



# 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

#### December 16, 2015

#### 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

**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:**

Discussed staff issues  
 Two motions voted and passed 4-0.  
 2% and 25 cent per hour increase for employee completing probation.  
 Hired Karen Nappo part time employee with no set hours at a pay rate of \$11.25 per hour.  
 Adjourned at 7:34pm.

**Public Input:**

There was no public input

**Acceptance of Minutes:**

Draft minutes 11-18-15

*Trustee Creeden moved to accept the draft minutes of November 18, 2015 as amended (page 4 want the shed to resemble the library, not to library) second by Trustee Stokinger.  
 Motion passes 5-0.*

Draft Non-Public minutes 11-18-15

*Trustee Middlemiss moved to accept the Non-Public draft minutes of November 18, 2015 as presented, second by Trustee Kipnes. Motion passes 5-0.*

**Correspondence:**

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 reviewed treasurer's report.

All monthly bills must be printed, will remind bookkeeper.

All working accounts are doing fine. Found one incorrect line item; was corrected.

Schwab Account: variable stocks and also has a small amount of cash value.

Trustee Kipnes stated that TD Bank is now charging a fee for paper statements; need to change accounts over to receive an E-Statement to avoid fee. Trustee Creeden will look into this for library accounts.

File for Audit.

### Selectman Liaison's Report:

Not present

### Director's Report:

Charlie addressed the board.

Karen Nappo accepted position as Part Time Substitute Library Assistant, with flexible hours.

Author Event-The First Primary: *New Hampshire's Outsize Role in Presidential Nomination*

Safe Medication use- presented by Mass College of Pharmacy; no one attended.

Genealogy Club- Webinar on getting information from maps and sharing stories about Veterans.

Film Series –Inside Out and Star Wars Series

Teen programs are well attended

Dungeons & Dragons final session will be in December.

Danny was elected Vice President at YALS

Created a reading nook in adult area.

Circulation is up 5.4% from last November.

45 Children's programs and 583 attendees in November.

Volunteers Ruth, Zoe and Casey have been helpful.

Better World Books-first shipment; packed 207 books in 6 boxes. Will get a credit on our Ingram Account for any books sold, others will go to charity.

Brian and Kate attended New Horizons System Center training.

Brian replaced four laptops and three monitors.

Daily average visits for November 289.

27 donor bricks installed, new lighting installed in children's room, Hudson Fire did our six month inspection, and Bob installed new roofing material on tool shed.

No update on Copier bid; paying current copier month to month.

Donor plaque have been reviewed and ordered.

Alvirne Building Trades have agreed to work with us to build a 10x14 shed to our design specifications as a spring project.

Lia Bobek- Marketing Intern completed her semester work. Helped us reorganize the library to direct patrons to the back of the library to discover other items of interest; also completed a staff training session on Customer Service, promotions and social media.

All Trustees agreed we should try to get another intern in the future.  
Reevaluating how the library is being used; *The Public Library Re imagined.*  
Lots of new ideas; will see what improvements can get done in the future based on cost.

Upcoming:

12-18-15 Force Friday; 12-24-Closed; 12-30-Blood Drive 1-6pm; 12-31-close at 5pm;  
1-1-16 –closed; 1-8 –quarterly staff meeting; 1-10 – first Sunday open at 1:00pm;  
1-19 – Friends of Library Meeting; 2-1 – tax help begins; 2-6 – Deliberative Session; 2-9 –  
Primary – Vote.

Acceptance of Donations:

4-books, 1 DVD, 1CD

***Trustee Creeden moved to accept the donations of 4 books, 1 DVD and 1 CD, second by Trustee Kipnes. Motion passes 5-0.***

***Trustee Creeden moved to accept the Friends of Library's donation of Tea Supplies \$50, and display lighting in the Children's room \$475, second by Trustee Kipnes. Motion passes 5-0.***

Friends of the Library:

Trustee Stokinger addressed the board.

Nov. 30 decorated the library, books under the tree for sale for \$1.00. This week is the last Thursday night Second Hand Prose until March; will continue doing Sundays (\$200 in sales last Sunday). \$171 in sales at HMS Craft Fair.

**Old Business:**

3D Printer

No date set yet.

Educational Reimbursement

Have \$2,360 available for education reimbursement. Have an employee who has asked about this. Trustee Creeden will review what has been given for other courses and report back by email to Trustees.

