

**Hudson Library Board of Trustees  
Regular Meeting Minutes  
December 18, 2013**

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. Also present, Library Director Charlie Matthews. Absent, Trustees Jennifer Chafe and Linda Kipnes and Selectman Liaison Mr. Luzsey.

**Public Input:** No Public Input.

**Acceptance of Minutes:**

Motion made by Trustee Rodgers to accept the minutes of the regular BOT meeting of 11/18/13. Trustee Creeden seconded the motion, which passed 3-0.

**Correspondences:**

The Trustees received a letter from staff Barbara Sanderson informing us of her decision to retire at the end of 12/13. Also, a letter was sent by Ms. Beverly Landry expressing gratitude for being able to display her clown collection at the RML.

**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 the Budget Committee removed \$11,900 from the budget which covered the water, sewer, oil and electricity line items for the HML building. We will request these funds be returned. Dates for the upcoming budget meeting and public meeting will be sent out as a reminder from Trustee Creeden.

**Chairman's Report:**

Chairperson Owen expressed holiday wishes to the RML patrons, as well as the staff and Friends of the Library.

**Directors Report:**

Director Matthews provided Trustees with a copy of his report reflecting activities for the month of November. He highlighted the fact that Barbara Sanderson will retire on December 31, 2013 after 14 years of service. He discussed some of the special programs that were offered during the month including "**Reasons for Seasons**" **Watercolors by Susan Peterson**. There was an opening reception for the exhibit which twenty people attended. There was also **Weight Management 101** presented by Diane MacKinnon, Master Life Coach, who offered tools, strategies, and resources for living healthy, which drew five attendees. And finally he mentioned the **Amber Jewelry Workshop** convened on November 9. Amber Artist Rasa Dooling showed a film about amber and discussed its history. This was followed by a hands-on workshop during which attendees made a piece of amber jewelry. This event was in part subsidized by the Zylonis Trust Fund, which also covered travel and lodging. Frank Ulcickas of the Lithuanian Brothers and Sisters (LABAS) helped arrange and publicize this event, which had twenty seven attendees. Mr. Matthews informed Trustees that the **Skywatch** with the New Hampshire Astronomical Society initially scheduled for November 28, was postponed due to weather and will be rescheduled for January. Regarding circulation, Mr. Matthews noted that overall circulation was down by 15.8% from October and down by 10% from 2012. The total ILL requests were down by 36% and the completed ILLs were down by 29%. There were 115 new patron cards issued, which is a substantial amount. RML responded to the annual van survey to the State Library on November 5<sup>th</sup>. Mr. Matthews reported that Ruth Parker from

the Hudson Historical Society donated 4 town reports (1943, 1947, 1958, and 1971) to add to our collection. We have started creating jpeg files from scans of town annual reports for the vital records project. We also discovered more vital records on microfilm for the 1700s and 1800s for the vital records project. Additionally, we purchased and installed external hard drive for the safety of archives materials on computer. Also, two books (autographed by Hudson-born illustrator Leslie H. Morrill ,1934-2003) were donated by an unknown person for the archives. Ann photographed, documented, and cataloged the musket donated to the library by the Merrill family in 1926. A relic from the Revolutionary War, the musket was used by Sgt. John Merrill at the Battle of Bennington and is currently stored in the Archives Room. Ann has developed loan request and loan agreement forms for this and other Special Collection artifacts.

### **Donations:**

Trustee Creeden moved to accept the 29 books and 12 DVD's, as well as a donation for \$280. Trustee Rodgers seconded this motion, which passed unanimously.

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

It was reported that the FOL Second Hand Prose book sale is tomorrow at the HML building. They will also continue the Thursday book sale on the third Thursday of January (23<sup>rd</sup>), but will consider a respite of the mid-week Second Hand Prose book sale for the rest of the winter. Santa's visit went very well and there were over 300 participants. Also, several Friends attended the staff lunch, which went very well.

### **Old Business:**

Ms. Owen reported on the Strategic Planning process. Focus groups will continue after the New Year.

Chairperson Owen reported that the December Open House, tomorrow evening, will be a presentation of the History of the holidays by Jonathan Couser, PhD. Heather Hotham will open the program with a music presentation.

The customer service improvement plan was discussed. Mr. Matthews talked to the Department Heads who did not support the idea of having a guest speaker come in to speak with staff about customer service. This is an issue for our patrons, who identified through the surveys as not feeling welcome at the library. To address this area of concern, a motivational speaker will be scheduled to create a basic improvement for bettering customer service.

There were 43 applicants for the open full-time position, Head of Circulation. This will be further discussed during non-public.

The mission statement continues to be a work in progress and needs to be completed for the strategic planning process. Ms. Owen has requested that Trustees respond to her email with proposed revisions. She will electronically forward this to Trustees, again.

### **New Business:**

Mr. Matthews has requested that three staff be sent for Evergreen user training. The funds would come from the software line item (269). Trustee Creeden moved to consider sending three staff members to the conference for a total cost to not exceed \$1500. This motion passed 2-0-1, with Ms. Owen abstaining from the vote.

With regard to mileage reimbursement, Trustee Creeden moved to adjust the rate to be consistent with the town at \$0.56/mile. This was seconded by Trustee Rodgers and passed unanimously.

Trustees should engage in outreach for potential new Trustees. Those who chose to run for this elected position need to apply by January for March elections.

### **Trustee Comments:**

Trustee Creeden: I think our library is doing a good job at serving the community. I hope every person takes advantage of all we have to offer.

Trustee Rodgers: no comment

Director Matthews: I'd like to remind people of the theme days in January. Every day that the library is open in January will be a theme day. Some examples are Tiara (or Crown) Tuesday, Obstacle Course Day, Dress like your favorite book character day, and Make a Librarian Laugh Day. Each child who participates each day will get one raffle ticket. A parent volunteered to scout out donations for prizes. This will be a really fun way to enjoy the library. And Lisa Greenleaf is coming on 1/4/14 and I am happy to have her.

Chairperson Owen: I repeat my earlier holiday wishes and hope that for this New Year you resolve to go to our library. You will find lots of surprises and great things. Honor George and Ella Rodgers by treating yourself to a new library card.

Next Meeting: Our next monthly meeting is Wednesday, January 16, 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 the candidates for the Head of Circulation position. Also, discussed was staff salaries and our current staffing needs.

Trustees returned from non-public at 8:00pm.

Trustee Creeden moved to hire Natalie Coolen as Head of Circulation. Trustee Rodgers seconded this motion, which passed unanimously.

Trustee Creeden moved to adjust the salaries of Danny Arsenault and Kelly Swan from \$17.00 to \$17.50/hour. This was seconded by Trustee Rodgers and passed unanimously.

Trustee Creeden moved to post for a part-time position, approximately 12 hours, at \$11.25/hour. Trustee Rodgers seconded this motion, which passed unanimously.

Respectfully Submitted,

Jennifer Chafe, Secretary