

**Hudson Library Board of Trustees
Regular Meeting Minutes
October 16, 2013**

Call to order at 6:00p.m.at the Hills Memorial Library Building with Pledge of Allegiance led by Trustee Robin Rodgers.

Attendance: Trustees Connie Owen, Jennifer Chafe, Robin Rodgers, and Linda Kipnes. Also present, Library Director, Charlie Matthews. Absent: Board of Selectman Liaison, Mr. Ted Luzsey. Excused: Trustee Creeden, who recently sustained an injury.

Public Input: No Public Input.

Presentation of the NHLTA: The president of the New Hampshire Library Trustee Association, Adele Knight presented the award to the president of the Friends of the Library, Suzanne Richard. The Friends were acknowledged for their zealous advocacy on behalf of the library for over thirty years. Chairperson Owen noted that they were the first advocates for expanded library services and space. They actively participate in community fund raising and are highly politically involved as it relates to the best interests of the library. Ms. Knight also noted the staff awards that are given by the FOL for National Library Week. Ms. Richard accepted the Sue Palmatier award on behalf of the Friends group and expressed their excitement about being involved in such a valuable community resource. She noted that they are often inspired by the creative ideas and requests by the staff and happy to be able to fill the needs on behalf of the community of Hudson.

Introduction of New Library Staffers:

New staff were present to formally introduce themselves to the community. Marguerite (?) and Linda Pilla were present. Linda is a Library Assistant who shared that she has really enjoyed working with Danny in Teen Services and she is often inspired by his creativity when it comes to programming for the young adult population. Marguerite works primarily in Tech Services ordering, cataloguing, and receiving. Additionally, she is also taking opportunities to work at the circulation desk periodically.

Acceptance of Minutes:

Motion made by Trustee Rodgers to accept the minutes of the regular BOT meeting of 9/18/13. Trustee Kipnes seconded the motion, which passed unanimously. Trustee Kipnes moved to accept the minutes for the special meeting related to the budget on 10/2/13. This motion passed, 3-0-1, with Trustee Chafe abstaining from the vote.

Correspondences:

Mr. Matthews informed the Trustees that he sent a “thank you” letter to Diane Luszce, who presented her hooked rugs in the community room. She made a donation of art hangers that totaled \$137.16. Trustee Rodgers noted a phone call she received from the Historical Society who is looking for the Musket that was once hanging in the HML building. Mr. Matthews reported that he believes this is stored in the basement of the RML, but he will follow up. Trustee Rodgers also noted that the Historical Society is in the process of cataloging all of their historical items and would like to be able to do the same with all of the pieces stored at the RML. Chairperson Owen noted that this is important and that we should work with the Historical Society to do this.

Treasurer’s Report:

Trustee Creeden provided Trustees with copies of her financial report and highlighted sections of the report. The report was placed on file for the auditors. It was agreed to table any discussion regarding this report in light of Trustee

Creeden's absence from this meeting. The FY2015 budget was due to the town on 10/4. We provided a level funded budget. We will be prepared to present our summary of Strategic Planning process for the initial budget meeting with the Board of Selectman on 10/24.

Selectman Liaison: no report today

Chairman's Report:

Chairperson Owen stated that much of her report will be covered in other agenda items. She noted that the Trustees have been struggling to manage all of the expectations of the Board at this time including the development of the budget, the strategic planning process, the open houses, and the regular responsibilities of the Trustees. She hopes we will all be able to be more consistent moving forward.

Donations:

Trustee Kipnes moved to accept the \$137.16 donation for the Art Hangers by Ms. Luszce, 48 books, and 33 DVD's. Trustee Chafe seconded this motion, which passed unanimously.

Directors Report:

Director Matthews provided Trustees with a copy of his Directors report highlighting activity for the month of September. He highlighted several portions of the report. Upcoming exhibits in the Community Room include Watercolor still life in October, photographers in November and December, and an exhibit from an artist and children's book illustrator. September was National Library Card Sign-Up Month and new cardholders were entered into a raffle to win a gift certificate from Barnes and Noble. On September 10th, health and fitness coach Melissa Koener presented a workshop on major food "devils" in your kitchen and how to buy healthy alternatives. There were 10 people in attendance. On 9/24 there was a presentation of what young adults and their parents need to know as it relates to topics including finances, medical, legal and relationship challenges. The garden club met on 9/11 and weeded the garden to the right side of the library. One member of the club continues to weed the garden on her own and an honors biology student spend several hours during the month weeding the gardens. 21 people attended the Genealogy Club this month. Laurie Jasper is now the staff liaison to this group and Janice Conway has become the facilitator. Banned Book Week was observed from 9/22-9/28 and staff inserted bookmarks into some frequently banned books to explain why they were banned. There was also a display on international cookery, holiday crafters, and astronomy, in an effort to highlight our new telescope that is in circulation. Danny Arsenault has started "snack chat" which is a book and media discussion for teens with a monthly theme. Mr. Matthews noted that there is a new theatre club in the children's room that has 40 participants. He reported that the next theatre skit may be recorded for HCTV. Mr. Matthews also commented on local mom and yoga instructor, Sandy Pellerin, is doing yoga for moms during the Monday story time and then is doing a Mommy and Me program right after. Kevin Burns repainted the lines in the parking lot for us. Several NH libraries have collaborated on a brochure to provide information to citizens about the Affordable Care Act. Staff member, Amy, prepared a brochure for our patrons titled *The Affordable Care Act (ACA) and the Health Insurance Marketplace (HIM): Information for Southern NH Residents*. Copies are available at the reference desk. RFP's are being obtained to replace the drain grate at the bottom of the ramp to the Hills Building. Mr. Matthews discussed upcoming events including NaNoWriMo, National Novel Writing Month, and the October 30th performance by singer/songwriting Don Watson in the Community Room, as well as the presentation by the NH Astronomical Society's Sky Watch on 11/26. Chairperson Owen asked Mr. Matthews to ensure that the FOL are invited to this event as they purchased the telescope and seemed excited about it.

