



# TOWN OF HUDSON

## Library Board of Trustees



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### Hudson Library Board of Trustees Regular Meeting Minutes February 19, 2014

Call to order at 6:15 p.m. at the Hills Memorial Library Building. Pledge of Allegiance led by Linda Kipnes.

Attendance: Trustees Linda Kipnes, Acting Chair; Arlene Creeden, Treasurer; Connie Owen, Retiring Chair; Charlie Matthews, Director. Excused: Trustees Robin Rodgers and Jennifer Chafe. Late: Ted Luszey

**Public Input:** No public input this month.

**Acceptance of Minutes:** Motion made by Trustee Creeden to accept the minutes of January 15, 2014, seconded by Trustee Owen. Approved unanimously.

**Correspondences:** Director Matthews sent thank you letters to the Friends of the Library for \$267 to renew our Movie Licensing USA license, the Bahai Community for donation of two books on the Bahai faith, Bensons Bakery and Café for a case of bottled water, and Janice Conway who gave us a large collection of genealogical books and periodicals.

The Boston Globe sent the library a coupon for \$100 of free advertising for non-profits which Mr. Matthews passed along to Trustee Kipnes. BAE Systems send us a notice outlining a new community investment program using a third party to accept online contributions online. John Cashell sent us an information packet regarding 2016 CIP submissions which Mr. Matthews will keep on file. Mr. Matthews received a letter of appreciation from Bev Landry regarding the January Themed Children's programs. Mr. Matthews also received the auditor's memo from Finance Director Kathy Carpentier.

**Treasurer's Report:** Trustee Creeden presented the Treasurers Report. Trustee Owen had questions regarding high expense reimbursements with regard to mileage on the Working Account, which should be split in the future to reflect other expenses that were included. Trustee Creeden stated that everything that we received in donations we accepted last month. She also noted that we cannot change any of our budget line items but she would like to take funds received for the use of the Hills and put it into other line items were we need money, specifically \$600 from Electric (line item 206) to Mileage Reimbursement (line item 233) and money from Oil (line item 209) to Building Maintenance (line item 224). This is because we couldn't change these line items when we needed to two years ago because we are still in a default budget. Motion made to approve made by Trustee Creeden, seconded by Trustee Owen. Motion passed two in favor, one abstention (Owen).

Trustee Creeden reports that Rosemary Petaja has returned to do bookkeeping but will not resume duties at the Circulation desk. Trustee Owen commented that the library did not come up as a topic at the Town's Deliberative Session but the session overall was positive.

**Chairman's Report:** This is Trustee Owen's last official attendance at a Trustees meeting after 8 years. She will continue to be a library supporter and remain active with the Friends and she will be available to help in the future. Trustee Kipnes noted that there are 2 openings for Library Trustee and one, candidate, Steve Middlemiss. You only need a minimum of ten votes to be elected as a write-in candidate.

**Directors Report:** Mr. Matthews reported that Natalie Coolen started at our new Head of Circulation January 13<sup>th</sup> and Barbara Boucher started as a part-time Library Assistant in Public Services on January 22<sup>nd</sup>. Author and illustrator Linda Greenleaf held a reception, author talk, and book signing in the Community Room on January 4<sup>th</sup>. The NH Astronomical Society Skywatch was postponed again due to weather and will be rescheduled. Danny Arsenaault's after school Writing Lab for Teens is beginning to see some attendance and "Yoga for Teens" conducted by certified instructor Sandy Pellerin began monthly sessions this month. An open house for Alvirne Faculty was held after school on January 8<sup>th</sup> and was a huge success and we issued 26 library cards to teachers. Similar events are being planned for other schools. Alvirne's Multicultural Club exhibited in the Community Room on January 29<sup>th</sup>. Notary service to our patrons continues with Duane King, a newly appointed Notary, and Natalie Coolen, a Rhode Island Notary who has applied for an appointment in New Hampshire. The Children's Room held January Fun Days with a different theme for each day of the month with donated prizes to award. Our Evergreen Integrated Library System was successfully upgraded on January 29<sup>th</sup>. Gerard LaFlamme Electric is working our outdoor lighting problems. Liberty Utililites conducted an energy audit of the Rodgers Library. Our overall energy use is below average for a building of our size. The audit did recommend an on-demand water heater, the Trustees agreed that our minimal hot water use did not justify the expense. The AARP is again offering free tax filings beginning February 4 and the library's FY13 annual report was submitted for inclusion in the Town of Hudson Annual Report.

**Selectman Liaison:** Selectman Luszey reported that the Senior Center is coming along and should receive occupancy permits in 3-4 weeks. Selectman Luszey is running for reelection and this may be his last meeting as a liaison. Chairman Kipnes thanked Selectman Luszey for being our liaison.

**Donations:** Trustee Creeden moved to accept donations for the month of January 2014 that included 15 books, 3 DVD's and one puzzle. Trustee Owen seconded the motion. Accepted unanimously. Selectman Luszey noted that a public hearing is required for donations over a certain amount and he will ask Donna Graham to forward the regulation to us.

**Friends of the Library:** Trustee Kipnes reported on the Friends of the Library. There was a very successful SHP held on February 9. Trustee Owen said that sale was mobbed.

