



TOWN OF HUDSON

Library Board of Trustees



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Hudson Library Board of Trustees Regular Meeting March 18, 2015 Accepted Minutes

Present:

- Trustee Linda Kipnes, Chairman
- Trustee Arlene Creeden, Treasurer
- Trustee Ellen Stokinger, Secretary
- Trustee Steve Middlemiss
- 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:

There was no Non-Public Meeting or E-mail actions taken.

Introduction of Staff: Vicky Sandin

Vicky lives in Brookline, NH.

Has been employed since December 2014; works the circulation desk and Children’s. Volunteered/worked at an area libraries for many years when her children were young. Currently enrolled at Simmons College.

Public Input:

No public input

Acceptance of Minutes:

February 18, 2015 draft minutes

Trustee Middlemiss moved to accept the draft minutes of February 18 as presented second by Trustee Stokinger. Motion passes 4-0.

Correspondence:

NHLTA newsletter – Annual conference will be held on May 18, there are many workshops offered if any Trustee is interested. Charlie is interested in attending also.

Letter of Thanks – To Suzanne Richards for her donation of 2 museum passes; \$245 value.

Reports to the Board:

Treasurer's Report:

Trustee Creeden addressed the board.

Mileage line 233 is over budget by \$88 and Other Office Supplies line 302 is over budget \$1,200; but should even out over the next month. Items were not aligned with the correct line numbers; working to correct this.

Collateralized Bank Account – All bank accounts are insured for up to \$250,000 by the bank; anything over this amount the bank guarantees to cover with their securities.

Currently our Citizen's Account is collateralized and still working on the TD Bank account. There is a chance that we may have to set up another account to get this done.

Director's Report:

Charlie Matthews addressed the board.

No new staff, currently we are fully staffed.

Free tax help continues, some sessions have been missed due to weather but patrons who have used this service have been happy with the help they received.

Art exhibit – 37 people attended

Display – “Blind Date With A Book” – 23 got checked out.

Circulation for February down 6.3% from January but up 1.7% from last February.

Working on mouse problem

Lots of Children's programs in February

Internet outage – unusable 2-11 through 2-19.

The library receives free internet WIFI from Comcast and use Fair Point for everything else.

Looked in Comcast Business Class, Wireless or High Speed internet but found them too expensive. Decided to purchase a second (refurbished) Router at a cost of \$300, if one fails we can use the other.

Coin Box – still having problems with this

Visitor count is down, probably weather related

Bob has done a great job with snow removal and did not work any OT to get it done.

Rhymes filled the oil tank on Feb. 20.

The highest Sunday patron count was on Super Bowl Sunday at 112; average is about 70.

Upcoming Events – 3-22-15 Book Release *Legendary Local of Hudson* – book signing and light refreshments. Some proceeds will go to restoring two organs. Two books have been donated to the library.

National Library Week is in April; The Friends of the Library will host an employee lunch.

Acceptance of Donations

29 books, 1 DVD, 1 puzzle, 1 game

Trustee Stokinger moved to accept the donation of 29 books, 1 DVD, 1 puzzle and 1 game second by Trustee Creeden. Motion passes 4-0.

Friends of the Library:

Trustee Kipnes addressed the Board.

Friends met last night.

National Library week is April 12-18; they will sponsor a lunch on Thursday April 16.

There will be one 10 year employee anniversary and one 5 year.

Funded the baby tote bags, which will be free to children under 18 months old.

Old Business:

Report on Town Election: Budget, Warrant Article

Trustee Creeden was re-elected

Library Warrant passed with 8,798 votes; salary increases will begin July 1.

Town budget passed.

Report on gun case

Gentleman was in on Tuesday to look at the gun; he is putting together a proposal which will be available at next months meeting.

Volunteer housekeeping services

Charlie called the Concord company that recently contacted us and was told they do not service the Hudson area (they called us originally).

Met with an agency from Nashua, they have a few residents that use our library once a week and told us we could use them as volunteers before returning to their center.

They will have an aid with them. All volunteers work on non critical tasks.

The Trustees discussed whether they will need to do a background check on them or their aid.

Vacated Public Libraries Project: Meeting March 19

Charlie will be attending this, representing the library. The State Librarian will be at this event. There will be a discussion on how to repurpose unused libraries; Will do presentations and share ideas.

Abbott Library Project: Presentation and Tour, March 24

This event is in Sunapee, NH from 10 to noon.

This project use private money to build the library.

Charlie will forward the information to all of the Trustees.

Hudson Chamber Annual Awards Dinner – March 31

Charlie and Trustee Kipnes are planning on attending.

Strategic Plan items: Book Drop, Marketing Plan

Book drop – will be placed at Friends Lumber. Met with Mark and Jim and they are enthusiastic to be able to host the book drop. It will be located on their sidewalk by the main entrance and will be sure it is always accessible. Once it is installed, will decide how often it will be emptied (daily, every other day) don't want it to over flow. Amy has volunteered to check the book drop as has Charlie.

