



TOWN OF HUDSON

Library Board of Trustees



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Hudson Library Board of Trustees Regular Meeting October 15, 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 Elaine Brody led the audience in the Pledge of Allegiance at 6:00 pm.

Presentations:

NHLTA Library Service Contribution Award

Ed Moran, President of NH Library Trustee Association presented Elaine Brody with this award. Elaine has presented outstanding service, helped raised funds, coordinated library projects, created buy a brick program, created strategic plans, and fundraising for library. She has a long term commitment to the library. Elaine was presented with a plaque, congrats Hudson is lucky to have you.

Report of Actions:

September 17, 2014 Non-Public and Regular
September 24, 2014
No motions.

Public Input:

There was no public input.

Acceptance of Minutes:

September 17, 2014 (Monthly meeting)

Trustee Rodgers moved to accept the minutes of September 17 with noted corrections, second by Trustee Creeden. Motion passes 5-0.

September 17, 2014 (Non-Public)

Trustee Creeden moved to accept the minutes of September 17 Non-Public minutes with noted corrections second by Trustee Rodgers. Motion passes 5-0.

September 24, 2014 (Monthly meeting)

Trustee Stokingier moved to accept the minutes of September 24 with noted corrections, second by Trustee Middlemiss. Motion passes 4-0-1 (Rodgers abstained).

Correspondence:

Received an \$80.00 donation – Rise Round Table - thanks for this donation.

Reports to the Board:

Treasurer's Report:

Trustee Creeden addressed the board.

Reviewed the financial report.

We have spent 23% of our working account to date which is where we should be.

Selectman Liaison's Report:

Liaison could not make the meeting. No report.

Director's Report:

Director Matthew addressed the board.

Will be on vacation Oct. 17-21 – Natalie Poulin will be acting director in his absence.

Upcoming event: Half way to St. Patrick's Day concert

September is card sign up month

Send thank you note to Garden Club

Numbers are up for film series attendance

Staff workshop – Amy attended *Making the most of Google, READS fall conference, NH Legal Reference for Public Libraries.*

Teen numbers are good, welcome teens to come in after school.

Danny held two teen programs – Tech Deconstruction and Tech Reconstruction – Robo Dog is on display.

Doing outreach at HMS – trying to target tweens.

At Alvirne held 3 classes numbers in attendance were 19, 22. and 10.

Circulation is down for September

Natalie created a brochure – Author Read Alike

Stamp usage 300 for Sept. used mostly to mail out overdue notices.

Children's regular programming is on regular schedule now.

Identified the boy in the portrait – Virginia Hills little brother Lewis.

Still having some air conditioning issues but working to correct them.

Tom Sommers will be here working on the East side entrance on Oct. 20.

Spent \$400 on prints and posters for children's room.

Reviewed Sept. calendar

Upcoming events reviewed – some events include:

Staff Book Club - November 7 at 6pm; no cost and will have a pot luck dinner. First book selection *Chaperone*. This is a good team building activity . Idea by Kristen.

Nov. 27 Family Game Night

Dec. 6 Pictures with Santa

Other

Grounds workers- Trustees discussed getting gift cards for these volunteer workers decided on just sending a thank you card. Have many hard working volunteers.

September donations

Trustee Creeden moved to accept books, CD's and DVD's that were donated this month, second by Trustee Rodgers. Motion passes 5-0.

Second Hand Prose

Will continue to be held on Sunday's

Friends of Library

No October meeting

Old Business:

New Borrower type

Deferred until next month

Proposed expenditures: shelves, I-pads

Shelving is not in the budget will need to wait before acting on this.

I-pads in the budget; have requested 9

currently have 6 that are on loan for two weeks at a time. Very popular item.

The I-pads are loaded with apps for art, math, reading and social studies. Would also like to purchase a Mac Book so it would be easier to manage the I-pads.

Total cost for these items approx. \$6,000.

Research on comparative pay scales, pay matrix

Trustees discussed competitive pay scales, salary increases within the budget; and whether to create a warrant article for pay increases or not.

Research shows that the librarian is paid 11.2% below others, Assistant Librarian 15% below and Library assistant is 7% below. Would like to do 3 steps for 3 years. Approximate cost \$16,177 plus the cost of benefits.

Trustee Creeden stated there was not a lot of time to do this.

The Library goes before the Board of Selectman on October 23.

Trustee Creeden stated the library just did some job reassignments so they just did a wage adjustment for their employees.

Trustee Middlemiss moved to go forward with creating a warrant article for wage increases second by Trustee Stokinger. Motion passes 4-1 (Rodgers voted no).

This warrant will be written and forwarded to Kathy at Town Hall for her to review prior to the budget review meeting next Thursday.

Strategic Planning Report

Elaine Brody addressed the Trustees.

Dan Arsenault is a star, he was a great help.

