



TOWN OF HUDSON

Library Board of Trustees



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Hudson Library Board of Trustees Regular Meeting November 19, 2014 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 Trustee Rodgers led the audience in the Pledge of Allegiance at 6:00 pm.

Report of Actions in Non-Public:

There were no motions in Non-public at the last meeting.

Public Input:

There was no public input.

Acceptance of Minutes:

Trustee Middlemiss moved to accept the draft minutes of October 15, 2014 as presented, second by Trustee Stokinger. Motion passes 4-0.

Trustee Middlemiss moved to accept the draft non-public minutes of October 15, 2014 as presented, second by Trustee Rodgers. Motion passes 4-0.

Correspondence:

There was no correspondence.

Reports to the Board:

Treasurer's Report:

Trustee Creeden is not present; if there are any questions, please forward them to her. This report will be filed.

Director's Report:

Director Matthews addressed the board.

Kristen Paradise was elected President for CHILIS . This is a three year commitment; she will serve as President In2015 and past president in 2016/17.

An employee has to have foot surgery and requested a leave of absence from January through May.

Special Programs: Brewing in NH, Design a Joy Filled Holiday Season, Are you talking to me? The Language of Cats and Dogs, Author event—Lesley Bannatyne

9 people attended *The Fault in Our Stars*

27 people attended *Mr. Peabody and Sherman*

The scheduled speaker for the Genealogy Club cancelled

15 people attended the Genealogy Club meeting. Kate Butler and Laurie Jasper offered two training sessions on the library's data base on Oct.24.

8 people attended the morning computer training session and one attended the evening session.

TT@YL meets weekly after school in the Community Room; attendance: 15, 15, 19, 15, 14.

Public Outreach: Danny visited HMS to do book talks to the sixth grade English Classes. He spoke to approximately 150 sixth graders.

Reference Report: YA Kits – Makey Makey which turns everyday items into a key on the computer. The second kit is a cell phone microscope.

Statistics: Unable to Book – 13; Booked not getting first choice of date/time- 2; Bumped from room – 1

Requests for test proctoring is rising

Circulation- up 8.5% in October and down 3.2% from last October. Issued 96 new cards. 4 patrons using books by mail program. 31 Fax transactions, 17 notary requests.

Projects: Have created a nook area for parents. The board discussed purchasing a Keurig machine for parents to enjoy; cost \$1.00 per cup.

Will need it own budget line. Charlie will track money.

Trustee Rodgers moved to allow Director Matthews to buy a Keurig Coffee Machine for the Children's room at a cost of one dollar per cup, so the

library can recoup the cost of the machine and, the Library must amend library food/drink policy, second by Trustee Stokinger. Motion passes 4-0.

Visitor count-6825 but actual number is around 8735.

Snow Blower has been serviced.

Tom Sommers is done his paint/repair project.

We had a booth at Pumpkinfest.

Incident in the Children's room – Special Needs student touched a staff member, paraprofessional quickly intervened. This group will now visit when the library is not quite as busy.

Book Club is moved to December 12; holiday celebration will begin at 5pm book club at 6.

There will be a quarterly on 2nd Friday staff meeting from 8-9; employees will be paid for two hours if not already working.

Selectman Liaison's Report:

Focused on budget; December 1st the Library Trustees meet with the Budget Committee.

Acceptance of Donations

Two books

Trustee Rodgers moved to accept the donation of two books second by Trustee Middlemiss. Motion passes 4-0.

\$25 Cash donation

Trustee Rodgers moved to accept the \$25 cash donation from Lesley Bannatyne second by Trustee Stokinger. Motion passes 4-0.

Friends of the Library:

Trustee Kipnes addressed the board. The Friends met last night.

They will have a table at the craft fair on Dec. 6 and will sell greeting cards and baked goods.

Also on Dec. 6 there will be a visit from Santa; Friends of the library will bake cookies for the expected 300 children. Please be sure to drop off the cookies on Dec. 5.

Friends will sponsor two more humanities programs.

Friends have given money to hire a well known author sometime in the Spring. Hoping to have enough money to do a few of these events.

Library Liaison has a friend who is an author. She will see if she is interested and get back to the board.

