



# TOWN OF HUDSON

## Library Board of Trustees



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### Hudson Library Board of Trustees

#### Regular Meeting

#### October 21, 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 led the audience in the Pledge of Allegiance at 6:00 pm.  
Trustee Stokinger arrived at 6:05 pm.

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

The Trustees gave the Library Director a 2% pay increase.

#### **Introduction of Staff:**

Lia Bobeck – Rivier Intern  
Lives in Hollis.

Major is Finance with a minor in Marketing; decided to do her internship in Marketing. She plans to use what she has learned in class to her internship; and has already done so. Charlie has been a big help. The Library has a large number of patron card holders; also has a number of inactive card holders, wants to work on getting these cardholders active again. She will also be doing a research paper on library cards; will conduct focus groups with students who attend Rivier and also live in Hudson. The goal will be to find out why these patrons do not use the library more, or why they do use the library.

Also researching walking paths within the library to book displays, shelves. Would like to try to manipulate foot traffic to go toward book displays. Will also be reviewing our Marketing Plan, and making revisions.

Had also set up a Pinterest Account to use during this internship.

#### **Public Input:**

There was no Public Input

**Acceptance of Minutes:**

**Draft minutes September 16, 2015**

Trustee Stokinger name is misplaced on both public and non-public minutes.

Will be corrected.

Trustee Stokinger moved to accept the minutes of September 16, 2015 as corrected second by Trustee Creeden. Motion passes 5-0.

**Non-Public Draft minutes September 16, 2015**

Trustee Creeden moved to accept the Non-Public minutes of September 16 as corrected second by Trustee Stokinger. Motion passes 5-0.

**Correspondence:**

Snow Plowing – The town will continue to plow the Library parking lot.

Resignation of Kelley Swan.

Letter of Thanks – For attending Community Fair at Library Street School, HO Smith. a copy of this letter has been placed in employee files.

Right to Know Request letter

Letter of Thanks from the Historical Society Lumberjack Show.

**Reports to the Board:**

Treasurer's Report:

Trustee Creeden addressed the board.

September transaction review (expenses)

Currently on target for spending and salaries.

File for audit

Selectman Liaison's Report:

Not Present

Director's Report:

Songs of Old New Hampshire with Jeff Warner

Home Safety

Book launch – *Zoot Suit Riots* – Author – Barbara Turner

Buy a Brick – 28 purchased

Card sign up – came in third in the Granite State Library Challenge.

TTYL – 31 attended today.

Dungeons and Dragons – twice a month.

Met with Alvirne teachers – Student come to the library prior to opening and do a scavenger hunt; also issue library cards to those who want one.

Staff training (Danny) – Lead the Change: Transform Your Stacks to Drive Circulation.

Circulation up 4.7%

Have picked up 736 books from the drop box at Friends Lumber (pick up three times per week).

Books and Cooks has been popular event.

Have two adult volunteers

New web-site – Uses WordPress. Has lots of graphics and is more user friendly (work in progress).

Installed 5 new patron computers.

300 visits per day average.

Copier bid done with the town

AED – needed a new battery pack: now back in service. Hudson Fire will do CPR and AED training for the staff.

Upcoming –

10-21- Rebecca Rule

10-25-10-27 – Back to the Future (NELA)

NHLA Conference in Manchester

11-3 – Author Event – David Moore

11-24 – Floral Centerpiece workshop 7:00pm.

Acceptance of Donations:

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

*Trustee Creeden moved to accept the donation of \$2,500 from DCU to be used for programming, second by Trustee Middlemiss. Motion passes 5-0.*

Friends of the Library:

Trustee Stokinger addressed the board.

No October meeting however dues are now being collected.

Friends paid for two Humanities events.

**Old Business:**

Sunday Hours

Trustee Creeden addressed the board.

Would like to see Sunday hours during the Winter (Jan-April) for four hours; however there is a money issue, need to be sure we have the funds for this. Will need one full time employee, the rest will be part time employees. Discussed Sunday programming, Student academic report/project help. Talk to teachers regarding upcoming student projects and reports so staff is prepared to help students.

*Trustee Creeden moved to have Sunday hours January through April, (Discussion)*

*Trustee Middlemiss moved to table this item; no second*

*second on original motion by Trustee Kipnes. Motion passes 3-2 (Middlemiss and Rodgers voted no).*

Discussion on hiring another Part time employee (12 hours which will include Sunday hours). This will be to replace Kelley. Currently the library has 9 full time staff and 21 part time staff.

#### Memorandum of Understanding

With the Hudson School District.

Couldn't find an electronic copy of this so it is being retyped. No changes have been made to this.

#### Pergola/Shed

Can use the \$10,000 donation for this purchase.

