



TOWN OF HUDSON

Library Board of Trustees



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Hudson Library Board of Trustees Regular Meeting June 17, 2015 Accepted Minutes

Present:

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

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

Report of Actions:

Discussed possible alternate Trustees; full time position that is open; current bill pay procedure.

Introduction of Staff:

Kate Butler – Technology Librarian; here to help the library staff as well as library patrons, no cost help with e-readers, tablets, Windows 8, on-line job searches and other electronic needs.

Technology Plan 2015 - 2018 (moved up in the agenda)

A new Technology plan is created every three years creating a road map with the next three years.

Overview: 4 goals

- Internal Infrastructure
 - Servers, switches, wires and other equipment
- Public and staff infrastructure
 - Physical computers, peripherals, copy machines, other equipment
- Digital Branch
 - On-line services, website, social media, online subscription services, online catalogs, e-books, audio books.
- Information Literacy and Technology education
 - Education and ongoing training using old and new technology.

Trustee Creeden thanked Kate for her technology plan and help with the digital picture frames.

Public Input:

No public input.

Acceptance of Minutes:

May 20, 2015 Regular and Non Public

Trustee Kipnes moved to accept the Draft minutes of May 20, 2015 as presented second by Trustee Middlemiss. Motion passes 4-0.

Trustee Kipnes moved to accept the draft Non-Public minutes of May 20, 2015 as presented, second by Trustee Middlemiss. Motion passes 4-0.

Correspondence:

Uncashed check for brick purchase.

Charlie will get back to patron and ask her to stop payment on this check.

Library will be taking over the brick program. Will take orders throughout the year but bricks will only be installed in the Fall (Oct. or Nov.).

Reports to the Board:

Treasurer's Report:

Trustee Creeden addressed the board.

Reviewed financial report; page 12, check book balance shows a negative balance, actually doesn't show a deposit that was made so balance is not a negative.

Have moved \$20,000 to cover bills, may still need to move more.

If there is a fund balance, will spend it before July 1.

Trustee Creeden moved to make the following adjustment to accounts to cover overdrafts of the following accounts:

Take from #235 registration fees \$815 – to 224 for \$800 and 233 for \$15

Take from #202 small eq. maintenance \$3,520 – to 241 for \$2,010; 247 for \$1,200 and 269 for \$310

Take from #412 computer software \$2,025 – to 301 for \$210; 303 for \$150; 322 for \$400; 326 for \$5.00; 403 for \$700 and 411 for \$560.

Second by Trustee Middlemiss.

Motion passes 4-0.

Selectman Liaison's Report:

Not present; no report

Director's Report:

Charlie addressed the board.

Linda Pilla started Monday at the Circulation Desk.

Free concert 53 attended on May 5.

Poetry contest received 147 poems; prizes were awarded.

Art exhibit – artwork by Alvirne students
Book discussion groups – one at the library one at the senior center
Computer classes – no formal classes held
Genealogy Club with Laurie Jasper 18 attended
Library Film Series – modest turnout for *Fury*
AP Testing for 28 Alvirne students
Double Midnight Comics will provide help in purchasing comics (new vendor).
Lots of activity in the Children’s Room
Town Charter will be framed and displayed in the Library
Updated Windows image for patron and staff computers
iNet – waiting for the rest of the materials needed to be sent to the library and will then be installed.
Web server currently unstable working on a solution.
Visitor count average of 264 visits to total of 7,403 visits; Sunday averaged 82 visitors.
Free Friday films will be offered July 10 through August 28 (8 weeks).
American Sniper is the first film.

Upcoming: Free family film June 20; BBQ (food donations will be accepted) and concert June 26; Laser Tag (40 participants signed up) June 29 (Concerned citizen called regarding 1:00am end time); Karaoke July 11 (10 people attended last week; Danny’s dad was the DJ, had snacks/water) - great time.

Acceptance of Donations:

Trustee Creeden moved to accept the donations of 25 books, 1 CD and 1 game and \$200 cash donation from Hudson Junior Womens Club, second by Trustee Kipnes. Motion passes 4-0.

Friends of the Library:

Trustee Kipnes addressed the board.
Always looking for new members.
The Friends presented an Alvirne Senior with a scholarship on Monday evening.

Baby Book Bags – Charlie showed Trustees the free book bags; they contained a finger puppet board book, upcoming programming flyer, magnet and a bib.

Old Business:

Summer Reading Program

Passed out a summer program schedule to Trustees – Super Hero Theme
Big Events – BBQ and Concert, Movie marathon, Lindsay and her Puppet Pals, Picnic in the Park, Super Hero Training Day, Kids comedian as well as a magician.

Gun Case – no proposal yet; thinking of adding a glass mirror behind gun.

Book Drop

3 vendors – liked the most expensive vendor best.

Approximate cost of \$5,810.08 – smaller footprint – taller.

