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**Hudson Library Board of Trustees
Regular Meeting Minutes
May 15, 2013**

Call to order at 6:00p.m.at the Hills Memorial Library Building. Pledge of Allegiance led by Connie Owen.

Attendance: Trustees Connie Owen, Linda Kipnes, Arlene Creeden, Robin Rodgers, and Jennifer Chafe, as well as, Charlie Matthews, Library Director. Selectman Liaison, Ted Luszey.

Public Input: No Public Input.

Acceptance of Minutes:

Motion made by Trustee Kipnes to accept the minutes of 4/17/13. Trustee Creeden seconded the motion, which passed unanimously.

Correspondences:

Chairperson Owen reported on a reminder from the New Hampshire Library Association's awards program and the fact that nominations are due by July 31, 2013. She suggested that we nominate our Friends of the Library group for the FOL award. Ms. Owen asked that any other potential nominations be brought to her attention for consideration prior to the July deadline. Mr. Matthews commented on the formal letter of resignation/intent to retire provided by long time staff member, Gayle St. Cyr. He also mentioned the letter sent to Mr. Arsenault appointing him to a new full-time position. He recently earned a Masters in Library Science degree and will take the full time Reference/Adult Service position as of May 13, 2013. He will be reviewed in six months. Chairperson Owen commented on Ms. St. Cyr's retirement and stated that she has been an "absolute asset" to the library over the past twenty years and we will miss her greatly, but she also noted that it was somewhat "serendipitous" that she would leave and Danny, who has also been an asset and newly minted MLS recipient, will be able to take on the full time position. She congratulated both Gayle and Danny. The Trustees also received a "thank you" letter from the Hudson Police Department for our role in the recent blood drive.

Treasurer's Report:

Trustee Creeden provided Trustees with the monthly report, which was placed on file for audit. She noted that May is a month with high expenditures and as of this time we are on track with our yearly budget. Trustee Creeden noted that we had two staff members out for extended periods in the winter and will end up with extra money from the salary line item. These funds will be returned to the town, per our usual practice.

Chairman's Report:

Chairperson Owen reminded us again of the New Hampshire Library Trustees Association annual meeting scheduled for May 20th and reminded Trustees that it is beneficial for Trustees to split up the seminars to ensure each one is attended by at least one Trustee. Chairperson Owen attended a Trustee

Seminar this past week in Concord that included a refresher on the regulations. Terry Knowles, Assistant Director of Charitable Trusts, extended an open invitation for Trustees to contact her with any questions. Chairperson Owen was able to get a set of the power point on CD as well as one copy of the handouts for Trustee use. This will be kept at the RML. Chairperson Owen commented on the fact that the Board of Selectman convened a workshop last week and invited the school board and Library Director to discuss possible ways to achieve savings for the town via established collaborations. The group will meet again in September to consider this further. Chairperson Owen noted the pending retirement of a long-time staff member, Gayle St. Cyr. Chairperson Owen mentioned that she has received two informal requests for space at the RML, one to display Benson Material and another request from Granite State Independent Living. Chairperson Owen directed the groups to address the Trustees with more formal email requests containing more specific details. Chairperson Owen suggested that the agenda be taken out of order to accommodate Mr. Luszey, who is unable to remain for the entire meeting. All Trustees assented.

Selectman Liaison:

Selectman Luszey reports that he hoped to gather support to move forward with legislation to put the library's budget on a separate warrant article from the town budget. He acknowledged that this idea did not generate the support he was hoping for as it appears the costs may outweigh the potential benefits and it could cause what he referred to as a "constitutional crisis". He requested that the legislation take a look at the entire RSA with respect to the role of a public library in the 21st century. He clarified information from the last meeting that he follow up on regarding donated library material. He stated that there is case law which establishes precedent for how to handle books that are weeded from a town library. He stated that they must go to town auction or state auction. Mr. Matthews also clarified that the FOL only sell material donated to the Friends' group. He questioned how often we use town auction. Mr. Luszey suggested BOT speak with the town administrator about the current online auction process.

Donations:

Trustee Creeden moved to accept donations of 22 book. 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 celebrated staff with significant years of services during National Library Week. Last meeting there was election of officers for the Friends group. Additionally, the scholarship committee selected the recipient, which will be announced at the awards night on June 10, 2013. The Second Hand Prose book sale will be open tomorrow during the HML building open house.

Director's Report

Mr. Matthews noted his report provided to the Trustees and put on file. He highlighted the fact that the library featured the works of Alvirne students in the Community Room through the month of April. Hudson resident Amy Hovasapian is displaying her artwork during May and UNH's "Confronting the South" Civil War exhibit will be on display in June. The Community Room is booked through September for exhibits. April was National Poetry Month and over 200 participants entered the poetry contest. Prizes were awarded from Barnes & Noble, that were provided by the FOL. The AARP volunteers were available throughout tax season for several hours each Wednesday and over 250 tax returns were prepared this year. Several films were shown over the past month including Lincoln, Zero Dark Thirty, Rise of the Guardians, and Lady and the Tramp. The Genealogy Club presented a workshop by Barbara Rimkunas, the Curator of the Exeter Historical Society, entitled *Identification and Care of Old Photographs*. This drew a crowd of 31 people. In April we averaged about 339 visits a day and issued 117 new patron cards. The display was "Communities Matter" and bookmarks were given in recognition of National Library Week. In the Children's Room, Bev Landry hosted a guest program for the Thursday Book Bunch featuring artists Van Gogh, DaVinci, and Monet. This was a much enjoyed program for youth between

