

**Hudson Library Board of Trustees
Regular Meeting Minutes
July 17, 2013**

Call to order at 6:05p.m.at the Hills Memorial Library Building. Pledge of Allegiance led by Robin Rodgers.
Attendance: Trustees Connie Owen, Linda Kipnes, Arlene Creeden, Robin Rodgers, and Jennifer Chafe, as well as, Charlie Matthews, Library Director. Absent: Selectman Ted Luszey.

Public Input: No Public Input.

Acceptance of Minutes:

Motion made by Trustee Rodgers to accept the minutes of 6/19/13. Trustee Kipnes seconded the motion, which passed unanimously. Trustee Creeden reiterated, for the record, the motion she made during non-public meeting of 6/19/13 to hire new staff, L.J at \$11.25/hour. This motion was seconded by Trustee Kipnes, and passed 3-1, with one Trustee abstaining from the vote.

Correspondences:

Chairperson Owen commented on the mailing that Trustees received regarding several Trustee Orientations scheduled for the Fall. There are two days in September in Concord and another date in September in Hooksett. The agenda will likely cover topics including, but not limited to, review of the RSA's; budget development; and overall expectations of a Library Trustee. It is beneficial for any Trustee that has not attended prior sessions to attend. Ms. Owen also highlighted page 11 of the mailing which comments on the value of Trustees knowing about and communicating effectively with local government. She went on to express thanks and appreciation for our local town officials that support the RML and noted that it would be valuable for us to continue to enhance our relations with local government and other Town Departments. Mr. Matthews commented on a letter from Elaine Brody in her position of Trustee for Camp Spaulding, to whom the library donated books. Chairperson Owen reminded Mr. Matthews that it is our responsibility to identify all private donations to the RML as it is our responsibility to decide how to handle these items when the issue of weeding comes up.

Treasurer's Report:

Trustee Creeden provided Trustees with copies of her financial report and highlighted sections of the report. Specifically she drew the Trustees attention to the fact that there is a difference of about \$33,000 between the actual expenditures and what we were budgeted for. Trustee Creeden explained that this difference is revenue from the Trustee account. Trustee Creeden provided Trustees with an addendum that identified slight line item discrepancies. Based on the information provided, she moved to accepted key line item adjustments (moving funds from line items 301, 322, 403, and 404) for a total of \$457.43 into other line items with deficits (line items 202, 204, 233, 303, 327, and 412.) This motion was seconded by Trustee Kipnes and accepted unanimously. Trustee Kipnes commented on how nearly accurate our anticipated expenditures was with respect to the actuals. Trustee Creeden reported that the Fit up and Furnishings account is spent down entirely and invoices are available for auditors.

Directors Report:

Director Matthews provided Trustees with a copy of his Directors report highlighting activity for the month of June. He reported that all staff vacancies have been filled. He commented on the different art displays in the community room including an exhibit on loan from the UNH Special Collections, "Confronting the South", which was a Civil War exhibit. He commented that future exhibits are scheduled through October. There were two programs in honor of Civil War month at the RML; Rally Round the Flag, which 34 people attended, and Meet a Union Soldier, 28 people attended. He also highlighted a program that drew 23 attendees, *Setting Boundaries and Learning to Say "No"* by certified life coach,

Diane MacKinnon. Mr. Matthews commented on the highly popular 10 week Beginners French course offered by staff member, Inga Dellea-Messner. Mr. Matthews noted that the RML issued 145 new patron cards were issued in June and the overall number of new patron cards for 2012-2013 FY was up by 2% from last year. The staff worked hard on a collection shift this weekend in an effort to make the collection more user-friendly. For example, the large print books have been moved closer to the front to make those books easier to access for patrons who require large print books. We have three new volunteers for the summer. Erin Rulgrok and Emily and Evan Roberts have been very helpful at our Wednesday programs in the Children's Room. The summer program kicked off with a performance from Steve Blunt, which 197 people attended.

Chairman's Report:

Chairperson Owen noted that the RML is an official cooling station during this period of excessive heat and encouraged patrons to take advantage of our air conditioning and come in to enjoy the use of our facilities. She also informed Trustees that library staff have been designated by the state as sources of information regarding the new Affordable Care Act. There will be a webinar on July 26 that several staff will be participating in. Mr. Michael York, state librarian, reports that an informative website is being developed for reference purposes with regard to the health care act. It is likely that staff will be expected to direct people to that page and assist them in navigating it for the information they need. Chairperson Owen very excitedly noted that the Digital Book Mobile is coming to Hudson. She allowed Mr. Matthews to further explain that the overdrive van is touring all over the United States and Canada to promote their services and the state library was asked to select 3 towns to visit and Hudson was selected. The van will park in the AHS parking lot adjacent to the RML right on Rt. 102 on August 29 from 11:30 to 5:30. There will be a lot of publicity in an effort to generate interest in downloadable books, which if you have a library card, are available to you. Being selected says a lot about our reputation. Chairperson Owen stated that she will notify Senator Carson. Again, Ms. Owen expressed deep gratitude to Mr. Matthews and the library staff for all of their hard work on behalf of the library.

