



# 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 April 15, 2015 Accepted Minutes

**Present:**

Trustee Linda Kipnes, Chairman  
Trustee Robin Rodgers, Vice-Chairman  
Trustee Ellen Stokinger, Secretary  
Charles Matthews, Director

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

**Report of Actions:**

Results of Non-Public from last month-  
Retroactive wage increase of 45 cents per hour for an employee.

There were no email votes.

**Public Input:**

There was no public input.

**Acceptance of Minutes: Regular and Non-Public March 18, 2015**

Name change from Susan to Suzanne

*Trustee Stokinger moved to accept the draft minutes of March 18, 2015 second by Trustee Rodgers. Motion passes 3-0.*

*Trustee Stokinger moved to accept the Non-Public draft minutes of March 18, 2015 second by Trustee Rodgers. Motion passes 3-0.*

**Correspondence:**

Quilters Group – Just took down the Winter Welcome quilt that they made for the library and put up our spring quilt.

**Resignation:** Carol Giffin – 17 years of service

Gave her two week notice; next Friday (4-24) will be her last day. She is planning on working part-time at Billerica Crossings. She will be missed; the library now has an open position.

## **Reports to the Board:**

### Treasurer's Report:

Our budget is in good shape; at 75% or less on most accounts.

Trustee Creeden will be back at the May meeting. If you have any questions please email her.

### Selectman Liaison's Report:

Ted Luszey will be our new liaison.

### Director's Report:

Tax help (AARP) was a big success; helped 228 in March. These preparers liked working at the library.

Rug Hooking, March 1 – 7 attended; rescheduled from February due to snow.

Book Launch – *Legendary Locals of Hudson*

March 22, 60 people attended, sold autographed copies of their book with all the proceeds going to the Hudson Historical Society.

Genealogy Club- 26 people attended; topic – starting research.

Film Series – *The Theory of Everything, Big Hero 6, Butch Cassidy and the Sundance Kid, Some Like it hot, Blade Runner, West Side Story, Casablanca and The Maltese Falcon.*

Publicity/Outreach – programming information sent out to the public.

Stats: 27 adults programs and 19 teen programs; circulation is up 14.4%.

Summer Reading Program – Kick off will be 6-26-15, Eastern Propane will host a BBQ.

Want to host all of these programs on library grounds; Will use Hills Garrison when necessary (inclement weather).

We now have a back up router.

Kate is working on a Tech Plan; will present to the board at the next meeting.

New Software – Cypress resume and wowbrary (newsletter)

Now using LibStaffer for scheduling – less expensive.

Fire alarms have been tested (annually)

New disabled Hudson resident now volunteering at the library – Lenny and Tina with a adult care giver.

Our Better World Books Agreement is complete; we will get a credit for books sold.

Book club first Friday of the month.

Submitted public library statistical report to the NH State Library

Two incident reports- found an unused syringe, reported to HPD and told to dispose of it and Duane tripped and fell into the wall in the basement, damage will be repaired.

Collect \$43 from Keurig total for year \$93.75.

Upcoming events: National Library Week going on now; Luncheon and awards on 4-16.

Money Smart Week April 18-25.

*The Nepal Chronicles: Marriage, Mountains and Momos in the Highest Place on Earth* on 4-23.

Songs and Stories of WWII with Ramblin Richard 4-27

*Truth Be Told* by Hank Phillippi Ryan 6-4.

Acceptance of donations

Winter Welcome quilt

***Trustee Rodgers moved to accept the quilt donation second by Trustee Stokinger.***

***Motion passes 3-0.***

1 book, 3 DVD's, 2 CD's

***Trustee Stokinger moved to accept the donations of 1 book, 3 DVD's and 2 CD's second by Trustee Rodgers. Motion passes 3-0.***

Friends of the Library:

President position is open; always room for more to join.

Allowed the library to borrow the tent for the summer programs, doing luncheon tomorrow - will celebrate two 10 year and one 5 year anniversaries.

Held Second Hand Prose recently; did very well. (Got lots of book donations recently).

**Old Business:**

Report on gun case: Proposal

No proposal yet, Charlie will check on this.

Volunteer Housekeeping Services

Two volunteers

Vacated Public Libraries Project: Report on meeting on March 19

Charlie attended, there were seven buildings represented. Discussed what to do with these buildings (most historic). Discussed building use and history and ways to preserve these buildings. Recommendations: establish Heritage Commission (protect resources) and Community Forum to discuss current use.

Proposal to host Friday Night Karaoke at HML – Summer Reading Program

Will be run by two staff members, no OT will be needed, staff members involved will adjust their hours to accommodate this event. Will be held six times over the summer and will serve light refreshments – will see if “Friends” will donate. Will review this activity after the first few are held to be sure there is enough interest to continue.

