



TOWN OF HUDSON

Library Board of Trustees



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Hudson Library Board of Trustees Regular Monthly Meeting December 17, 2014 Accepted Minutes

Present:

Trustee Linda Kipnes, Chairman
Trustee Robin Rodgers, Vice-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 or e-mail communication last month. Held a special meeting on December 9 to discuss Sunday hours; there were no motions or final conclusions.

Public Input:

There was no public input.

Acceptance of Draft Minutes:

November 19, 2014

Trustee Rodgers moved to accept the draft minutes of November 19, 2014 as presented, second by Trustee Stokinger. Motion passes 5-0.

Correspondence:

There was no correspondence.

Reports to the Board:

Treasurer's Report:

Trustee Creeden addressed the board.

All our monthly bills have been paid; budget on track at 40% now and will be at 50% by end of year. Mileage is at 77%; we may need to move over some money.

Report is filed for audit.

Selectman Liaison's Report:

Not present

Director's Report:

Charlie updated the board.

Blues concert 92 people attended on Nov.5.

How to build financial security Nov. 19 – six attended.

National Novel Writing Month Nov. 4 and 25 – two attended

Art exhibit – quilts

Book discussion- meets third Tuesday of month.

WWI display in honor of Veteran's Day.

Teen groups are doing well.

13 groups were unable to book a room.

Circulation is down 2.5%

36 Children's programs servicing 605 Children.

Keurig has been placed in the Children's room, \$1 per cup.

Kate is working on technology plan

Fuel tank has been filled; next fill is due in mid January

Library now has video digitizing equipment available free to patrons.

Betsey would like to create a story walk at Benson Park; 4 stories per year.

Town VMware update- they are hoping to have this complete by year end at which time we will be able to join their system.

Taped an interview for HCTV on Nov. 24 with Lisa Weber.

Frozen Christmas 10:00am on December 20.

January 9, 2015 – all staff meeting.

Acceptance of Donations

Trustee Creeden moved to accept 21 books, 1 DVD and 1 CD, second by Trustee Stokinger. Motion passes 5-0.

Friends of the Library:

Santa's visit held on December 6- Friends paid for the paper the pictures were printed on.

Friends had a booth at craft fair on Dec. 6.

2nd Hand Prose was held last week.

Will fund two additional humanities programs

Old Business:

New borrower type, continuing discussion

This came about from our survey- would help slow readers, teens or residents who live a distance away from the library.

Up to three items can be checked out for 90 days without a fine. Think this may decrease the amount of fines we have. There will be no more than 50 patrons using this new program. Staff will introduce it to patrons once they are been trained.

It will be a six month trial. Need to create a locked account notice.

Concerns—locks books out for several months; could call customers if book is in demand to see if it could be returned. Need a way to monitor when we get to 50 patrons.

Trustee Creeden moved to create a new borrower type for up to 50 patrons for a six month trial basis, second by Trustee Middlemiss.

Amend motion to include - and contingent on the creation of lock account notice. Motion passes 4-1(Rodgers voted no).

Charlie will let Trustees know when locked account notice is ready.

Warrant article for salary adjustments

Budget Committees preliminary vote failed.

Going before the Budget Committee tomorrow. We will need to present this warrant at the deliberative session – Charlie will do a power point presentation.

Historical Society, War Memorial Plaques

The Historical Society wants to partner up with us. They want to preserve our town's history.

Gun case to display musket

Gun is 64 ¾” long; will need a handmade gun case. Would use Trustee money to pay for this gun case.

Trustee Rodgers moved to have Charlie contact the case maker to see how much it would cost for a custom case and approximately how much it would weigh, second by Trustee Middlemiss. Motion passes 5-0.

Action items from Strategic plan:

Book drop

Cost is approximately \$2,000 - \$5,000 and manufactured by American Book Drop. Have found a potential location for the book drop on Lowell Rd; will call business to confirm.

The book drop will be funded from Trustee Account.

All in agreement that the book drop will be done once the location is confirmed.

Sunday hours

Had a special meeting to discuss this.

