



TOWN OF HUDSON

Library Board of Trustees



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Hudson Library Board of Trustees Regular Meeting February 17, 2016 Minutes

Present:

Trustee Robin Rodgers, Chair
Trustee Steve Middlemiss, Vice Chair
Trustee Arlene Creeden, Treasurer (via telephone)
Trustee Linda Kipnes
Charles Matthews, Director

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

Report of Actions:

December 16, 2015 Non-Public Meeting

Discussed staff issues

Motion to amend November's increase for an employee who has completed probation to a 2% increase (31 cents) at 6 months with no retro pay and a 25 cent raise at one year. Voted and failed 1-4. Original motion shall remain.

Motion to approve 25 cent raise for an employee at one year anniversary from \$11.50 to \$11.75/hour. Voted and passed 5-0.

Adjourned at 7:45 pm.

January 2, 2016 Non-Public Meeting

Discussed staff issues

Motion to adjust the salary of an employee for added bookkeeping responsibilities to \$12.75/hour for all work hours. Voted and approved 3-0.

Adjourned at 9:30 am.

Public Input:

There was no public input

Acceptance of Minutes:

December 16, 2015 and January 2, 2016 Non-Public Draft Minutes

Trustee Kipnes moved to accept the draft non-public minutes of December 16, 2015 and January 2, 2016. Trustee Middlemiss seconded. Motion passes 3-0.

December 16, 2015 and January 2, 2016 Draft Minutes

Trustee Kipnes moved to accept the draft minutes of December 16, 2015 and January 2, 2016 as amended (December 16, 2016 corrected to December 16, 2015). Trustee Middlemiss seconded. Motion passes 3-0.

Correspondence:

A letter from the Code of Ethics Committee, resignation letters from Danny Lykansion and Rosemary Petaja, a registered letter from a patron who slipped and fell on a rainy day in December, and Thank You letters for donations to the RISE Reader's Roundtable and the Friends of the Hudson Library were noted.

Trustee Kipnes moved to accept and place the correspondence on file. Trustee Middlemiss seconded. Motion passes 3-0.

In order to keep the libraries account at Citizens Bank active must transfer money in and out periodically.

Reports to the Board:

Treasurer's Report:

Trustee Creeden prepared the Treasurer's Report. She is not present but will participate by phone later to address Old Business.

File for Audit.

Selectman Liaison's Report:

Not present.

Director's Report:

Charlie addressed the board.

Kate Butler began her FMLA leave January 22nd with an April 15th expected return. Danny Lykansion resigned effective February 26th to accept a Reference position at the Chelmsford Public Library. Rosemary Petaja retired effective February 11th and Karyn Masse now handles all aspects of bookkeeping. Charlie will be on vacation March 9-15. Betsey Martel will be Acting Director.

Two new adult volunteers started this month: Ashlee Lykansion and Hudson resident Theresa Bernardini. Kris Murphy, Children's Library Assistant at the Nashua Public Library, is starting a *Management Consultancy* semester project in our Children's Department with Betsey Martel for her Master's degree in Library and Information Science.

Twenty people attended Dick Zoerb's Card Stock Model Making program. Twenty-eight people attended Olivia Burtzell's artist reception in our Community Room. A new program, Coloring for Adults, was launched January 11.

A Teen Art Club program is now offered twice a month.

Our Study Rooms were booked 115 times and 12 people were unable to book rooms this month.

We had 688 computer users for the month.

Overall circulation for January was up 9.1 % from last January and up 16.5 % from December.

We will be participating in the Early Literacy Community Fair this summer. Kristen is working with the Art Teacher and Media Specialist at H.O. Smith to help kids create books about a library mouse. Library staff is collaborating with Nottingham West and Hills Garrison to coordinate year round reading initiatives in the early grades.

We ordered Quickbooks 2016 to update our library accounting and on January 20th transitioned our Evergreen system onsite support to Sequoia, a securely hosted environment.

Daily average visits for January 255 (including Sundays) and 295 (excluding Sundays).

We held our Quarterly Staff Meeting on January 8 from 8-9am.

Upcoming:

AARP Tax Help (Saturdays & Mondays 9-4); Immunization and Blood Pressure Screening (March 11); Friends of Library Meeting (March 15); Chamber Awards Dinner (March 29); Quarterly All-Staff Meeting (April 8); NHLTA Conference (May 23).

Acceptance of Donations:

16 books, 3 DVDs, 7 CDs and 8 puzzles for January

Trustee Kipnes moved to accept the donations of 16 books, 3 DVDs and 7 CDs and 8 puzzles, second by Trustee Middlemiss. Motion passes 3-0.

14 books, 5 DVDs, 3 CDs and 10 puzzles for December

Trustee Kipnes moved to accept the donations of 14 books, 5 DVDs and 3 CDs and 10 puzzles, second by Trustee Middlemiss. Motion passes 3-0.

Trustee Kipnes moved to accept the RISE Reader's Roundtable donation of \$40, the Friends of the Library's donation of Dot & Dash robots and tablet (\$417.16), movie license (\$303) and Summer Reading program prize contribution (\$250), and Natalie Coolen's used microwave oven contribution, second by Trustee Middlemiss. Motion passes 3-0.

