

**Hudson Library Board of Trustees  
Regular Meeting Minutes  
January 15, 2014**

Call to order at 6:00p.m.at the Hills Memorial Library Building with Pledge of Allegiance led by Chairperson Connie Owen.

Attendance: Trustees Connie Owen, Robin Rodgers, Arlene Creeden, and Linda Kipnes. Also present, Library Director Charlie Matthews and Selectman Liaison Mr. Luzsey. Absent, Trustee Jennifer Chafe

**Public Input:** No Public Input.

**Acceptance of Minutes:**

Motion made by Trustee Creeden to accept the minutes of the regular BOT meeting of 12/18/13. Trustee Rodgers seconded the motion, which passed 4-0.

Motion made by Trustee Kipnes to accept the minutes of the no-public BOT meeting of 12/18/13. Trustee Creeden seconded the motion, which passed 4-0.

From non-public meeting of 12/18/13, Trustee Creeden moved to hire new full-time staff N.C as Head of Circulation at a rate of \$17/hour. This motion was seconded by Trustee Rodgers and passed unanimously.

**Correspondences:**

A “thank you” letter was received from Stacy Forbes of Fairview. A \$2,000 donation was made by John Lattar of DCU. A “thank you” note was sent to Susan Peterson for the water color print. Additionally, “thank you” correspondences were sent to Dave Smith for videotaping for library events

**Treasurer’s Report:**

Trustee Creeden provided Trustees with copies of her financial report and highlighted sections of the report. No concerns, questions, or comments from Trustees regarding the report. The report was placed on file for the auditors. It was noted that

we are where we should be at this point in the year with about 42% of our budget spent. Mr. Luzsey asked that we include the actual percentage to the town as the town reflects that we are at about 34%. The Budget Committee reduced our budget by \$11,900 reflecting the Hills Memorial Library budget.

**Selectman’s Report:**

Mr. Luzsey thanked the Trustees for their work on the budget. He informed Trustees that at the public hearing, all warrants passed to the ballot. The town engineer resigned. Mr. Luzsey also reported that the senior center is on target to open as scheduled.

**Chairman’s Report:**

Chairperson Owen informed that she will not be running for re-election Trustee position after 8 years on the board. There will be two Trustee positions open this year.

**Directors Report:**

Director Matthews provided Trustees with a copy of his report reflecting activities for the month of December. He highlighted the fact that Natalie Coolen has begun work as the Head of Circulation. There were several special programs

this month. A Photographer's Forum, which included a reception that had over 50 attendees, exhibited stunning photography. Yankee Magazine columnist Edie Clark presented Baked Beans & Fried Clams: How Food Defines a Region, which had 17 attendees. A trained AARP volunteer provided information on the new Health Insurance Marketplace on December 9. Also, Diane McKinnon's presentation this month (Procrastination and Other Roadblocks to a Happy Life) was postponed due to the weather. She is already scheduled for January and February, so this will take place now in March. Displays in December included Christmas and other Holiday books. Also, Staff Picks are displayed and books for the college bound. Members of the community are also welcome to display their collections in the glass case in the lobby. With Barbara Sanderson retiring we are in need of a Notary Public. Duane King and Emily Venderverter have both applied for Notary Public appointments.

### **Donations:**

Trustee Creeden moved to accept the 48 books and 5 DVD's. Trustee Rodgers seconded this motion, which passed unanimously. Trustee Creeden moved to accept the \$2,000 donation from DCU. Trustee Kipnes seconded this motion, which passed unanimously. Trustee Creeden moved to accept the \$267 donation from the FOL for a movie license. Trustee Kipnes seconded this motion, which passed unanimously. Trustee Creeden moved to accept the water color painting. Trustee Kipnes seconded this motion, which passed unanimously.

### **Friends of the Library:**

It was reported that the FOL hosted Santa's Visit in December, which drew over 300 attendees. The next FOL meeting is next Tuesday, January 21.