Provisional Card

Approximately ten inquiries per month.

These cards are good for one month for new residents.

Trustees have decided to discontinue use of the provisional card.

Shed

Trustee Rodgers addressed the board.

Bob would like a shed. This would allow him to move some things out of his closet.

Matt Sommers from AHS Building Trades have agreed to work with us on this project according to our specifications.

***Trustee Creeden moved to move forward and collaborate with Alvirne Building Trades to build a 10x14 shed, second by Trustee Kipnes. Motion passes 5-0.***

Lia Bobek – Rivier Intern final report  
Done earlier

Operating Schedule

New schedule including Sunday hours.

***Trustee Creeden moved to adopt the new 2016 operating schedule as printed second by Trustee Kipnes. Motion passes 5-0.***

Memorandum of Understanding

Needs Chair's Signature.

**New Business:**

Holiday Party for Staff

Lunch (Subs/sandwiches) for staff Next Tuesday from 11-2. Trustee Stokinger will work with Charlie on this.

***Trustee Creeden moved to authorize a staff holiday party on Dec. 22 from 11-2 and have Trustee Stokinger work with Charlie to organize food, second by Trustee Kipnes. Motion passes 5-0.***

Equinox Contract

\$7,189/year for software support and cloud storage with free upgrades and no down time. Evergreen \$9798/year.

Will let our current license expire; Microsoft license will cost \$303/year.

Equinox is an advantage to the library; will receive 24hour/7days/week support.

Brewing – Proposed library modification to improve patron experience and increase circulation.

Exhibits and Displays

some work is already done

Community Room Enhancements

Shades needed and floor outlets

Children's Circulation Area Improvements

Cabinets behind the desk area

Teen Area Improvements

Major changes wanted will involve moving walls.

Charging Station (Friends may be able to do this).

Seating (Children's)

Pod seats

Study Carrels

Current study area always in use (Friends may be able to do this).

Outdoor Performance Area  
Would like a permanent structure.

Staff must prepare a proposal for any of these items.

**Trustee Comments:**

Trustee Middlemiss-Merry Christmas and Happy New Year

Trustee Kipnes-Congrats Danny on Vice President. Thanks to staff and Friends for help with Santa's visit. Happy Holidays.

Trustee Stokinger -Merry Christmas and Happy New Year. If you have concerns please let Charlie know.

Trustee Creeden-Happy Holidays and Happy New Year to patrons and staff. Encourage all to come to the library while its still warm to stock up for winter weather.

Director Matthews: Invite all to come see the "Milk in the back of the store" area.  
Can buy prints/cards at circulation desk created by Jan Walsh or at Second Hand Prose.

**Next meeting:**

Our next regularly scheduled meeting is Wednesday, February 17, 2016

**Non-Public Session:**

*Trustee Creeden moved to enter into Non-Public Session at 7:05 pm under RSA91-A:3 II. (a)  
Salary and Personnel issues second by Trustee Kipnes.*

*Chair called for a roll call vote*

*Trustee Middlemiss-yes*

*Trustee Kipnes-yes*

*Trustee -yes*

*Trustee Creeden-yes*

*Trustee Rodgers-yes*

*Motion passes 5-0*

*Enter Non-Public Session at 7:05pm*

**Adjourn:**

Meeting adjourned at 7:45 pm

Respectfully Submitted,

Dotty Murray  
Board Recorder

**Hudson Library Board of Trustees  
Accepted Non-Public Minutes  
December 16, 2015**

**Present:**

Trustee Robin Rodgers, Chair  
Trustee Steve Middlemiss, Vice Chair  
Trustee Arlene Creeden, Treasurer  
Trustee Ellen Stokinger, Secretary  
Trustee Linda Kipnes  
Charles Matthews, Director

**Non-Public Session:**

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*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 7:05pm*

*Trustee Creeden moved to amend last month's motion to a 2% increase (31cents) at 6 months with no retro pay and a 25 cent raise at one year, second by Trustee Middlemiss. Motion 1-4 (Creeden voted yes). Original motion will remain.*

*Trustee Creeden moved to approve 25 cent raise to Vickie Sandin at one year anniversary from \$11.50 to \$11.75/hour, second by Trustee Kipnes. Motion passes 5-0.*

**Adjourn:**

Meeting adjourned at 7:45 pm

Respectfully Submitted,

Dotty Murray  
Board Recorder