**Old Business:**

Strategic Planning - The Executive Interviews that we were able to do are complete and Mr. Matthews did receive up-to-date town demographics from John Cashell. Elaine Brody will be back in early April and all the pieces will come back together.

Customer Service: We will order name badges with first name only. Carl Lindblade, UNH Professor of Hospitality Management, will do a program called “The Customer is Always Wrong. It’s Not My Fault” for morning staff training and a Chamber After Hours program at 4pm on June 26<sup>th</sup>.

Staff Evaluations: Mr. Matthews has completed 15 and 5 to go.

Internal Committees: Trustee Owen commented that while the library is participating in the town’s Safety Committee, she would like to have the staff sign off on safety training in the library’s safety manual, make sure new staff is up to date on safety training, and re-establish the library safety committee. Selectman Luszey noted that the town has a documentation control system that allows employees to electronically sign and he recommended that the library look into using it. Trustee Creeden made a motion to make two changes to the personnel policy: to remove the last two words “as follows” from page 30 and add a period, and to replace “a full time employee” in Section 5.5 (p.18) on unpaid leave with the words “an employee.” Trustee Owen seconded. Approved unanimously.

Organization Chart: Mr. Matthews distributed an old copy. Rosemary no longer works in Circulation and reports to the Treasurer and works with the Director. He will create a new copy for the Trustees to review next month and work with Robin on the job descriptions.

Response to Revised Policies: Trustee Owen asked the NHLTA listserv for more input and clarification on our Social Networking Policy. Trustee Creeden said the policy was left a little vague so the Trustees could review concerns, but we are not asking for individual passwords. Trustee Owen and Kipnes stated that we should provide more clarification. Selectman Luszey suggested that the Trustees talk with the town attorney, particularly with regard to what staff do on their own time. Trustee Owen asked Mr. Matthews to check the town’s personnel manual for further guidance.

Status Report: Trustee Rodgers was not present to address. Trustee Creeden reviewed the report. Brian Mason met with Bob Gagnon and Mr. Matthews and will return to determine the capacity of the current generator load so that we can determine how much additional capacity we have. Staff should come up with 2 or 3 items from the wish list to consider if funds are available at the end of the fiscal year.

### **New Business**

The biennial NHLA Conference will be April 23-24 at the Mountain Grand View in Whitefield, NH. Kate is on the planning committee and Natalie is new to NHLA, and both would like to stay overnight for both days. Betsey, Danny and Charlie (who will be on a panel) would like to attend Thursday. Trustee Creeden estimated the cost at \$400 for registration, \$150 for the overnight, and approximately \$300 for mileage (2 round trips with carpooling) for a total short of \$900. Staff would cover extra meals on their own. Trustee Creeden made a motion for two people to attend 2 days and up to 3 people to attend one. We will cover registration, one room overnight, and mileage for two roundtrips. Trustee Owen seconded. Motion passed two in favor, one abstention.

Trustee Owen suggested forming a committee and asked for volunteers for the Rodgers Memorial Library 5<sup>th</sup> Anniversary Celebration. Trustee Creeden made a motion to form such committee. Trustee Owen seconded. Approved unanimously.

Trustee Rodgers forwarded a request from the Historical Society for an Easter Tea at the Hills Memorial Library on April 6. Trustee Creeden made a motion to approve. Trustee Owen seconded. Approved unanimously.

Trustee Creeden presented a draft of a revised Travel Reimbursement Form for trustees to review. Original receipts must be attached for all expenses. Staff will begin using the new draft form for approved upcoming trips.

Mr. Matthews distributed archives rules, loan, and photocopy request forms for review. Trustee Creeden requested that trustee approval prior to the loan of any material from the archives. Mr. Matthews will incorporate comments and revise these documents for review and approval at next month's meeting.

Mr. Matthews stated that we are short-handed and a have need for additional staff to replace two library assistants. Trustee Creeden moved to approve two new library staff positions. Trustee Owen seconded. Approved unanimously. Positions will be announced with a March 7 deadline for applications.

#### **Trustee Comments:**

Trustee Creeden: Thank you Connie for your 8 years of service to the Board. I would also like to than Jen for her 3 years of service and I wish her well. I hope that we will have people who will want to run for library trustee and will write a letter to the HLN as a write-in candidate.

Trustee Owen: It has been a marvelous experience and I will continue be a strong library supporter. Don't be bashful, come forward if you're interested in service. The Rodgers Library is the best gift that's happened to the Town of Hudson in the 25 years that I've been here. Thank you to the Rodgers family and the other trustees that I have worked with.

Trustee Kipnes: I too would like to say thank you to Connie for your 8 years of service. You have been a very strong leader and your support for the library has been inspiring. I would also like to thank Jen. She is a voice that we haven't had on the trustees for a while.

Director Matthews: I'd like to thank Connie for almost 2 years of mentoring me as a library director and for everything you've done, and I want to thank Jen too.

Next Meeting: Our next regularly scheduled meeting is Wednesday, March 19 at 6pm in the Hills Memorial Library building.

The Meeting adjourned at 8:04 p.m.

Respectfully Submitted,  
Charlie Matthews, Director