### **Old Business:**

Ms. Owen reported on the Strategic Planning process. Focus groups were held in 2013. With regard to the executive interview portion, there were six positive responses to 10 emails. It was reported that individual members of the Rotary might like to participate in the process as well as the Club president.

Chairperson Owen reported that the December Open House was a presentation of the history of the holidays and how they connect to today's calendar, by Jonathan Couser, PhD. There will now be a three month hiatus on the open houses and the Trustees will re-assess in the Spring.

The customer service improvement plan was discussed. Mr. Matthews is looking into name badges for the staff and hopes to order them by the end of next week. Mr. Matthews does not think a motivational speaker will be effective; Ms. Owen disagrees and would like to see a speaker brought in annually to address customer service issues.

With regard to the revised mission statement, a final copy of the draft has been provided to the Trustees. Trustee Creeden moved to accept the mission statement as proposed. Trustee Kipnes seconded the motion, which passed unanimously.

Mr. Matthews provided information relative to having a book drop within the community. The approximate cost would be \$3,000. Trustee Creeden is going to look into American Book Return as a possible option.

### **New Business:**

There was an update provided regarding staff evaluations. There is progress being made and staff evaluations are being completed by Mr. Matthews and the Department Heads.

Internal committees were discussed, specifically the safety committee. Mr. Matthews attended the quarterly town meeting on safety practices. The current safety manual for the Rodgers Memorial Library needs review and revision. The sub-committee, which includes staff member Betsey Martel, will begin work on this. Staff acknowledgements of familiarity with the safety manual are missing.

Mr. Matthews reported that the technical staff have recommended a software application for fixes to the system with monitoring. Trustee Creeden moved to expend \$3,129 for Solar Winds computer software that includes a perpetual license for this application. This motion passed, 3-0-1, with Trustee Owen abstaining from the vote.

### **Trustee Comments:**

Trustee Kipnes: no comment

Trustee Creeden: I just wanted to remind patrons that if there is more snow this winter, if it's cold, the library is a great place to come and socialize or participate in programs. It's a difficult time of year to be active outdoors and go for walks, but you can come to the library and take out a book or participate in the library services. I encourage the community to come in and enjoy the library.

Trustee Rodgers: no comment

Director Matthews: I'd like to remind people that the AARP tax services are back on Tuesdays from 10-7 starting February 4 until April 15. Please make an appointment on our website or call the library and we will assist you in making an appointment. Appointments are necessary and tax services are offered to anyone, you don't need to be 65. The volunteers come in with laptops and can submit the returns right from there. They do not handle complex returns.

Chairperson Owen: I just want to repeat, it's been a pleasure to be involved with the Trustees for eight years. I am looking forward to welcoming a new Trustee. It is a fun, challenging, and gratifying experience.

Next Meeting: Our next monthly meeting is Wednesday, February 19, 2013 at 6pm an the Hills Memorial Library building,

Motion made by Trustee Owen to enter into non-public under 91-A: 3II. (a) and (d). This motion was seconded by Trustee Rodgers and per roll call vote, passed unanimously.

The Regular Meeting adjourned at 7:30 p.m.

While in non-public, Trustees discussed a potential new hire. Also discussed was a staff request for a specific chair to accommodate a medical issue. Additionally, two staff have been with the library for six months now and a review and salary adjustment were discussed.

Trustees returned from non-public at 7:52 pm.

Trustee Creeden moved to purchase a chair for a staff member not to exceed \$710. This motion was seconded by Trustee Kipnes and passed unanimously.

Trustee Kipnes moved to hire Barbara Boucher for twelve hours a week at a rate of \$11.25/hour. Trustee Creeden seconded this motion, which passed unanimously.

Trustee Creeden moved to adjust the salary of staff members Laurie and Linda to \$11.50. This motion was seconded by Trustee Kipnes and passed unanimously.

Respectfully Submitted,

Jennifer Chafe, Secretary