

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

Call to order at 6:03p.m.at the Hills Memorial Library Building. This meeting began with a public hearing to accept the donation from the Lion's Club. Present from the Lion's Club were Scott Wilson, Valencia Wilson, Steve Middlemiss, Diane Middlemiss, and Celeste Ricupero. Chairperson Owen commented that we as a board began to engage in discussions last winter about maintaining the beauty and growth of the outside of the library building. It began with a Trustee Robin Rodgers reaching out to Lions Club who wanted to be part of the development of a reading garden. A team was put together from the Lions' and Master Gardener Cheryl Corvino with Trustee Kipnes facilitating and a lovely project was initiated. The Lions' Club made a very generous donation and as a result we have a beautiful reading garden for patrons to sit outside and relax with reading materiel. She noted that we have had this beautiful building in town which was gifted to the community and the landscaping was "the missing piece of the puzzle." Trustee Robin Rodgers moved to accept the donation of \$5,000 from the Hudson Lion's Club to develop the reading garden and surrounding landscaping. Trustee Kipnes seconded this motion, which passed unanimously, with the deepest and sincerest gratitude of the Board of Trustees. The public hearing adjourned at 6:15pm.

The regular meeting of the Trustees was called to order at 6:18pm with Robin Rodgers leading the Pledge of Allegiance. Attendance: Trustees Connie Owen, Jennifer Chafe, Robin Rodgers, and Linda Kipnes. Also present, Library Director, Charlie Matthews and Board of Selectman Liaison, Mr. Ted Luzsey. Excused: Trustee Creeden, who recently sustained and injury.

Public Input: No Public Input.

Acceptance of Minutes:

Motion made by Trustee Rodgers to accept the minutes of 8/21/13. Trustee Kipnes seconded the motion, which passed unanimously, pending proposed minor correction by Chairperson Owen.

Correspondences:

Mr. Matthews informed the Trustees that he sent a "thank you" letter to the RISE computer user group who donated \$260 to the RML for use of the community room. He noted that this was a personal donation from the computer users and therefore very generous and meaningful. Chairperson Owen commented on a letter from the NH Library Trustees Association regarding the recognition of our Friends of the Library group. There will be a ceremony to honor the FOL group with the Sue Palmatier award during next month's Trustee meeting. Chairperson Owen commented that our Friends' group has had 45 years of service to the Hudson Library and were the first supporters of library expansion. She informed viewers that there is a link on our website for FOL information. She also reminded viewers of the Second Hand Prose sales which are the second Sunday and third Thursday of each month at the Hills Memorial Library building.

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. Chairperson Owen informed BOT that the Board of Selectman have asked that all the Department's develop a budget that proposes level funding from this year's 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:

Mr. Luszey requested that the BOT be prepared on 10/24 to present a budget for FY2014-2015 that is level funded. He informed BOT that negotiations with the Unions and the School have been initiated. He informed the BOT that the Planning board and developers are in the initial states of accepting a plan for a distribution center at the south side of town, which he feels is very indicative about progress in the town of Hudson. He reported that the Senior Center is really taking shape. They recently hired a part-time Program Coordinator who is to begin in two weeks. He is hoping this person will partner up with RML on Programming ideas. There has been discussions about an out building at the site for cable equipment. Chairperson Owen asked if the AHS students have been considered for this project and he indicated that that option had been discussed. Anticipated timeframe for completion of the project is unknown at this time.

Introduction of New Library Staffers:

New staff were present to formally introduce themselves to the community. Danny Arsenault, who is not new per se, but is now in a new full-time position since the acquisition of his MLS. He is now the Reference/Teen Service Librarian and is working diligently on developing relationships with students at AHS. Mr. Arsenault is also active in the Strategic Planning Process and is primarily responsible for managing the return of the community surveys. Kelly Swan was also present. She is the new Library Assistant in the Children's Room. She reported that she is very excited about the varied backgrounds that all of the staff have and how that has blossomed into new and interesting programming ideas. Laurie Jasper was also present. Ms. Jasper, who is already known by many in the community, has been cross-trained to cover a number of different Departments. She is also facilitating a program in the children's room called *Hudson Investigators*.

Chairman's Report:

Chairperson Owen stated that much of her report will be covered in other agenda items. She noted a few different newspaper articles regarding the usage in public libraries increasing in correlation to a challenged economy. She also commented that library use becomes a good habit and quality programming will continue to draw patrons in even after the economy recovers. Another article cited the inaccuracy of the opinion that libraries are becoming obsolete. Chairperson Owen commented on the lovely ceremony at Benson Park in honor of 9/11. She acknowledged the pending retirement of the Hudson Fire Chief and she thanked HFD for their ongoing support and participation in library programs.