Friends of the Library:

Trustee Kipnes reported that the FOL did not have a meeting this month. The Second Hand Prose book sale will be open tomorrow during the open house at the HML building. Santa's visit is scheduled, as usual, for the first Saturday in December and decorating of the RML will happen after Thanksgiving.

Old Business:

Ms. Owen reported on the Strategic Planning process. The surveys that were sent have been collected and sent to Survey Monkey for analysis. The focus group leaders will have a training on how to convene a focus group. The chair of the committee feels that the anticipated January 2014 completion date was too ambitious and that it is more likely that the process will be completed by June 2014. Chairperson Owen did state that parts of the report will be broken down and

pre-written. She focused on the fact that we will not be waiting a year to implement changes based on the report and some issues will be looked at and addressed right away. Specifically, some limitations were highlighted in a few surveys and action plans will be developed immediately to address those issues.

Chairperson Owen reported that the October Open House will be held tomorrow, October 17 from 6-8pm at the Hills Memorial Library building. The open house will be a presentation by the AHS students of Much Ado About Nothing. The November open house is a presentation by the Preservation Association "Whose Taking Care of Your Town's History?" Chairperson Owen noted that the Historical Society would likely be interested in this and Trustee Rodgers will pass the information about the open house along.

Trustees reviewed the status report.

New Business:

Chairperson Owen suggested a BOT retreat. This would allow the opportunity for review and self-evaluation as well as time to address other issues as needed. It was agreed that this is not a good time of year for this and should be moved from the agenda until after the holidays.

The holiday schedule for 2014 has not yet been developed. Mr. Matthews will consult with Trustee Creeden and provide a proposal to Trustees via email correspondence.

Chairperson Owen suggested Mr. Matthews and staff consider a map of the collections for the bulletin board to make it easier for patrons to know where to find certain material, such as the large print or the non-fiction. This should be a general layout of the library. Mr. Matthews agreed to give consideration to this.

Trustee Comments:

Trustee Chafe: Again, I just want to thank the Friends of the Library and congratulate them for all of their accomplishments on behalf of the library. To hear the achievements outlined in the recommendations letter is pretty unbelievable. So thank you to them for their hard work.

Trustee Kipnes: I also want to congratulate and thank the Friends for all they do for us. A remainder to our patrons, we have a garden club that helps weed and care for our new beautiful gardens. Pretty soon we are going to be consulting with the master gardener about winterizing the garden. Amy has done a wonderful job with the garden club organizing help in maintaining the garden and we could use and appreciate any help.

Trustee Rodgers: No Comment

Director Matthews: I want to remind the patrons watching that Rosa Dooling will be at the RML on Saturday November 9 at 9:30 hosting an Amber Jewelry workshop. There is a \$10 fee to cover the cost of supplies. It will be a really fun event and we hope to get a lot of participation.

Chairperson Owen: I want to stress how much I appreciate all of the extra time and energy that the staff have put into extra projects and ideas. It was really nice to have the new staff take the time to be here to introduce themselves to the community. I am so grateful to the Friends of the Library. I have learned that there are not many FOL groups like ours. Our FOL group is so active and involved and wonderful. I also look forward to continuing progress on the Strategic Planning process.

Next Meeting: Our next monthly meeting is Wednesday, November 20, 2013 at 6pm at the Hills Memorial Library building,

Motion made by Trustee Kipnes 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 7:20 p.m.

While in non-public, Trustees addressed concerns raised through the surveys and action plans were discussed.

Also, after discussion, Chairperson Owen moved to make a \$1,000 donation to Evergreen Program as suggested by Mr. Matthews. This was seconded by Trustee Kipnes and passed unanimously.

Trustee Rodgers moved to fund the registration fee of \$230 for Mr. Matthews to attend the Public Library Association Conference. He will pay for accommodations, mileage, and travel. This motion was seconded by Trustee Kipnes and passed unanimously.

There was also a discussion regarding three identified staff in attending a conference in Boston. Further discussion of this topic was tabled with no action taken.

Trustees returned from non-public at 8:05pm.

Respectfully Submitted,

Jennifer Chafe, Secretary