

**Hudson Library Board of Trustees  
Regular Meeting Minutes  
June 19, 2013**

Call to order at 6:01p.m.at the Hills Memorial Library Building. Pledge of Allegiance led by Arlene Creeden.  
Attendance: Trustees Connie Owen, Linda Kipnes, Arlene Creeden, Robin Rodgers, and Jennifer Chafe, as well as, Charlie Matthews, Library Director. Selectman Liaison, Nancy Brucker in place of Ted Luszey, who was unavailable.

**Public Input:** No Public Input. Children's Room Department Head, Betsy Martel, was present to update the Trustees on the summer programming. Deferred to later in the agenda.

**Acceptance of Minutes:**

Motion made by Trustee Rodgers to accept the minutes of 5/17/13. Trustee Kipnes seconded the motion, which passed unanimously. Trustee Rodgers moved to accept the minutes of the special meeting of 5/17/13, seconded by Trustee Creeden and passed unanimously.

**Correspondences:**

Chairperson Owen made note that she sent a "thank you" correspondence to Liz Beaton of the AHS music department for ensuring the entertainment for the anniversary celebration and she asked that Ms. Beaton extend our thanks to the performers as Ms. Owen had no direct way of contacting them. Additionally, "thank you" correspondences were sent to the Rodgers Family as well as Senator Carson, a NH Senator who attended the celebration. Ms. Owen also read a letter of recognition from the NH State Senate congratulation RML on the new archives room. Trustee Creeden moved to procure a gift card in the amount of \$200 for Mr. Bernie Manor, Clerk of the Works. This motion was seconded by Trustee Kipnes and passed unanimously. Mr. Matthews informed the Board that he sent "thank you" letters; one to a patron who donated Easter decorations, and another to the Y-Invest group that uses the community room and donated \$100 for the RML to purchase financial education materials for patron use. Another letter from the Historical Society requesting the use of the HML for the first weekend of November. They would decorate the HML to benefit the St. Vincent de Paul charitable program. Chairperson Owen said she would contact the SAU to ensure the HML is available. Trustee Creeden moved to waive the user fee for the HML for the Historical Society. Trustee Rodgers seconded this motion, which passed unanimously.

**Treasurer's Report:**

Trustee Creeden provided Trustees with the monthly report, which was placed on file for audit. She reviewed several sections of the report and informed Trustees that per the suggestion of the auditors, she has closed out some accounts with lower interest and merged the funds with accounts that have higher interest. She noted that we have about \$20,000 left to use by the end of the Month. Trustee Creeden requested that the Board return \$7,400 to the town due to the fact that the Inter library loan Van service was not cut and we did not need those funds for postage. All Trustees agreed, which would leave about \$13,000 in the account and we have invoices for approximately this amount so we do not need to encumber any. She noted that the RML is on the agenda of this month's budget meeting with regard to the Library Actuals. Chairperson Owen will attend and will have the most current data.

**Chairman's Report:**

Chairperson Owen provided Trustees with a copy of her notes and the power point from the NHLTA Conference held in May 2013. She commented on the keynote speaker, John Chrastka, founder of EveryLibrary PAC. Ms. Owen commented on this past weekend's celebration of the dedication of the RML as well as the dedication of the new Archives room. She noted that there was a "nice spirit" at the event and she was really pleased with how the day unfolded. Chairperson Owen suggested that we nominate our Friends' group for the NHLTA awards ceremony citing our

FOL group as “unique, large, and quite active.” All Trustees agreed and Chairperson Owen asked that Trustees share their thoughts with her via email to be added to the nomination.

### **Selectman Liaison:**

Selectman Luszey was unable to attend this meeting and requested his colleague Ms. Brucker to attend on his behalf. Ms. Brucker reported on Mr. Luszey’s behalf, concern over staff of the RML being provided with salary adjustments. He wanted his position on transparency noted. Chairperson Owen asked Ms. Brucker to ensure that Mr. Luszey is made aware that the staff adjustments were consistent with shifting staff positions/responsibilities with recent staff leaving and new hires. Additionally, Ms. Owen wanted to reiterate that funds would be returned to this town this fiscal year for overages in both the operating budget and the salary budget.

### **Donations:**

Trustee Creeden moved to accept donations of 33 books, 1 DVD, the aforementioned Easter Decorations and monetary donation for Y-Invest, as well as Friends’ donation of \$200 toward summer reading program and \$360 for bean bags. This motion was seconded by Trustee Kipnes and passed unanimously. Trustee Creeden again thanked the generous donors of the RML.

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

Trustee Kipnes reported that the FOL would not be having another meeting throughout the summer. She also noted that the FOL presented a High School Graduate with a scholarship at Awards Night this year, however the identity of the recipient was unknown at the time of the review.

### **Director’s Report**

Mr. Matthews noted his report provided to the Trustees and put on file. He highlighted the fact that we have had staff turnover in the month of May with two staff members leaving, and two starting. Additionally, Mr. Danny Arsenault has transitioned into a full time position. Mr. Matthews commented on the upcoming art displays including the UNH exhibit, “Confronting the South”. Mr. Matthews discussed the presentation from family physician and life coach, Diane MacKinnon that 10 people attended. 63 people attended the poetry reading in recognition of the National Poetry Month and prizes from Barnes and Noble were given. In conjunction with the book club that is reading “Loving Frank” a private tour of the Zimmerman House was arranged, defraying the cost for each attendee. Storyteller Nanette Perrotte presented a program on Duke Ellington and 20 people attended. Rick Guilmette presented an Advanced Genealogy Research workshop that 17 people attended. Mr. Matthews reminded patrons that we are still acclimating to the new Evergreen Open Source system and if patrons are experiencing any difficulty, please let staff know. Mr. Matthews thanked patrons for their patience. With regard to building maintenance, Steve Dube from the HFD, performed semiannual occupancy inspection at the RML and HML. Mr. Matthews informed Trustees that the staff are doing a major Adult Collections shift and staff will be completing this the first Saturday of summer hours, once the library is closed. This effort will make fiction and non-fiction easier for patrons to browse and navigate, relocate the large print books to the front of the adult section, and create space for more displays.