Friends Lumber is excited to get it.

Talked to Red Brick they will be doing the graphics for the book drop (approximately \$100).

Trustee Creeden moved to purchase the Book Drop (blue) and ask Red Brick to do the graphics for a cost not to exceed \$6,000, second by Trustee Middlemiss.

Motion passes 4-0.

There will be money left over for this purchase.

Marketing Plan

Charlie addressed the board.

Would like a professional opinion on this plan.

Hudson Chamber put out a request if anyone would review it; one offer received at a cost of \$399. Have had two other people look it over thought it looked pretty good; advised to have library staff and Trustees work together to polish it up.

Plan will come back to the board at the August meeting; will also ask area libraries if they will look it over.

Policy Changes

Add “Community Room”

Scratch out “at least two weeks prior to the meeting”

Change to: “Reservations are not taken more than 12 months in advance. All requests are subject to approval. Because library programs take precedence, some days, dates, and times may not become available for public requests until one month in advance.”

Trustee Creeden moved to accept the revision as presented second by Trustee Kipnes.

Motion passes 4-0.

This change will allow groups to book the room once a week for a year, instead of three months in advance.

New Business:

No Fines Survey Results

Working well, users like this.

Would like to see an increase in the number of items that can be taken out, currently can take out three items.

Staff would like to see it increase to ten items; Trustees agreed on 5.

Trustee Creeden moved to change the Borrow limit from 3 to 5 and extend the time through December 31, 2015, second by Trustee Kipnes. Motion passes 4-0.

Sundays and Hours for FY16

Overall patrons like having the library open on Sunday; Average 82 patrons.

There has not been any trouble filling work slots. It is costing approximately \$6,000 in OT; not sure if there will be money available to do this next year, will get back to the board.

Consensus is to try to have Sunday hours but will know for sure about funding in August.

Wish List: Highest priority – Shelving

May not have money to incurber.

Purchased book drop.

Did have the money to purchase shelving (\$2,500) for the Children's Room and YA area.

Trustee Creeden moved to purchase Shelving for Children's Room and YA area at a cost of \$2,500, second by Trustee Kipnes. Motion passes 4-0.

Meeting Schedule for Trustees

Discussed cancelling January and July meetings.

Trustee Creeden moved to cancel the July 2015 meeting and January 2016 meeting(unless a meeting is needed) and review this again next year, second by Trustee Kipnes. Motion passes 4-0.

Action Items:

Add a second Laser Tag Session on Sunday, June 28.

After discussion Trustees decided to not allow a second session but urged preplanning a second session next year.

Trustee Comments:

Trustee Creeden: Library looks great, take advantage of Library Programming, sign up for a reading program. BBQ on June 26.

Trustee Middlemiss: Come enjoy Kick off BBQ and sign up for programming.

Trustee Kipnes: How To Festival was great, wonderful job, moderate turnout.

Director Matthews: Thanks to all of the Business and Vendors that have donated to our summer programming.

Trustee Rodgers: Thanks Kate for the Technology Plan.

Thanks to Amy for How To Festival.

Blood Drive Thursday, July 23 from 2-7pm in the Community Room.

Next meeting:

Our next regularly scheduled meeting is Wednesday, August 19.

Non-Public Session:

Trustee Creeden move to enter into Non-Public Session at 7:15 pm under RSA91-A:3 II. (a)

Second by Trustee Kipnes.

Chair called for a roll call vote

Trustee Middlemiss –yes

Trustee Kipnes -yes

Trustee Creeden -yes

Trustee Rodgers-yes

Motion passes 4-0.

Enter Non-Public Session at 7:20pm

Adjourn:

Motion to Adjourn by Trustee Creeden.

Meeting adjourned at 7:30 pm

Respectfully Submitted,

Dotty Murray
Board Recorder

**Hudson Library Board of Trustees
Accepted Non-Public Minutes
June 17, 2015**

Present:

Trustee Robin Rodgers, Chair
Trustee Steve Middlemiss, Vice Chair
Trustee Arlene Creeden, Treasurer
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 Creeden -yes

Trustee Rodgers-yes

Motion passes 4-0.

Enter Non-Public Session at 7:20pm

Vicki, Library Assistant is at her six month anniversary. Due a 25 cent raise from \$11.25 per hour to \$11.50 per hour.

Trustee Creeden moved to approve the 25 cent rate increase to \$11.50 per hour for Vicki, second by Trustee Kipnes. Motion passes 4-0.

Discussion on staff raises – full time and part time. Raises are given out on merit.

Will bring raise recommendations to the August meeting.

Also discussed putting a salary step schedule in place. Trustee Kipnes will do some research on this.

Adjourn:

Motion to Adjourn by Trustee Creeden.

Meeting adjourned at 7:30 pm

Respectfully Submitted,

Dotty Murray
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