Discussed shed vs. pergola. Trustees feel at this time a shed would be more useful to hold snow blower and winter/Summer supplies. Discussed the possibility of seeing if Alvirne students, Reeds Ferry or Friends Lumber could make the library a shed. Need to figure out how big we would like the shed and what the costs would be prior to purchase.

Will ask Bob what he feels the size requirement should be then we can figure costs.

Pergola is on hold for now.

#### Front entrance wall Plaques

Plaques are on order.

### **New Business:**

#### Staff Training Day (Columbus Day)

Breakfast and Lunch were provided.

Two keynote speakers

Presentation on: "Customer Service, Turn No to Yes", Fire Safety –fire extinguishers, Tutorial on how to use the thermostats (By Bob), Safety Manual highlights, discussed reestablishing the safety committee.

Presentation on E-Reader technology, Customer Service in a Digital World, Smiling, Greeting and Interacting with patrons.

Kate – Skills Committee – will create training manual.

Take Aways—

Library training video, games for teambuilding, need consistency, will create an E-Reader how to binder, Staff created booklist – What to read next. Staff Polo shirts (already in our Marketing Plan). Charlie will follow-up with staff on what they liked/didn't like about the training day. Charlie would like to do this again next year – Trustee consensus – Yes.

#### Budget

Presented Budget to the Board of Selectman, no changes were made. (Budget is up slightly over due to staff raises).

December 1 to the Budget Committee, All Trustees should be there for presentation.

#### Reviews

Charlie is still working on these reviews.

Change in hours

Full time Staff gets 8 holidays and 3 flex days.

Christmas is on a Sunday and will be celebrated on Monday; Library will be closed.

Discussed whether the library should close on Christmas Eve and New Years Eve (Saturday). Don't expect many visitors on these days. Consensus – Close on these two days.

***Trustee Creeden moved to accept the adjusted Library hours schedule, 8 set holidays and 3 flex holidays, also including being closed on Columbus Day for an in-service day, Closed Dec.24, and Dec. 31, Winter hours on Sundays from January 10 through April 24, second by Trustee Kipnes. Motion passes 5-0.***

Move the IT person to the Reference Alcove

**Tabled**

PLA'16 – The Public Library Association Conference

Held every other year; this year's theme is: "Be Extraordinary"

Will be held in Denver Colorado, April 5-9. Registration is \$255 for members and \$450 for non-members. Anderson Cooper will be the Keynote Speaker.

The Library has covered registration fees in the past, employee that attends must cover all the other expenses. Money in the Registration line was not all spent last year, can cover this cost this year.

***Trustee Kipnes moved to offer to pay the \$450 registration fee for a full time employee to attend the PLA'16 Conference to be held in Denver Colorado, April 5-9; providing the employee is willing to cover other travel expenses, second by Trustee Creeden. Motion passes 5-0.***

**Action Items:**

Charlie will talk to Bob regarding shed

College classes - library contribution for attending part time employees. Some money will be available.

Policy wording changes – Periodical policy (check out one week longer) and smoking policy (prohibited in and on property).

***Trustee Creeden moved to accept the changes made to Periodical and Smoking Policies, second by Trustee Middlemiss. Motion passes 5-0.***

Condo Association currently meet in this building, would like to waive use fee.

***Trustee Creeden moved to waive the \$50 fee for the Condo Association monthly meetings, second by Trustee Kipnes. Motion passes 5-0.***

Will let Kathy Valencourt know, she holds the key.

**Trustee Comments:**

Trustee Stokinger – No comments

Trustee Kipnes – No comments

Trustee Middlemiss – No comments

Trustee Creeden – Come to the Library for tonight’s guest speaker and keep coming. We always welcome your feedback and suggestions on what you would like to see at the Library.

Trustee Rodgers – No comments

Director Matthews – Recognized National Friends of Library Week

**Next meeting:**

Our next regularly scheduled meeting is Wednesday, November 18, 2015

**Non-Public Session:**

*Trustee Creeden moved to enter into Non-Public Session at 7:33 pm under RSA91-A:3 II. (a) and (d) Employee Concerns second by Trustee Kipnes.*

*Chair called for a roll call vote*

*Trustee Stokinger-yes*

*Trustee Kipnes-yes*

*Trustee Creeden -yes*

*Trustee Middlemiss-yes*

*Trustee Rodgers-yes*

*Motion passes 5-0 Enter Non-Public at 7:33pm*

**Exit Non Public at 8:23 pm**

**Adjourn:**

*Trustee Creeden moved to adjourn*

*Meeting adjourned at 8:23 pm.*

Respectfully Submitted,

Dotty Murray  
Board Recorder