Goals and Objectives of strategic plan:

Marketing – Library needs to get program /library information out to the public; explore getting a marketing professional.

RFP by the end of December with a start date of end of January and a plan in place by July.

Need a digital presence – this is vital today

Web-site needs work and Kate hasn't got the time to work on it; consider hiring an IT Assistant or hire someone with Evergreen experience to work with Kate. Community Outreach: Target South Hudson – consider installing a book drop in this area.

Reach out to seniors

Sunday hours added (consider closing early one day so the library could be open for 4 hours on Sunday).

Consider reviving the “Book Mobile” – Use a minivan stocked with books and travel the neighborhoods. If the library received a donated van start fees for the bookmobile would be approximately \$40-50,000 to have it equipped; outreach local businesses to offset expenses.

Electric Vehicle charging stations: This is up and coming and are grants available to offset the costs. This would enhance the library.

Technology – Library's Edge – asses what we do with other libraries similar to ours. This is a benchmark service. Complete by end of June.

Addition space for specific needs – this is a long range goal. Teens have limited space, technology librarian is utilizing a very small space. Need an expansion plan.

Review this plan every six months for the next two years.

Trustee Creeden stated there is not much money left in the building fund.

Elaine suggested they send out the RFP just to see what the costs for a marketing Rep. would cost or search your staff for marketing experience (Charles thought that Danny had marketing background).

The IT Assistant/ Evergreen person could do day to day tasks which would free up Kate to take on other important tasks. The web-site needs to be more user friendly.

Trustee Rodgers inquired about what type of technology would be in the van; would only be used to check out books and use the catalog. Would not have computers to access the internet.

Trustee Creeden discussed the south end book drop box – would hopefully get an employee who lives in the area to swing by on their way to work to empty the box; otherwise would probably have to pay an employee mileage. Also talked about opening on Sundays; would need approximately 8 to 10 employees working during those open hours. She will look into both of these items further.

How to proceed: Accept the plan but don't necessarily agree with all of the recommendations.

Trustee Rodgers moved to accept the Library Strategic Plan as presented by Elaine Brody, second by Trustee Ellen Stokinger. Motion passes 5-0.

New Business:

Employee salary adjustment at end of Probationary Period

KM library assistant- 6 month anniversary 25 cent increase \$11.25 to \$11.50 per hour. This is a standard timeline for raises for new employees.

Trustee Creeden moved to approve the increase of 25 cents per hour for KM second by Trustee Rodgers. Motion passes 5-0.

Historical Society Cooperation, War Memorial Plaques

Meeting Thursday Oct. 23 – 2:30 at the Hills House.

Library Draft calendar for 2015

This is the same calendar as last year.

Discussed the 9 employee paid holidays.

Changes to our calendar can be made any time; discussed the opening on Sunday afternoon.

Trustee Rodgers moved to accept the draft calendar as presented second by Trustee Middlemiss. Motion passes 5-0.

Staff holiday lunch by Trustees

Trustee Stokingier suggested doing the holiday meal prior to book club on December 5 at 5pm.

Trustee Creeden moved to hold the holiday meal prior to book club (5pm) on December 5 in the Community Room, second by Trustee Rodgers. Motion passes 5-0.

New performance evaluation form

Defer until November meeting.

Action Items:

Warrant article

Strategic Plan Workshop meeting date

Tuesday October 28 at 6pm – Reading Room.

Charlie will distribute the plan to all Trustees prior to meeting.

Trustee Comments:

Trustee Kipnes: Congrats to Elaine

Trustee Rodgers: Congrats Elaine

Trustee Creeden: Thanks Elaine for work on strategic plan and Congrats.

Trustee Stokinger: No comments

Trustee Middlemiss: Thanks and Congrats to Elaine; Thanks for the donations in memory of Barb Rodgers.

Director Matthews: Thanks Elaine; can't imagine doing this with anyone else.

Next meeting:

Our next regularly scheduled meeting is Wednesday, November 19 at 6pm.

Non-Public Session:

Trustee Creeden move to enter into Non-Public Session at 8:05 pm under RSA91-A:3 II. (a) Second by Trustee Stokinger.

Chair called for a roll call vote

Trustee Stokinger-yes, Trustee Creeden-yes, Trustee Middlemiss-yes, Trustee Rodgers-yes, and Trustee Kipnes-yes.

Motion passes 5-0

Enter Non-Public Session at 8:05pm

Re-Enter Public Session at 8:18

Motion in Non-Public

All Full Time employees must work 40 hours

Trustee Middlemiss requested permission to put out a bin to collect eye glasses for the Lions Club.

Trustee Creeden moved to allow the Lions Club eye glass collection bin to be placed at the library second by Trustee Stokinger. Motion passes 4-0-1 (Middlemiss abstained).

Adjourn:

Meeting adjourned at 8:20 pm

Respectfully Submitted,

Dotty Murray
Board Recorder