Donations:

Trustee Kipnes moved to accept the \$260 donation by the RISE group; 2 Magic Hands; 11 books, 13 cake pans; 1 CD; and 3 DVD's. Trustee Rodgers 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 August. He highlighted several portions of the report. Several staff members, Linda Pilla and Emily Vandeventer, have accepted full time school positions and are available to pick up evening and weekend shifts at the library. Dotty Pedi displayed three mixed media/collages in the Community Room throughout the month of August. Future displays include a hooked rug exhibit, watercolor still life, and a photographer's forum. 98 people attended the Digital Bookmobile, sponsored by Overdrive, which was a 74 foot vehicle equipped with internet connected PC's, high definition monitors, sound systems, and a variety of media players for experimenting with. A garden club has started to meet at the library to maintain our new gardens. The genealogy club, which didn't meet in the summer months, will begin meeting with patron Janice Conway as the group's facilitator. Laurie Jasper will be the group's staff liaison. Danny Arsenault has been working hard with Mr. Beals, principal of AHS, who views the library as an extension of his own campus, to strengthen our teen programs. A new, user-created teen display is now located in the fiction section, where teens can recommend books to be put on display to share with other teens. Hudson middle school student, Anna O'Donnell, and her the licensed therapy dog, Bella, will be participating in a new program in the children's room, "Tail Wagging Tutors" on Saturdays. A computer workstation was set up in the main area of the basement for staff who need to work on a project out of the public area. The Drop In Stitchers donated two "Magic Hands" to the children's room ordered through Tucker Library Interiors. Also the RISE Computer Users Group donated \$260 in gratitude for use of the community room.

Friends of the Library:

Trustee Kipnes reported that the FOL had a meeting earlier this week. They questioned how much of a role they should play in the focus groups for the long range strategic planning. Trustees stated that they should participate to the extent that their numbers are appropriately representative of the whole focus group. They will be referred to Elaine Brody to further consider this as she is the chairperson for the Strategic Planning group. Santa's visit to RML has been scheduled

for 12/7, the same day as the Junior Woman's craft fair. The FOL will need baked goods for Santa's visit. Also, decorating the library for the holidays will take place after Thanksgiving, and volunteers are welcome. There was a discussion about making Baby Welcome Kits, however due to HIPPA laws this endeavor has been challenging in the past. Further consideration will be given into how this idea can be implemented.

Old Business:

Mr. Matthews and Ms. Owen attended the Strategic Planning Boot Camp session offered by the NHLA. The program was informative and effective. The presenter, nationally known Nancy Davis, had a number of great ideas and Chairperson Owen was pleased to see that the RML is on track with their strategic planning process that includes not only library "insiders" but also those in the community that are unaware of library services. Copies of the presentation will be available for the chairperson of our long range Strategic Planning group. Chairperson Owen noted that the surveys distributed have been coming back in through four community drop off points (HLN office; St. Mary's Bank; Anne's Country Florist; and Showtime computers. They can also be dropped off at RML. There are extra copies of the survey available at the library.

Chairperson Owen reported that the September Open House will be held tomorrow, September 19 from 6-8pm at the Hills Memorial Library building. The open house will be a genealogy program by Mr. Rick Guillmett. His program, Finding Your Ancestors, will include a number of great hand-outs.

Trustees reviewed the proposed Community Room Policy modifications and Trustee Kipnes moved to accept the policy as revised. This motion was seconded by Trustee Rodgers and accepted unanimously.

With regard to the Affordable Care Act and the roles of public libraries, specifically the RML, Chairperson Owen directed Mr. Matthews to have a script drafted that staff can use to address questions that is clear, concise, and brief. While she acknowledged that libraries are the perfect vehicle to provide computer access and literature regarding Obamacare, our staff are not experts on the matter and should not be dispensing specific information, only guidance to the information sources.

Mr. Matthews spoke of the plans for the new telescope that was donated by the FOL. The telescope is available for loan and can be reserved. Danny Arsenault is planning a Sky Watch in the fall. Information regarding the telescope can be found in the RML Newsletter and on the website.

Trustees reviewed the status report.

New Business:

Any discussion on the 2014 Holiday schedule will be tabled until Trustee Creeden returns.

Trustees reviewed the vision/mission statements proposed by Chairperson Owen for use during the budget process and for the long-range strategic planning process. Several suggested changes were made. Chairperson Owen will email Trustees with additional drafts later in the week for final approval.

Trustees should email questions regarding the budget to Trustee Creeden within the next two days and Trustees will meet in the next two weeks to address the budget.

Trustee Comments:

Trustee Chafe: No comment

Trustee Kipnes: No comment

Trustee Rodgers: No Comment

Director Matthews: I want to remind the community members to fill out the Strategic Planning Survey. We appreciate any and all input. You are free to remain anonymous should you chose. So far, we have received about 300 surveys back, but would like to have many more. Also, September is National Library Card month and every new person that obtains a new library card will be entered into a raffle to win a Barnes and Noble gift card.

Chairperson Owen: I again want to thank the Lion's Club for their generous donation. Also, to our staff who have not only expertise, but also bring their own creative interests to the RML which allows for the development of an array of exciting programs to be offered. I thank the staff, the Strategic Planning Committee, the patrons, and all of the residents for collaborating with us. Please drop off your surveys to any of the identified locations in town.

Next Meeting: Our next monthly meeting is Wednesday, October 16, 2013 at 6pm an 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 7:50 p.m.

While in non-public, Trustees addressed a staffing issue brought to the Board's attention via a returned survey.

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

Respectfully Submitted,

Jennifer Chafe, Secretary