



# 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 November 18, 2015 Accepted Minutes

#### **Present:**

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

**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.  
Trustee Creeden is excused from this meeting.

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

No motions taken in Non-Public

#### **Public Input:**

There was no Public Input.

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

Draft Minutes of 10-21-15

*Trustee Middlemiss moved to accept the Public Draft Minutes of October 21, 2015 as presented second by Trustee Kipnes.*

*Motion passes 4-0.*

Draft Non-Public Minutes of 10-21-15

*Trustee Kipnes moved to accept the Non-Public Draft Minutes of October 21, 2015 as presented second by Trustee Middlemiss.*

*Motion passes 4-0.*

#### **Correspondence:**

Thank you card from Kristen Paradise for allowing her to attend conference.  
Kristen was elected President at the CHILIS Business Meeting.

Thank you card to Digital Credit Union for donation of \$2500.

## **Reports to the Board:**

### Treasurer's Report:

File for audit.

### Selectman Liaison's Report:

Not present

### Director's Report:

Sue Nault new volunteer

PT Library Assistant Position posted.

Rebecca Rule ***That Reminds me of a Story***

Genealogy Club – Speaker - Dave Alukonis – *Bringing Cemeteries to Life*

Library Films – *Monster House* and *The Spy*

Teen Services- 5 classes / 99 AHS students. Issued 29 new cards and replaced 31.

Circulation is up 3.8% from September

Big Blue Box book return – 189 items in October: 925 since August.

Technology Services – Replacing label covers

    New Reads to go kit is titled “*A Man Called Ove*”

    Set up an account with Center Point Large Print

Information Technology – second printer installed

    Evergreen Migration – revised hosting contract would be coming soon.

    Brian and Kate are signed up for training course from New Horizons; Kate has completed course 4 of 6 for Linux

8031 visitors for October

Motion detector malfunctioned; has been disabled, not sure what set it off. Will look into the cost of relocating detector.

repurposed 2 card catalog into tables

staff training on Columbus Day – 2 speakers. Need more consistent training

Provisional cards – 5 items for one month for new borrowers, must show proof of residency to get a card. Charlie will talk to staff to see if there may be patron interest.

Family card – no policy; extended family can get library card if they live out of town.

Limited edition Snoopy Library Card cost \$3.00 to upgrade.

copy machine bids on hold

upcoming events- 11-30-library decorating; 12-1-budget committee; 12-5-santa; 12-11-tea;

12-18-Force Friday; 12-30 – blood drive

Lia Bobeck-Intern- setting up displays: fun covers and Thanksgiving books – all are new releases and changed weekly; also working on a training manual.

### Acceptance of Donations:

*Trustee Kipnes moved to accept the donation of 15 books, 25 DVD's and one cake pan, second by Trustee Middlemiss. Motion passes 4-0.*

### Friends of the Library:

Trustee Stokinger

All are welcome to help decorate the library on November 30; Santa will be at the library on December 5. Each child will receive a coloring page; the other side has a list of our sponsors. Will be at the Juniors craft fair on December 5 at HMS.

Second Hand Prose tomorrow night.

**Old Business:**

Change in Hours – 2016 Schedule

Trustee Creeden is working on this.

Memorandum of Understanding

Talked to Gail today; she will check on this tomorrow.

**New Business:**

3D Printer (lease)

Would like to do a demo: will be open to the public.

Lease cost \$5,000/year / Buy cost \$12,000

Friends may be interested in this.

Would need structured programs and could charge patrons by the weight or by time.

Educational reimbursement

One employee request. Working on Masters

Currently have \$2,360 in account.

Charlie will talk to her to see how much she is paying per class and will come back to the board.

New Microwave for kitchen area in conference room

*Trustee Stokinger moved to purchase a new microwave at a cost of approximately \$150-\$200, second by Trustee Kipnes. Motion passes 4-0.*

Provisional Card

Discussed under Directors report

Sick Leave Policy

9 full time employees receive 12 days per year; new full time employees earn one day per month.

Will review town policy and come back to the board in December.

Display Makeover – discussed in directors report.

Brewing – Moving the wall behind reference to enlarge the size and accommodate the Technology Librarian out of the closet.

First need to purchase shed; will contact AHS building trades to see if it is something the students can do. If AHS is unable to do this will find another vendor.

Want the shed to resemble the library. Will use donation to pay for the cost of the shed.

Children's Room – Phasing out desks and moving toward tables.

Currently desks face the wall can't see patrons. Would like to purchase cabinets for supplies

Got two design quotes from WB Mason for \$18,000 and \$7,000 but would need to go out to bid for this project. Discussed if a trustee should chair this project; asked Trustees to look at plan

next time they are in the library. All agreed this design should resemble the current design, however it may cost more. Will come back to the board.

**Trustee Comments:**

Trustee Middlemiss-Happy Thanksgiving

Trustee Kipnes-Happy Thanksgiving; come to the library to get some books for the holiday, come decorate on Nov. 30 and see santa and attend the craft fair.

Trustee Stokinger-Honor our Veterans; Happy Thanksgiving.

Director Matthews: Library is closed on Thanksgiving and Black Friday. Library will close at 5pm on Wednesday Nov. 25; back to regular hours on Saturday Nov. 28.

**Next meeting:**

Our next regularly scheduled meeting is Wednesday, December 16, 2015

**Non-Public Session:**

*Trustee Kipnes move to enter into Non-Public Session at 7:05 pm under RSA91-A:3 II. (a) and (d) second by Trustee Middlemiss.*

*Chair called for a roll call vote*

*Trustee Middlemiss-yes*

*Trustee Kipnes-yes*

*Trustee Stokinger-yes*

*Trustee Rodgers-yes*

*Motion passes 4-0.*

Enter Non-Public Session at 7:05pm

**Adjourn:**

Meeting adjourned at 7:34 pm

Respectfully Submitted,

Dotty Murray  
Board Recorder