Cost of a box ranges from \$3000 - \$5000; and should last 10-20 years. Neutral color would be best, most are stainless steel but a color can be added.

Charlie will have recommendations soon.

Marketing Plan – Draft plan is 20 pgs; needs to be stream lined and prioritized. Still have not heard back from Rivier and will see if SNHU would be interested in looking at this.

New Business:

Wish List: Shelving critically needed for Children's and Teen Non-Fiction area
Approximate cost Teen- \$2,300 and Children's - \$700

Proposal to acquire 2 Guinea Pigs for Children's Room

Cage \$149, Guinea Pigs \$10 each, Food/Accessories \$25/month,

Betsy's programming ideas include: reading to the guinea pigs, book displays, contests, book recommendation, pen to have patrons hold them, web cam to observe them.

Trustees stated they were opposed to the idea of live animals in the library – smell, attract mice, liability issues, allergies.

There was no motion brought forward. No action.

Proposal to host Friday Night Karaoke at HML as part of Summer Reading Program

This year's theme is Super Heroes.

To host this event would need a couple staff members and rent/borrow a machine.

Would like to put up a tent on sight to host outdoor events and use Hills Garrison in the event of inclement weather. Will need to have overflow parking available.

Discussed having trivia events and Little/Big Truck day (Fire and Police) held in library parking lot. Will close off half of the lot for safety.

Laser Tag – open to students middle/high school aged; 40 max. Will close off the Children's area this year. Still need to pick a date between June 29-July 3.

Trustee Creeden moved to approve Laser Tag on a date to be determined for up to 40 students, second by Trustee Middlemiss. Motion passes 4-0.

Sleep Over – date to be determined

Trustee Stokinger moved to approve the Sleep Over on a date to be determined second by Trustee Creeden. Motion passes 4-0.

Selectman's Workshop for Committee and Board heads

Charlie and Trustee Kipnes will attend this meeting as the library representatives. They will update the Selectman on what the library is currently working on.

NHLTA Annual Meeting May 18

Discussed at the beginning of the meeting.

Action Items:

Charlie is still working on having someone look at the marketing plan.

Trustee Comments

Trustee Middlemiss: No comments

Trustee Stokinger: Thank you for voting and supporting Article 8.

Trustee Creeden: Thanks for voting and supporting your library, town budget.

Director Matthews: Jasper Book launch Sunday from 2-4 pm. Some of the proceeds will go to the Historic Society

Trustee Kipnes: Thanks for voting and re-electing Trustee Creeden and supporting the library Warrant Article and supporting the library.

Next meeting:

Our next regularly scheduled meeting is Wednesday, April 15 at 6pm.

Non-Public Session:

*Trustee Creeden moved to enter into Non-Public Session at 7:25 pm under RSA91-A:3 II (d)
Chair called for a roll call vote Trustee-Middlemiss-yes, Trustee Stokinger-yes, Trustee-Creeden-yes.*

Motion passes 4-0 Enter Non-Public at 7:25 pm

Adjourn:

Trustee Creeden moved to adjourn at 7:34pm second by Trustee Middlemiss.

Motion passes 4-0.

Meeting adjourned at 7:34 pm

Respectfully Submitted,

Dotty Murray
Board Recorder

**Hudson Library Board of Trustees
Accepted Non-Public Minutes
March 18, 2015**

Present:

Trustee Linda Kipnes, Chairman
Trustee Arlene Creeden, Treasurer
Trustee Ellen Stokinger, Secretary
Trustee Steve Middlemiss
Charles Matthews, Director

Non-Public Session:

*Trustee Creeden move to enter into Non-Public Session at 7:25 pm under RSA91-A:3 II (d)
Chair called for a roll call vote: Trustee Middlemiss-yes, Trustee Stokinger-yes, Trustee
Creeden-yes, Trustee Kipnes-yes.*

Motion passes 4-0.

Enter Non-Public Session at 7:25pm

Personnel issue

Forgot to give an employee their 6 month 25cent wage increase; which was due in September. Would like to do this increase retroactive to September in one paycheck and then will be a correct pay rate.

Trustee Creeden moved to approve the pay increase (25cents per hour) retroactive to September to the staff member, second by Trustee Middlemiss. Motion passes 4-0.

The staff member will get her yearly increase at the same time as the wage increases take affect in July. Charlie is currently working on staff evaluations.

We will be looking for a bookkeeper as our current book keeping is planning on retiring in January. Must be able to use Quick Books and work 8-10 hours per month.

Charlie asked the Trustees for vacation time in September for 15 days, will be doing a tour of Italy. There will be an acting director in his absence. The Trustees OK'd his request and asked that he forward them the dates he will be away.

Adjourn:

Trustee Creeden moved to exit Non-Public and adjourn the meeting at 7:34 second by Trustee Middlemiss. Motion passes 4-0.

Meeting adjourned at 7:34 pm

Respectfully Submitted,

Dotty Murray
Board Recorder