Have a lot of groups on Monday; Close at 6pm on Fridays and keep regular hours on Monday. Winter hours Jan. to May and Sunday's from 1-5.

Employees will get paid time and a half to work on Sunday. No Sundays during the summer. Will track numbers on Sunday.

Trustee Creeden moved to rescind the motion done in November and keep motion as amended last month, second by Trustee Rodgers. Motion passes 5-0.

Trustee Creeden moved to have Sunday hours 1-5 from Jan. 18 to May 17 with four staff member no more than two full timers per week. All staff will be on the schedule rotation and will be paid time and a half and will be closed Easter Sunday, second by Trustee Middlemiss. Motion passes 5-0.

New performance evaluation form

Trustee Rodgers moved to accept Charlie's new employee evaluation form second by Trustee Creeden. Motion passes 5-0.

New Business:

Town Annual report due January 5

Charlie will write the report and will be signed by the Chair.

Policy on paid tutoring in Study Rooms

Tutoring fits our educational mission; however no money should be exchanged inside the library (against our policy). A lot of business is being done in the library despite our policy. Feel the patrons are unaware of our policy.

Trustee Creeden felt that we should make patrons aware of our policy and make other arrangements for payment outside our library.

Old policy read: ***“Library study rooms may not be used to distribute or sell goods or services of any kind, including but not limited to, paid tutoring services.”***

Trustee Creeden moved to change the tutoring policy to read: library study rooms may not be used to distribute or sell goods or services of any kind and no financial transaction may occur in the library, second by Trustee Rodgers
Motion passes 4-1 (Middlemiss voted no).

Town Charter reproduction and restoration

Cost \$1,065 - \$600 to restore seal and \$465 to reproduce in paper for display as well as a digital copy.

Work to be done by NE Document Conservation Center.

Will be paid for using library material line item.

Trustee Rodgers moved to send the charter to NE Document Conservation Center to be restored and reproduced second by Trustee Stokinger.
Motion passes 5-0.

Exterior library identification (letters on street side of building)

The Trustees discussed their options and pricing.

6” or 8” letters, 4 choices using the *whole name*, or just *library*. Will be paid for out of building fund line item.

Trustee Creeden moved to go with the whole name lettering on the siding, second by Trustee Stokinger. Motion passes 5-0.

Trustee Creeden moved to go with 6” letters, second by Trustee Rodgers.
Motion passes 5-0.

Trustee Rodgers moved to go with Option D 6” letters with the word library on the bottom, second by Trustee Stokinger. Motion passes 5-0.

Vacation formula for part-time staff

Reviewed policy, most only work 20 hours a week but some do work 24 per week. After two years eligible for a pro-rated vacation.

This item was tabled.

Appointment of Victoria Sandin as Library Assistant

Trustee Rodgers moved to Victoria Sandin as Library Assistant per Charlie’s recommendation, second by Trustee Middlemiss. Motion passes 5-0.

Mileage reimbursement

Currently 55.5 cents town just raised theirs to 57.5 cents

Discussed the price of gas going down and waiting until the next budget cycle.

Decided to do nothing for now.

Other

Operating Schedule

Winter hours Jan. 18 through May 17, open until 6 on Monday, Sunday hours 1-5pm.

This motion was made after the Trustees discussed Sunday hours.

Trustee Creeden moved to approve the operating schedule as presented second by Trustee Stokinger. Motion passes 5-0.

Action Items:

Charlie will be writing town report, and working on gun case and vacation formula.

Trustee Comments:

Trustee Rodgers: No comments

Trustee Middlemiss: No Comments

Trustee Stokinger: Working on the items people wanted from the strategic plan.

Happy Holidays.

Trustee Creeden: Happy Holidays, lots of events. Please support the entire town.

Trustee Kipnes: Happy Holidays. Come to the library. Presenting the budget; please support us, we provide the services people want. Support the entire town. Its time to move forward.

Director Matthews: No comments

Next meeting:

Our next regularly scheduled meeting is Wednesday, January 21, 2015

Adjourn:

No Non-Public

Meeting adjourned at 8:10 pm

Respectfully Submitted,

Dotty Murray
Board Recorder