kindergarten and second grade. The theme for summer programming this year in the Children's Room is "Dig into Reading." With regard to the Evergreen Migration, Evergreen System will "go live" on Thursday May 16. Mr. Matthews reported that RFP's were sent out for window cleaning and Only Windows came back with the best price of \$722.50 and are scheduled to begin work on 6/5/13. There was some concern about whether or not the landscaping will interfere with the windows being cleaned. If the landscaping is not complete by that time the window cleaning may be delayed. Two young patrons, Michelle and Ananya, worked on their Girl Scout Silver Award created a "Read for Life" campaign and reached their goal of collecting 200 books to donate to the RML. Mr. Matthews and Children Room staff, Kristin Paradise participated in the Hudson Kiwanis Colossal Yard Sale and raised \$29.25. There was some discussion about designating MLK/Civil Rights' Day as an in service training day for staff. This will be further discussed at a later date.

Old Business:

The 4th Anniversary Celebration of the dedication of the Rogers Memorial library will be held on June 15 from 11:30-1:30. The archives room will be dedicated at that time to the Clerk of the Works on the archives room project as well as landscaping and the building of the RML itself, Mr. Bernie Manor. Light refreshments will be served. All Trustees, other than Trustee Rodgers who is unavailable, will be on hand for the planning and celebration that day.

This month's HML building open house is scheduled for tomorrow and will be a presentation of local artisans. Many presented at the first open house this time last year. There are about 15 exhibitors and all Trustees are asked to be available that night. HML open houses will not be held in June or July.

As it relates to Landscaping and Irrigation, Trustee Kipnes reported that the final plans have been finalized. She reviewed the specific details and the proposal was signed by all of the Trustees. There was a recommendation made by the landscaper that several trees from the side yard between the library access road be removed due to their condition and risk of them falling. Mr. Matthews is following up with the AHS forestry department to see if they can assist in this. Trustee Creeden moved to accept the Lions donation of \$2,700 toward the landscaping project. Trustee Rodgers seconded the motion. The motion passed unanimously. Chairperson Owen expressed deepest gratitude to the Lions Club for their work on the plans and the donation. The plan is for the work to begin on landscaping next week and hopefully be done by the anniversary celebration.

New Business:

Discussion regarding staff positions to be deferred to non-public session.

Trustees reviewed status report maintained by Trustee Rodgers.

Trustee Comments:

Trustee Kipnes: I want to wish good luck to Gayle. We are going to miss her terribly. With wish you well into retirement. I'd also like to welcome Danny who will be a great addition to our full-time staff. And I'd like to thank everyone for their continued hard work.

Trustee Chafe: I'd like to thank Linda for her amazing efforts on the landscaping project. It was a ton of work. Also, the summer programming schedule will be coming out soon, so I encourage all of the patrons to watch for the schedule, as I believe it is different from years' past.

Trustee Creeden: I also want to thank Linda and also Cheryl for the landscaping project. I too am going to miss Gayle and wish her luck. She was a wealth of knowledge, but I know she is not going far and we will still see her around. I'd like to remind everyone of the 4th anniversary celebration on June 15 and welcome you all out to see the new archive area.

Trustee Rodgers: no comment.

Director Matthews: A reminder that we are going live tomorrow with Evergreen. We are on only the second community in New Hampshire to adopt this open source system. So remember when you log on it may look a little different from what you are used to, but you should not have any issues and certainly if you do experience difficulties call us to let us know.

Chairperson Owen: I want to thank all of the staff that have been working hard to learn the new Evergreen system. We know it will be a learning curve and they have been very patient. I'd like to thank all of the Trustees who have done so much work lately. Thank you to Linda who has worked so hard on the landscaping project. Please let us know if you have any suggestions for the long range strategic plan. And also, please come and celebrate the 4th anniversary with us on June 15. We are so fortunate to have such a wonderful asset in our town.

Next Meeting: Our next monthly meeting is Wednesday, June 19, 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 potential new hires. There are three excellent candidates for two positions. Resumes and staff feedback was considered. Trustee Creeden moved to hire L.H and K.S at \$11.25/hour. There will be a staggered start for new employees. This motion was seconded by Trustee Chafe, and passed unanimously. Status of the current employee utilizing FMLA will be resolved by May 31.

Also, while in non-public Trustees discussed annual review of Mr. Matthews. Trustee Creeden moved to adjust Mr. Matthews's salary to \$29.50/hour following his highly successful completion of one year employment. This was seconded by Trustee Chafe and passed unanimously.

Also, Trustee Creeden moved to adjust the salary of several key staff due to adjustments in job responsibilities as discussed. Trustee Chafe seconded the motion, which passed unanimously.

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

Respectfully Submitted,

Jennifer Chafe, Secretary