



TOWN OF HUDSON

Library Board of Trustees



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The Hudson Library Board of Trustees held a Regular Meeting on **Wednesday, June 18, 2014, at 6pm** at the **Hills Memorial Library Building.**

Minutes

1. Call to Order – Linda Kipnes
2. Attendance: Trustees- Linda Kipnes, Steve Middlemiss, Ellen Stokinger and Director Charlie Matthews. Excused Arlene Creeden and Robin Rodgers.
3. Introduction of staff Betsy Martel – presented summer children’s program. Theme Fizz Bam Boom. There is new software to track reading points by family groups for prizes electronically this summer.
4. Public Input: none
5. Acceptance of Minutes: with corrections, motion by Steve Second by Charlie May 21, 2014 Public
6. Correspondence: Statement of support to guardsmen and reserves from group at the Business Expo. NHLTA: awards pending for categories of: Library of year, trustee of year, Director of yr. Nominations are due by 7/31/14.
7. Treasurer’s Report attached, filed for audit.
8. Budget: 2 emails by Arlene for moving line item 206 & line 269 monies to even budget both motioned by Ellen and Second by Steve. Accepted by all. Motioned by Steve second by Ellen was for Encumbrances from 2013 budget for painting conference room and repairing Hills walkway deferred to August 2014. All agreed.
9. Selectmen Liaison Report: none present
10. Library Director’s Report: See attached. Highlight read by Director Matthews.
11. Acceptance of Donations Motion by Ellen to accept 31 books, 5 DVD, 1 CD., second by Steve accepted by all.
12. Friends of the Library Report: Awarded \$1000. Scholarship at 5th anniversary party Participated in Business expo, received one new business member, Participated in Library Anniversary Celebration. Collected 75 contest entries awarded free book certificates for SHP.
13. Old Business
 - a) Update trustee by-laws to require info for packets by Friday – bylaws signed by Trustees and Director present
 - b) Unix System Administration training for Kate- discussion held. Will check with Arlene re availability of training funds. All agree we should move forth with training.
 - c) Free Friday Film Fest, July and August posted
 - d) Right-to-know compliance: email record -All correspondence between Trustees by email should be kept in electronic record. Will have Kate or Brian, at library, set up folders to collect e-discussions with 5 trustees and director. Use official email of Trustees@HudsonLibrary.org.
 - e) Refreshments for Chamber of Commerce “After Hours”, June 26- Selection

of pizza or cold cuts offered with cost. Cold cut sandwiches and beverages were decided. Budget \$200- \$250.

f) Strategic Planning Report- ongoing- report next month.

g) Fifth Anniversary Celebration: report- Excellent, 23 authors attended, each author reported selling 4-7 books for which they were happy. 876 visits 6/7/14. 75 passports collected, 500 cupcakes donated. Few left-over were given to Central fire house. Fine forgiveness program was a success: 30-40.

h) NHLTA Spring Conference Annual Meeting, May 19: report by Linda. Consider loaning different items i.e. cake pans donated by woman's group. Another library loans Snowshoes in No. NH.

i) Research on Comparative Pay Scales, Pay Matrix -Charlie gave preliminary update more to follow next month.

j) Wish List: Scanner ordered \$6,400. Rest on hold to next year.

k) Status Report- none

Other

14. New Business

Laser Tag in the library- Motion made by Ellen to approve request by Danny for one time event. See attached proposal. Motion was seconded by Steve. After discussion of permission slips by parents discussed, it was accepted by all.

Other: **Library Policy** for vacation accrual for PT employees changed to FT. change last year. Request made to retroactively adjust the one employee affected by this. Motion made by Steve and second by Ellen to allow this. All accept.

15. Action Items 1) E-mail set up folders separate account by Kate Butler.

2) non solicitation policy review.

16. Trustee Comments: Steve no comment, Ellen: Thanks to all who attended the 5th Anniversary celebration. Charlie: Re 5th anniversary I wish to thank staff, trustees, friends for attending and making it a success. Linda: Echo success of 5th anniversary and wish to stress start of the summer reading program "get a good book" and win prizes too.

17. Selection of Next Meeting Date: Wednesday July 16

18. Consideration to enter non-public session under 91-A: 3 II. (a) and (d). Motion was made by Steve. Roll call: Steve, Ellen, Linda, and Charles. All accept.

Public session adjourned at 7:35 PM

Submitted by,
Ellen Stokinger