Ms. Martel informed Trustees that this summer’s library theme is *Dig into Reading*. She spoke of the 51 summer programs, not including the French classes. She reviewed each of the programs being offered and noted that some of the groups already have waitlists, including the French classes. She also reported that 23 children will participate in a sleep over at the library. She talked about reading logs which young readers will log their hours reading and earn a raffle ticket for each hour. There will be weekly performances from a variety of children’s entertainers including, Steve Blunt, Toe Jam Puppet, Daniel Forlano, and Norman Ng. Also, Big Truck Day and Wildlife Encounters. Ms. Martel encouraged all families to come to the RML children’s room or go onto the website to see what is being offered this summer.

### **Old Business:**

The long-range strategic planning process is moving along. Elaine Brody has taken over as the chairperson of this committee. There was a preliminary meeting last night with several key members of the community representing a variety of organizations in town. If you are interested, please contact Charlie or Elaine for more information. Currently there are about 22 participants. The commitment is relatively short term, as we hope to wrap up the process by January 2014. The next meeting will be held in September 2013. Ms. Brody asked people to contribute ideas and suggestions for moving forward via email. Exciting ideas were generated from last night’s meeting alone.

The 4<sup>th</sup> anniversary celebration and dedication of the archives room was held last Saturday and about 54 people attended including a number of members of the Rodgers family. There was an archives presentation by a New Hampshire State Archivist, tours of the building, archives room, and landscaping, and refreshments. It was a lovely event.

Trustee Rodgers reported on the HML open house in May which was an art and crafters exhibit for approximately 16 attendees. There were a variety of crafts. A suggestion was made to have a sign to encourage passersby to attend events held at the HML. Trustees will consider a banner to achieve this. There will be no open house for June or July and a Farmers Market will be held in August. Efforts are ongoing to identify a committee to take over the open houses rather than the Trustees. Anyone interested should contact Mr. Matthews or a Trustee.

As it relates to Landscaping and Irrigation, Trustee Kipnes reported that the project is nearly complete. It is anticipated that it will be finished later this week. Chairperson Owen stated that we owe Trustee Kipnes a deep debt of gratitude. Also, a heartfelt thanks to Cheryl Covino, Master Gardener, and the Lion's Club. Later in the summer we may be requesting of patrons any ground cover that can be donated.

Trustee Rodgers reviewed the status report.

### **New Business:**

Chairperson Owen reported that there was a request from the Granite State Independent Living program (GSIL) to use the HML for two 15-week sessions during the school year as well as one 5 week summer session. The accommodations they would require would not be able to be met at the HML building. It was determined that this, regrettably, would not be the right space for the GSIL to use.

### **Trustee Comments:**

Trustee Kipnes: I'd like to thank the Lions club for their donation and hard work. The reading garden looks great and your contribution was very generous. Everything looks so wonderful. I'd also like to thank everyone who participated in the anniversary celebration. Everything was so nice that day.

Trustee Chafe: I'd like to thank Selectman Brucker for filling in for Mr. Luszey. It was refreshing to have you here. And a reminder that registration for summer programming has begun. Please take advantage of all the programs that our staff have worked hard to arrange.

Trustee Creeden: I'd like to thank everyone who came out to the celebration, for those of you who helped and to all of the speakers. It was really a great day. The landscaping looks wonderful and we really are the jewel crown of Hudson now. I hope everyone takes advantage of the Young Adult and children's summer reading program. Remember the library is a nice cool place to relax and read a nice book, so come out and visit us.

Trustee Rodgers: no comment.

Director Matthews: I'd like to add that not only is their summer reading programs in the Children's Room, but also for Young Adult and Adults too. We will be having Author visits. Andrew Carroll will be visiting every state in the union and he will be at the RML on 7-11-13. Additionally, there will be a motivational speaker in August that is really popular and I just won't be able to do him justice, you really need to come in and see him.

Selectman Brucker: I really enjoyed being here tonight and also last night for the strategic planning. I am looking forward to participating in that. And thank you for including me.

Chairperson Owen: I am delighted that you were here with us tonight, Selectman Brucker. It's nice for us to make connections with the different selectman. It's important to value all that we have to offer in this town and to link our community assets. The strategic planning process is providing us with an opportunity to connect with the school system, historical society, as well as a number of other town groups. I invite anyone interested in participating to contact us through the library. Also, I invite you to find out more about what is going on at the library every day.

Next Meeting: Our next monthly meeting is Wednesday, July 17, 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.

While in non-public, Trustees discussed a potential new hire. Because there is an additional position available at this time, a recent candidate that participated in a previous interview process was considered for this position. Trustee Creeden moved to hire L.J at \$11.25/hour. This motion was seconded by Trustee Kipnes, and passed 3-1, with one Trustee abstaining from the vote.

Return from non-public at 8:30, p.m. and adjourned meeting.

Respectfully Submitted,

Jennifer Chafe, Secretary