



# TOWN OF HUDSON

## Library Board of Trustees



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

#### **Present:**

Trustee Linda Kipnes, Chairman  
Trustee Robin Rodgers, Vice-Chairman  
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 in Non-Public or via email:**

There was no Non-Public at the last meeting and no votes taken via e-mail.

#### **Introduction of staff – Brian Hewey:**

Brian has worked for the library for nearly 20 years doing IT work. The library has been having issues with their Fair Point connection for the last few weeks. Their internet was very slow and had trouble with their phones and email. However the library gets their patron internet access through Comcast so there were no issues with that.

Brian discussed potentially adding a second router to help with the internet connection; relatively inexpensive approximately \$1,500. A second router would be a backup for phones not the internet.

Still not sure what the cause of the Fair Point trouble was; hopeful this will not happen again. They were very slow to respond to our call (took over a week). Had we know it was going to take that long could have handled the situation differently.

Discussed alternatives to Fair Point (Computer and Phones).

Brian did set up Evergreen servers.

#### **Public Input:**

There was no public input

**Acceptance of Minutes: January 21, 2015**

Change the Name Ella to Barbara under monetary donations.

***Trustee Middlemiss moved to accept the draft minutes of 1-21-15 with noted change, second by Trustee Stokinger. Motion passes 4-0.***

**Correspondence:**

Letter of thanks from patron; regarding children's room, programs and staff.

E-Mail to Amy Friedman – From Donna Hoffman regarding Downton Abbey Tea event. Wonderful event, thanks.

Thanks to Friends of the Library for the purchase of two new museum passes – Gardener Museum and Millyard Museum. (\$245 value).

**Reports to the Board:**

Treasurer's Report:

Reviewed report; 55% spent. Budget looks good; any negative balance shown is on paper only and is not actual.

Trustee Creeden is be at March meeting and will explain collateralize bank account. If any action needs to be done immediately it will be done via email.

Selectman Liaison's Report:

No report

Director's Report:

Programs:

Clear Clutter and Save memories – 1-12-15, (25) attended.

Downton Abbey tea/trivia – 1-31-15, (36) attended; served scones and tea sandwiches.

Art exhibit – 1-17-15, (21) attended

Computer class – 3 attended a class on creating a resume using word. Attendees were interested in writing resumes; will look for someone to put on this class. 2 people attended a class on using job search sites.

Genealogy Club – 29 people attended used *Find a Grave* website.

Publicity/Outreach – Amy attended a Chamber event at Financial Insure Services on 1-29-15.

Displays – Best books of 2014, staff picks, Downton Abbey related and Town of Hudson related books are on display.

Teen programs still popular.

Reference Report – No tax instruction booklets have been sent to the library this year.

Staff printed copies of the most popular booklets.

Circulation Dept. – Up 0.4% for January from December and up 3.1% from last January.

January Fun days – Month of themed days. Children who participated received raffle tickets; prizes included Hannaford gift cards, BBQ set from Eastern, Dunkin Donuts, Wally's Pizza, Pats Peak tickets.

Archives – Military Register –being restored; preserve and copy the Town Charter.

Information Technology - Coin box still not working, Evergreen –updated, Upgrading wireless; in the budget (\$1,600). Visitor count – average 270 per day in January, Sunday count 1-18-15 (40 or 50) and 1-25-15 (97).

Oil tank filled January 8.

AARP – free tax help on Mondays and Saturday by appointment 9:30-1:30pm

Keurig coffee machine made \$23 in January.

Upcoming events- rug hooking on 3-1-15, *Legendary Locals of Hudson Book Launch* (2:00-4:00) on March 22. Book will be for sale.

Acceptance of Donations:

\$245 in museum passes

***Trustee Middlemiss moved to accept the donation of museum passes from Friends of Library, second by Trustee Rodgers. Motion passes 4-0.***

45 books and 1 DVD

***Trustee Stokinger moved to accept the donation of 45 books and 1 DVD second by Trustee Middlemiss. Motion passes 4-0.***

Friends of the Library:

No meeting held. Still working on plans for National Library Week April 12 through 18.

