



# TOWN OF HUDSON

## Library Board of Trustees



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### Hudson Library Board of Trustees Regular Meeting August 19, 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 Stokinger led the audience in the Pledge of Allegiance at 6:00 pm.

**Report of Actions:**

One action in Non-Public  
25 cent salary increase (after 6<sup>th</sup> months of employment).

**Introduction of Staff:**

No staff member for August.

**Public Input:**

There was no Public Input.

**Acceptance of Minutes:**

*Trustee Creeden moved to accept the draft minutes of June 17, 2015 as presented, second by Trustee Middlemiss. Motion passes 5-0.*

*Trustee Creeden moved to accept the draft non-public minutes of June 17, 2015 as presented second by Trustee Kipnes. Motion passes 5-0.*

**Correspondence:**

Letters of thanks for summer activities from patrons.  
Letters of thanks for donations for various summer activities - BBQ, concert to Knowles family, Hudson Jr. Women’s Club, Eastern Propane, Rotary Club, Lions Club, Friends of the Library.

**Reports to the Board:**

Treasurer's Report:

Trustee Creeden addressed the board.

Balance as of the end of June in the salary account - \$10,000.

This will be given back to the town.

***Trustee Creeden moved to give any remaining money from the FY 2015 salary account, not spend after audit back to the Hudson General Fund approximately \$10,000 second by Trustee Kipnes. Motion passes 5-0.***

***Trustee Creeden moved to offset any additional overages in line items with money remaining in the under spent line items to balance the end of the year working account for FY 2015 budget, second by Trustee Kipnes. Motion passes 5-0.***

Selectman Liaison's Report:

Not present

Director's Report:

Charlie addressed the board.

Red Cross Blood Drive collected 27 pints of blood. Will do it again in January.

Carolyn Locke author visit on July 29

Karaoke will be cancelled for this week.

Free Sports Museum tickets at the TD Garden

Film Series has been successful

Teen reading program 113 participants

Circulation for July up 17% from June.

1089 attended various children's programs.

ABT music program

Rearranging Children's room

Visitor count 366 per day average.

Book Drop is now at Friend's Lumber; 141 returns in two weeks.

Participating in town wide copier bid

Charlie will be on vacation Sept. 11 through 27; Amy will be at the Sept. Meeting.

The library will be at next week's teacher/staff kick off

Book Launch – ***Song of Old NH***

Buy a Brick program October 1 deadline

***Trustee Creeden moved to allow another Red Cross Blood Drive in January, second by Trustee Kipnes. Motion passes 5-0.***

Acceptance of Donations:

***Trustee Creeden moved to accept the donation of 8 books in June and 3 books in July, second by Trustee Kipnes. Motion passes 5-0.***

***Trustee Creeden moved to accept the donations from AHS Jazz band, Friends of the Library, The Knowles Family, Hudson Junior Woman's Club, Eastern Propane, Hudson Community Club, second by Trustee Stokinger. Motion passes 5-0.***

Friends of the Library Report:

Trustee Kipnes addressed the board.

Gave out our scholarship in June.

Membership dues are due; always looking for new members.

Next meeting - the third Tuesday of Sept.

**Old Business:**

Report on gun case proposal

Trustee Stokinger addressed the board.

Going to use old wood for the gun case; builder would prefer not to put a mirror behind the gun.

Technology Plan submitted by Kate Butler

Feed back – would like the web-site to be more user friendly.

Consensus is to move forward with the web-site update.

Marketing Plan – Intern for Rivier

Charlie addressed the board.

We will be getting an intern from Rivier College for 120 hours at no cost. We will just have to evaluate the intern at the end of their hours. Already have one person who has applied.

Once the candidate has been chosen (by the faculty advisor) they will begin from September through December.

The Trustees are urged to look over the Marketing Plan and give their feedback.

Sunday Hours for 2016

Trustee Creeden addressed the board.

Last year Sunday hours ran from January through May at a cost of approximately \$6,000 for 17 Sundays. Average patron participation was 83. Feel that the program should begin in October (if there is money in the budget) and end in April instead of May this year as participation in May was light.