Trustee Stokinger told the board about *smile.amazon.com*; a portion of what you spend can be designated to the library. Working on setting up an account.

Old Business:

New Borrower type – continued discussion

An option for slower readers.

Tabled

Proposed expenditures: shelving, I-Pads

Not in the budget; approximate cost \$3,016. Using book carts for now.

Tabled

Warrant Article for salary adjustments

Submitted to the Budget Committee

Historical Society, War Memorial Plaques

Discussion about whether these plaques should be moved. If they are moved it would entail expenditure. Trustee Rodgers is against moving them as is Trustee Middlemiss. Trustee Stokinger suggested saving the space for a more modern event.

There are pictures of these plaques on the library website and if anyone would like to see them it could be arranged. All agreed that the plaques should remain where they are now.

New performance evaluation form

Trustee Kipnes addressed the board regarding employee evaluation form. Charlie would like to update this form. The Chair will send out the information to the Trustees again for further discussion at the December meeting. Will contact Trustee Creeden for her input.

Other

Library Liaison asked if the budget was ready to go. Yes it is ready as is.

New Business:

Action items from Strategic Plan

Book Drop – Market Basket said no. Other possible locations – Wal-Mart, Haffners, Town Hall, Friends Lumber, Good Will, DCU

Still working on this.

Public Service Announcements (PSA) will be discussed at the next meeting.

Digital Presence – Upgrade WordPress Website

Sunday Hours 1-5 pm; will be done as a trial from January through May.

The Library will close early on Monday evenings. This change needs to be publicized on HCTV.

Trustee Rodgers moved to change the operating scheduled and close at 5pm on Monday evenings and open on Sunday from 1-5pm, second by Trustee Middlemiss. Motion passes 4-0.

Book Mobile – There was some discussion whether a personal vehicle could be used for this. They will look into what their insurance policy says.

Library Sign – Trustee Rodgers had sample signs to review. Talked to Dave Cote he did the picture rendering.

Two choices the word “Library” or an actual sign mounted on the side of the building at a cost of approximately \$2,000.

All agreed they preferred the actual sign; Charlie will call around for estimates.

Amy Friedman has requested that the library close at 6pm on Fridays during the summer so they can prepare for movie night. Discussed whether they should do this year round. Discussed whether it would be better to close at 6pm on Mondays instead of 5. Would again need to adjust the schedule.

Also discussed when they would need a closer after Monday night meetings.

Trustee Rodgers moved to amend the previous motion changing the closing time on Mondays from 5pm as stated to 6pm, second by Trustee Middlemiss. Motion passes 4-0.

Trustee Middlemiss moved to change the closing time for Friday’s to 6pm year round, second by Trustee Rodgers. Motion passes 4-0.

The Director will make sure that the schedule is adjusted and let staff know.

Staff meeting and staff training days

Would like to close on Columbus Day in order to hold an employee training day.

This is usually not a very busy day.

6th anniversary celebration

Would like to hold the celebration on June 6, and have a signature event, as well as a cupcake contest. They discussed the signature event as being a “***How to Fair***”

Discussed whether the library should hold a celebration every year or only on mild stone dates like 10 or 25. Trustee Kipnes and Rodgers agreed that it should be a smaller celebration; maybe just cupcakes.

Director Matthews stated that the staff is very excited about a How to Fair.

Other

Trustee Rodgers discussed purchasing a glass case to put the musket in. Reminded all that they would also need a new plaque because the old one is incorrect.

Director Matthews will research this and report back. Currently the musket is safely locked away.

Action Items:

A staff member has requested time off from Jan.9 through May 9.

Reminded the staffer member that her position could not be preserved for her but she may be able to pick up available hours upon her return.

Trustee Comments:

Trustee Rodgers: no comments

Trustee Stokinger: no comment

Trustee Middlemiss: no comments

Trustee Kipnes: no comments

Director Matthews: Santa is coming in Dec. 6 9:30-11:30. Cookies will be served.

Next meeting:

Our next regularly scheduled meeting is Wednesday, December 17 at 6pm.

No Non-Public this evening.

Adjourn:

Meeting adjourned at 7:30 pm

Respectfully Submitted,

Dotty Murray
Board Recorder