A lunch event will be held on Thursday, Trustees welcome.

Scholarship application available at front desk.

**Old Business:**

Report on Town Deliberative Session: warrant article

Warrant 8 was amended from 3.5% to 2%. Please vote on March 10 and support your library.

Trustee Creeden is up for re-election – no opposition.

Candidate's night will be held on March 2 at the Hudson Community Center.

6 Candidates running for two Board of Selectman seats.

Columbus Day Staff Training

Library will be closed the whole date; will cover: customer service, Dept. Presentations, Medical/Fire/Police emergencies, Professionalism in the workplace, and strategic plan.

***Trustee Rodgers moved to close the library on Columbus Day to hold employee staff training, second by Trustee Middlemiss per Charlie's recommendations. Motion passes 4-0.***

Strategic plan items: book drop, Sunday Hours

Book Drop – Friends Lumber has offered the library a place for the book drop. Charlie will meet with them soon to finalize this.

Marketing Plan – Rivier College is interested in the Library Marketing Plan that the employees created. They will help us fine tune this plan.

No fines trial period – 10 borrowers; teens are interested but don't like the 3 item limit.

Gun Case- Trustee Stokinger found someone to make the gun case for approximately \$300.

The Trustees agreed to go forward with this. Suggested that he come to the library to take measurements and look over the gun.

## Other

No other business

## New Business:

### Library Closing Policy

Reviewed inclement weather policy and room usage policy.

If school is closed all library programs are suspended; there is no policy that states if schools are closed the library will be closed. Decide that based on keeping staff and patrons safe. The library does not have the same issues as the school district. All Trustees agreed that their current policy and procedures are appropriate.

### Better World Books: Discard

This organization takes discarded books then donate them to organizations in need or re-sell where appropriate with the money coming back to the library.

Reviewed the book weeding policy; this is a broad policy need to work on this. Weeding books is the staff's responsibility.

Will try them for six months at no cost to us, will need to have six boxes (which they provide) filled and the books will get picked up. Selling books will generate some revenue. This will help keep the collection "fresh". Will work on a process for archiving books. All books are marked "Discarded" so there is no confusion.

***Trustee Rodgers moved to allow discarded books be sent to Better World Books which could be a source of revenue for the library, will start with six boxes, second by Trustee Middlemiss. Motion passes 4-0.***

### Volunteer housekeeping services

Received an email from a Concord Company offering housekeeping services to be done by their clients. Each client is paired up 1:1 and monitored. Charlie will give them a call and try it out once per week. Trustee consensus is to try this service and see how it works out.

### Evanced Signup and Spaces: replaces Eventkeeper

Current software costs \$1080 and can be expanded for \$75/Month.

Evanced Signup costs \$7000.

The Trustees decided this was too pricey; will stay with Eventkeeper and expand our current system.

### Town Officials Meet and Greet:

Invite all town/local officials for a meet and greet in the Community Room. This will be an informal event and will serve light refreshments.

The Trustees decided not to hold this event.

### Abbott Library Project: presentation and tour on March 24

To be held in Sunapee, NH on Tuesday March 24 from 10 to noon. They did private fundraising and raised \$1.6 million. Some of our librarians would like to attend this.

Charlie will email the Trustees this email. They will support Charlie attending this event.

**Action Items:**

There were no Action items.

**Trustee Comments:**

Trustee Stokinger: Please vote in March 10, support Warrant Article 8 library staff.

Trustee Middlemiss: Please vote and support Article 8.

Trustee Rodgers: No comments.

Director Matthews: Our internet and phone are back. We will be putting a plan/ recommendations together in case this happens again.

Trustee Kipnes: Vote for Article 8, support your library. One Trustee running, candidate night is March 2 at 7pm. Come by and visit the library.

**Next meeting:**

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

**Adjourn:**

Meeting adjourned at 7:37 pm

Respectfully Submitted,

Dotty Murray  
Board Recorder