Trustees would like to see Sunday hours continue if there is enough money in the budget.

Would be 26 Sundays at a cost of approximately \$9,000.

Charlie will let staff know the Trustees are considering continuing Sunday Hours. Will discuss this again at the next meeting.

Book Drop

Now at Friend's Lumber; this is a positive from the Strategic Plan.

**New Business:**

No-Fines Survey Results

September overdue materials all fines will be waived with donation.

Donate dry goods for Hudson Food Pantry and there will be no fine for the month of September. Trustee Middlemiss will let Pauline know.

***Trustee Creeden moved to have fine amnesty for the month of September with a donation to the Hudson Food Pantry, Second by Trustee Kipnes. Motion passes 5-0.***

### Coffee

We have collected nearly \$200 for sales of coffee in the Children's Room. The machine is paid for this is now a self sustaining program.

### Children's Room

LED Lighting in Children's Room front cabinet at an approximate cost of \$475. This will be added to our wish list for now.

Would like to move computers so desks are facing patrons currently staff has their back to patrons. Will need a proposal for this.

### Playaway Launchpads – Show and Tell

20 I-Pads loaded with learning apps (reading, math, geography) at various grade levels. These can be borrowed for a week at a time. Purchased out of media budget.

### Bookkeeper

Rose Mary is retiring; Arlene will be talking to Karen to see if she is interested in taking this over, if so her salary will be adjusted.

### Memo of Understanding

Charlie met with Karen Burnell (from the SAU) recently regarding meeting space usage. Currently they have agreed to pay 65% of heat and utilities, however this money was cut out of their budget last year and now cannot pay this. The library has covered this cost but now need to meet and discuss future arrangements. The Library will be taking back all scheduling.

Trustee Middlemiss, Trustee Rodgers and Trustee Stokinger will make up the committee who will meet with the SAU staff to discuss the future building use. This will come back to the board next month.

### Cigarette Disposal Container for front door

Discussed making the library a smoke free zone like the schools. Will put up a smoke free sign on the front door and add it to the web-site.

This will be re-evaluated in a couple of months. Will talk to patrons if they aren't following this new policy.

### Carpet Cleaning

Will be cleaned over Labor Day weekend; \$825 (in the budget).

### Wish List – Picnic tables (waiting until spring)

Pergola – Could use donated money to purchase this. Could get a pergola from Reeds Ferry and have it installed. Trustee Creeden will collect data and will ask the Rodger's family if they like this idea. This will be tabled until next month. Charlie will contact Reeds Ferry to gather purchase information.

### Charlie's vacation 9-11-15 through 9-27-15

Amy Freedman will be Acting Director and will attend the September meeting.

A back up will be appointed to cover if Amy is not in the library.

**Trustee Comments:**

Trustee Stokinger: Thanks to the community for BBQ contributions. Enjoy the library and summer reading programs.

Trustee Creeden: Thanks to the Cable Committee for taping the Author Market Basket book signing. We had a great turn out. Thanks to Amy; we were the first library for the book signing.

Trustee Middlemiss: Thanks for the BBQ donations.

Trustee Kipnes: thanks to our staff for our summer reading program. Keep reading

Director Matthews: Our new book return is located at Friend's Lumber; check it out.

**Next meeting:**

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

**Non-Public Session:**

*Trustee Creeden moved to enter into Non-Public Session at 7:25 pm under RSA91-A:3 II. (a)  
Employee matter second by Trustee Kipnes.*

*Chair called for a roll call vote*

*Trustee Stokinger-yes*

*Trustee Creeden-yes*

*Trustee Middlemiss-yes*

*Trustee Kipnes-yes*

*Trustee Rodgers-yes*

*Motion passes 5-0*

*Enter Non-Public Session at 7:25pm*

**Adjourn:**

Meeting adjourned at 8:04 pm

Respectfully Submitted,

Dotty Murray  
Board Recorder