***Trustee Rodgers moved to allow Karaoke on Friday nights at HML six times over the summer if there is enough interest second by Trustee Stokinger. Motion passes 3-0.***

Selectmen's Workshop for Committee and Board Heads: Report

Trustee Kipnes and Charlie attended and reported on library Strategic Plan and book drop. Got some push back from the Selectmen.

NHLTA Annual Meeting: signup

Charlie, Trustee Kipnes and Trustee Creeden will attend.

Strategic Plan Items: Book Drop, Marketing Plan

Book Drop – Vendor – Kingsley. Reviewed photo; discussed cost (\$5,000), color (decided on blue), will have full name on book drop, is ADA compliant, will never rust

or corrode/weather resistant, will hold up to 380 books – will empty every couple of days. Will need to purchase a few plastic baskets to transfer books back to the library. Waiting on quote to do final proposal, hope to order in June.

Marketing Plan – draft is 20 pages. Have contacted Rivier, SNHU and Plymouth and have not heard back from any. Will put in the newsletter to see if someone would be interested in looking it over or contact AHS Marketing teacher or create a proposal to hire an unpaid intern to review it. Trustees liked the intern idea will be contacting the Chamber.

### **New Business:**

#### **Children's Literacy Grant**

Received these grants from DCU the past two years totaling \$4,000 (did send thank you notes). They have inquired what we did with the money; would like to purchase – a book drop for the Children's Room at \$805 and an easel and storage cabinet at \$914.98 totalling \$1,720; still have another \$2,000 to spend. Other options: book shelf lighting, chairs, infant literacy bag additions to current contents.

***Trustee Rodgers moved to purchase Children's Room book drop and Easel and storage cabinet using grant money at a cost of \$1,720, second by Trustee Stokinger. Motion passes 3-0 (Will do a photo Op).***

**Voting of Officers:** Trustee Rodgers reminded board this is usually done at April meeting. Chair asked if anyone was interested in being Chair?, Trustee Rodgers will think it over.

### **Trustee Comments:**

Trustee Rodgers: No comments

Trustee Stokinger: National Library Week this week. Thanks to staff and Charlie; Luncheon is tomorrow.

Director Matthews: Lots of upcoming events. Money Smart next week – financial experts will be available next week.

Trustee Kipnes: Thanks to staff for all your hard work. Congrats to Staff celebrating 5year, 10 year and 17 year anniversaries.

### **Next meeting:**

Our next regularly scheduled meeting is Wednesday, May 20, 2015

### **Non-Public Session:**

Trustee Rodgers move to enter into Non-Public Session at 7:09 pm under RSA91-A:3 II. (d) .

Chair called for a roll call vote

Trustee Stokinger-yes

Trustee Rodgers-yes

Trustee Kipnes-yes

Motion passes 3-0

Enter Non-Public Session at 7:09pm.

**Adjourn:**

Meeting adjourned at 7:30 pm

Respectfully Submitted,

Dotty Murray  
Board Recorder



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## Library Board of Trustees



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### Hudson Library Board of Trustees Accepted Non-Public Minutes April 15, 2015

#### **Present:**

Trustee Linda Kipnes, Chairman  
Trustee Robin Rodgers, Vice-Chairman  
Trustee Ellen Stokinger, Secretary  
Charles Matthews, Director

#### **Non-Public Session:**

Trustee Rodgers move to enter into Non-Public Session at 7:09pm under RSA91-A:3 II. (d). s  
Chair called for a roll call vote  
Trustee Stokinger-yes  
Trustee Rodger-yes  
Trustee Kipnes-yes  
Motion passes 3-0

Enter Non-Public Session at 7:09 pm

With Carol retiring, would like to be able to replace her. Would post internally first; would like to restructure the position and add: Coordinate Community Outreach Activities and Coordinate Library Volunteer program. Inter Library loan requests will be taken on by others. Believes there are three internal candidates – Dwayne, Kristen or Linda. Department heads will do initial interviews and Trustees will have final decision.

Reviewed Staff Listing – currently 9 full time staff reviewed pay rates.  
Discussed pay rate for vacant position decided on \$15.50/hour with a 50 cent raise increase after six months.

***Trustee Rodgers moved to approve the pay rate of \$15.50 to start with a 50 cent increase after six months for current open position, second by Trustee Stokinger.  
Motion passes 3-0.***

Exit Non-Public

#### **Adjourn:**

Meeting adjourned at 7:30 pm

Respectfully Submitted,

Dotty Murray  
Board Recorder