Selectman Liaison:

N/A

Donations:

Trustee Creeden reported that there are no donations for the month of June 2013.

Friends of the Library:

Trustee Kipnes reported that the FOL would not be having another meeting throughout the summer. Chairperson Owen commented on the nomination for our FOL group which was drafted by Ms. Owen and signed tonight by all of the Trustees.

Old Business:

The long-range strategic planning process is moving along. Elaine Brody, chairperson, and a sub-committee will be meeting tomorrow to create a survey to use a part of the process. The next date for the larger group will be determined at that time.

As it relates to Landscaping and Irrigation, Trustee Kipnes reported that the project is complete. Chairperson Owen expressed her deepest gratitude to Trustee Kipnes on her efforts for this project. Trustee Kipnes asked Trustees if we want to consider hydro-seeding areas that were washed away with the recent rain storms. The cost would be about \$800. The other Trustees were unsure if this was a necessary cost and decided to defer any decision until September when we have a better idea of how much seed was washed away. Mr. Bob Gagnon is also getting quotes for fertilizing. Trustee Kipnes requested we price organic fertilizer. It was reported that volunteers will be helping with weeding as part of Amy Freidman's gardening club. There was a suggestion that we consider having garden tools available for patrons to check out. It was also suggested that we could request donations and Ms. Owen would check with local gardening centers to see if they would be willing to make donations.

Trustee Rodgers reviewed the status report.

New Business:

Chairperson Owen reported that August open house at the Hills Memorial Library building will be a Farmer's Market/Open House. The publicity is being developed at this time. Chairperson Owen reported that we have already received confirmation of attendance from the HPD, HFD, and musical performances from AHS. Trustee Rodgers is checking with local farmers. Trustees agreed to permit sales within the parking lot for this event.

With regard to the Financial Practices Policy, a draft is currently being developed by a sub-committee of the Trustees.

A Social Networking Policy for staff was also proposed to the Trustees as developed in draft by Chairperson Owen. Trustee Creeden moved to accept this proposed social networking policy for staff as revised during this meeting. This motion was accepted by Trustee Kipnes, and passed unanimously.

Trustee Kipnes moved to accept the policy proposed for use of the Community Room. This motion was seconded by Trustee Rodgers and accepted unanimously.

With regard to the proposed To the Teen and Young Adult Services, Trustee Creeden moved to table the discussion for the proposed changes until next month. This motion was seconded by Trustee Rodgers, and passed unanimously.

There was discussion about doing a cookout for the staff during the summer, as we did last summer. Chairperson Owen stated that though that was a nice event, it was staff driven. If the staff do not have a genuine interest in repeating the event, it does not make sense to do it. Mr. Matthews will assess with staff if this is something they would be interested in and follow up with the Trustees.

Mr. Matthews reported to Staff that the RML received a business application to Sam's Club and he asked if there was an interest in obtaining an account. Trustees, overall, had concerns about having a credit card for the library. It was decided not to pursue this at this time.

Chairperson Owen requested that we again review the organizational chart/job descriptions due to recent staff changes. She suggested that this would fit in nicely to our long range planning process. A sub-committee will be developed in the Fall to work on this. Additionally, the personnel evaluation forms need to be revised.

Trustee Comments:

Trustee Kipnes: I'd like to thank and commend the staff who have worked so hard to have a nice variety of wonderful programs and a lot of new ideas. These are all working out so nicely because of the staff we have who work so well together.

Trustee Chafe: No comment

Trustee Creeden: I'd like to suggest that we send a nice picture of the overdrive van to the cable channel for August to generate interest in this exciting event. Everyone should mark their calendars right now for August 29 to find out what this is all about. It is a great way to access very popular books and something that is available to all of our patrons.

Trustee Rodgers: no comment.

Director Matthews: I also want to compliment the staff who are really enthusiastic and have a lot of energy. It is really great the way everyone feeds off of one another. Also, on August 8 we will be having an Author's visit. David Messapelle will discuss his book "*Contagious Optimism: Uplifting Stories and Motivation Advice for Positive Forward Thinking.*" It's going to be really good and we hope you will be able to come.

Chairperson Owen: I also want to thank the staff and Charlie. There is a real level of energy that you feel when you walk into the library. I want to remind our viewers that they can come in and cool down at the library during these hot days. You can relax, read a book, a magazine, or the newspaper and just enjoy what we have to offer. Starting next at next month's meeting, it might be nice to have some of the new staff come in to introduce themselves to the public. There are several new staff and it will be nice getting to know them.

Next Meeting: Our next monthly meeting is Wednesday, August 21, 2013 at 6pm in the Hills Memorial Library building.

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

The Regular Meeting adjourned at 7:45 p.m.

Respectfully Submitted,

Jennifer Chafe, Secretary