Friends of the Library:

Trustee Kipnes addressed the board.

The Friends meet March 15 at 7pm. Second Hand Prose is the second Sunday of the month, tons of books at good prices.

Old Business:

No Fines Library Cards

76 patrons who are enrolled enjoy the program.

Step Committee Report

Committee has not met. The Merrimack Library Friends Group have funded a wage classification study for their library. Director Matthews will get more information.

(Trustee Creeden joined the meeting by phone)

Tuition Reimbursement

Employee's fall transcript shows all "A's". Check was issued in January.

New Business:

Ethics Complaint

Letter received regarding RSA 91:A “Right to Know” violation . The Trustees attended Ethics Committee meeting on February 11. Trustee Rodgers noted that no violation of the RTK law was rendered, however the Ethics Committee did find that the Trustees did not have clear minutes.

Hire New Page

Charlie would like to hire a Library Page. Charlie can make the recommendation and the Trustees will approve.

Replace Teen Librarian

We have one in-house candidate. Trustee Creeden recommended publicizing the position outside. Trustee Kipnes suggested the position be posted in-house and outside at the same time. Job description needs to be updated. Starting rates were discussed. Danny is currently making \$18.10/hr. Trustee Creeden recommended establishing a rate when we see the experience of the selected candidate.

Trustee Middlemiss moved to set the rate at \$17.50 to start. No second. Trustee Creeden moved to set the rate at \$17.00 to start. Trustee Middlemiss seconded. Trustee Creeden amended the motion set \$17.00 as the minimum rate for the new hire. Trustee Middlemiss seconded. Motion passes 3-1.

Conference reimbursement – CSLP for Kristen

Trustee Rodgers indicated that we don’t have a conference reimbursement policy. Kristen Paradise is attending the Collaborative Summer Library Program (CSLP) Annual Meeting in Salt Lake City on April 19-21 as President of NHLA’s CHILIS (Children’s Librarians) Section. She has requested \$450 towards most of her hotel bill. All other expenses are covered by the CSLP (registration) and the State Library (airfare).

Trustee Creeden made a motion to contribute a limit of \$450 towards the expenses of a conference, budget allowing, and if it would benefit the library, with requests to be approved on an individual basis. Trustee Kipnes seconded. Motion passed 4-0.

Director Matthews was also tasked with drafting reimbursement policy for review at the next Board of Trustees meeting.

What is Part time /Full time (health insurance)

There is a discrepancy between the town’s and library’s definitions of part-time employees eligibility for health insurance. We have a part-time employee receiving health insurance who works less the than the town’s requirement of 30 hours. Trustee Creeden stated that that employee should be grandfathered in. She would like to review the library’s definition of part-time employees and to postpone the discussion until she returns to Hudson for the May meeting. No other part-time employees have requested insurance coverage at this time.

Chromebooks for Children’s (see proposal)

The library is seeking approval to purchase 3 Chromebook flips and once charging station for the Children’s Room for a total of \$1086.34 using our DCU Children’s Literacy grant

funds. The Chromebooks will only be used in the library. Trustees Creeden would also like the library to check on the warranties.

Trustee Creeden made a motion to use DCU funds for the purchase 3 Chromebooks as long as the amount does not exceed the funds available in the DCU account. Trustee Kipnes seconded. Motion passed 4-0.

(Trustee Creeden left the meeting by phone)

Interlibrary Loans Policy

The library would like to make 4 changes to expand our Interlibrary Loan policy.

Trustee Middlemiss made a motion to accept the changes. Trustee Kipnes seconded. Motion passed 3-0.

New Logo / Media designer

Trustee Rodgers placed the New Logo / Media Designer on hold for a later meeting.

Trustee Comments:

Trustee Middlemiss: Would like to thank Rosemary and Danny for their service to the library and wish them luck in their future endeavors.

Trustee Kipnes: Echoed Steve's comments. They have both done a wonderful job. The Hudson Junior Women's Club would like to request that some of the library's Volunteers could help at the craft table at the Bunny Breakfast and request a staff member to read stories. As an outreach event Director Matthews stated that a staff member would be paid for this event but not the Volunteers. The Women's Club also discussed donating the profits from the Bunny Breakfast to the Children's Room.

Director Matthews: Also want to thank Rosemary and Danny for their tireless service. We have staff in place to continue Danny's teen programs until a replacement is hired.

Trustee Rodgers: Don't forget to vote on March 8th! Linda and I are both running for re-election.

Trustee Kipnes: Please plan to attend Candidates Night on Feb 29 at 7pm at the Community Center.

Next meeting:

We will not have a quorum for the next regularly scheduled meeting on March 16 so Trustee Rodgers would like to move the meeting ahead to Wednesday, March 30, 2016.

Non-Public Session:

No reason to enter into a Non-Public Session.

Adjourn:

Meeting adjourned at 7:15 pm

Respectfully Submitted,

Charlie Matthews
Library Director