Trustees Regular Meeting May 18, 2016 Accepted Minutes

Present:

Trustee Robin Rodgers, Chair
Trustee Steve Middlemiss, Vice 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 led the audience in the Pledge of Allegiance at 6:00 pm.

Report of Actions:

Hired Brett Richards during Non-Public during the April Meeting.

Public Input:

There was no Public Input.

Acceptance of Minutes:

April 20, 2016

Trustee Stokinger moved to accept the draft minutes of April 20, 2016, second by Trustee Middlemiss. Motion passes 3-0-2 (Kipnes and Creeden Abstained).

Trustee Middlemiss moved to accept the draft non public minutes of April 20, 2016, second by Trustee Stokinger. Motion passes 3-0-2 (Kipnes and Creeden abstained).

Correspondence:

There was no correspondence.

Reports to the Board:

Treasurer's Report:

Trustee Creeden reviewed the Treasurer's Report. Currently have \$12,000 in working account to cover May and June. There are no accounts at 100%.

File to Audit

Selectman Liaison's Report:

Selectman Nichols had no report

Director's Report:

Vicky Sandin and Ruth Balletto are two new library employees.

Programs – Paint Matryoshka Doll – 38 attended, Essential oils – ongoing program, Tax help finished on April 11, Coloring for adults – 5 attended, Drop in Stitchers -82 attended, Poetry- 98 poems received, Genealogy – 45 people, Hung a “Love your Library Banner”, No teen programs during April vacation, Pokemon and gaming club on going, Circulation down from last April, 177 books returned in the Big Blue Box, Notarized 57 documents, 720 children attended children's programs, Kate Butler returned on April 17, Upgraded Evergreen, there will be a telephone training session for employees, Hannaford reusable bag program benefits the Library in May (1\$ for every bag purchased) so far we have earned \$57,

Upcoming-

Chamber event hosted by Friends of Library – May 24 5:30-7:30

Ramblin' Richard 2 shows 3:30 & 7:00 – May 26

Closed – May 30

Music Festival – June 4, 10:00 – 3:30 including Steve Blunt

Group Singing – June 23

Summer Reading Kick Off – June 24

Laser Tag 9:30pm – June 29

Feasting from local farms 6:30pm – June 30

Acceptance of Donations:

Trustee Creeden moved to accept 72 books, 10 DVD's, 1 Scooby Doo sight words, \$68 cash donation from Penny Demers, \$100 cash donation from GFWC for summer reading prizes, second by Trustee Stokinger. Motion passes 5-0.

Friends of the Library:

Trustee Kipnes addressed the board.

Planning Chamber After Hours Event on Tuesday 5-24, 5:30-7:30pm.

Will be sponsoring some upcoming events

New program at TD Bank – Affinity program, can connect patron's account to Friends of the Library. The Library will receive a small percentage of money from the bank.

Old Business:

New Logo/Media designer

Previewed new logo.

Trustee Creeden moved to use this new logo for library branding, second by Trustee Kipnes. Motion passes 5-0.

What is Part-time/Full time Step Committee Report

Charlie updated the board.

Town policy states part time is under 30 hours per week

Library policy states part time is no more than 32 hours and full time is 40 hours.

Trustee Creeden will look into this more and will come back to the board.

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.

Trustee Rodgers addressed the board.

Policy manual needs to be updated. Trustee Stokinger, Trustee Creeden and Trustee Rodgers have agreed to work on policy committee and will set up a meeting soon.

3D Printer

Local person would like to set up a sales presentation at the library, this would not be a demonstration for patrons. The Trustees talked about looking into a smaller/ more affordable version 3D printer.

Trustee Creeden moved to investigate purchase price of a small 3D printer, second by Trustee Kipnes. Motion passes 5-0.

This will come back to the board.

New Business:

Passport Program

Staff would be trained by government personnel at the library at no cost to us. This would be an added service for our patrons, The library will received \$25 per accepted application.

Trustee Creeden moved to accept the pass port training for pass port program if accepted for the program, second by Trustee Kipnes. Motion passes 5-0.

Copier Bid

New copier will be from Ricoh. Charlie will contract the company for delivery information. Approximate cost will be \$2,100 per year.

Hills Memorial Library Building – Allocate a separate line item for this building?

Trustee Rodgers addressed the board.

Library, School Department and Fire Department all use this building. It would be helpful for the Budget Committee to see how the funding works prior to budget review. This will hopefully help the Budget Committee understand financials better and not cut the budget item.

Trustee Creeden will speak to KC.

Shades for the Community Room

Received three bids - \$1,450, \$1,125-\$1,150 and \$738 (\$671 without door shade).

Trustee Kipnes moved to accept the low bid up to \$671 for new shades (Off White), second by Trustee Stokinger. Motion passes 5-0.

Study room Policy Change

Charlie updated the board.

Page 37 change one sentence – small groups and add “and individuals”.

Trustee Creeden moved to add the words “and individuals” to page 37 second by Trustee Kipnes. Motion passes 5-0.

Shed update

Slow progress (floor and one wall). Will not be complete until Fall.

Cap minor fines at \$1

Charlie updated the board.

This is difficult to do in Evergreen.

Discussed changing fine free program from 5 items to 10 items to incorporate minors.

Trustees decided they would not cap minor’s late fees, it will remain as is. They will not change fine free program either.

Wish List

#1 Display end caps

#2 Display table multi-tiered

#3 Study table and chair

#4 Tent (10x10) with logo \$920

#5 Display tower – children’s room

#6 Play pod house

Will purchase the follow equipment:

Trustee Creeden moved to purchase one swivel chair for Vicky second by Trustee Kipnes. Motion passes 5-0.

Off the list:

2 in floor electric outlets and plug in charging station

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, will work on updates.

Open House – Step Program
Scheduled for the day after Thanksgiving after the tree lighting.

Right to Know Law – the wording for this was given to all Trustees so they will be familiar with it.

Trustee Creeden addressed the board:
Grave Flowers- all agreed to continue placing live flowers on grave for Memorial Day.
Old Checking account (Hills) most of the money in this account is from donations or found money and is getting very little interest. Would like to move it to TD Account so it can get better interest rates. The bank will guarantee our money because we are grouped with the town so our money will be secure.
Trustee Creeden moved to move the money from the old checking account to TD account second by Trustee Kipnes. Motion passes 5-0.

Trustee Comments:

Trustee Middlemiss – no comments

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

Trustee Stokingier – Wishing success at the upcoming Chamber Event.

Trustee Creeden – Go to our web-site to all of our programs; especially the upcoming music festival on June 4.

Trustee Rodgers – no comments

Director Matthews: Buy a bag at Hannafords.

Next meeting:

Our next regularly scheduled meeting is Wednesday, June 15, 2016

Non-Public Session:

Trustee Creeden move to enter into Non-Public Session at 7:25pm under RSA91-A:3 II (d) second by Trustee Kipnes.

Chair called for a roll call vote

Trustee Middlemiss-yes

Trustee Kipnes -yes

Trustee Stokingier -yes

Trustee Creeden - yes

Trustee Rodgers –yes

Motion passes 5-0

Enter Non-Public Session at 7:25pm

Adjourn

Trustee Creeden moved to adjourn at 7:56, second by Trustee Middlemiss.

Motion passes 5-0.

Meeting adjourned at 7:56 pm

Respectfully Submitted,

Dotty Murray
Board Recorder