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

Call to order at 6:01p.m.at the Hills Memorial Library Building. Pledge of Allegiance led by Charlie Matthews. Chairperson Owen welcomed the new Board of Selectman liaison to the Library Trustees, Selectman Ted Luszey. Mr. Luszey was not present at this time.

Attendance: Trustees Connie Owen, Linda Kipnes, Arlene Creeden, and Jennifer Chafe, as well as, Charlie Matthews, Library Director. Late (6:20pm): Selectman Liaison, Ted Luszey. Absent: Robin Rodgers.

Public Input: No Public Input.

Acceptance of Minutes:

Motion made by Trustee Kipnes to accept the minutes of 3/20/13, as corrected. Trustee Creeden seconded the motion, which passed unanimously.

Correspondences:

Chairperson Owen reported on an invitation by the Department of Justice to attend their annual meeting on May 13 from 1-4 p.m. in Concord. Chairperson Owen suggested that at least one Trustee attempt to attend. Mr. Matthews has the registration form. Chairperson Owen reported on a letter from the town planner, John Cashell, informing Trustees that the planning board heard the request from the library to obtain the impact fees and the planning board made the recommendations to the Board of Selectman to release \$14,183.31 and interest to be expended by the Board of Trustees for the purpose of landscaping. The Trustees also received a letter from the Buy a Brick program thanking us for the purchase of a brick in honor of Trustee Creeden's late mother, who passed away earlier this year. Finally, Chairperson Owen reminded Trustees of the New Hampshire Library Trustees Association's annual meeting and Trustee Creeden requested that all registrations are turned in to her by 5/1/13 so that she can get it in on time.

Treasurer's Report:

Trustee Creeden provided Trustees with the monthly report, which was placed on file for audit. She reported that as a result of the March elections we are in default budget. She reported as a result the BOT will defer any decisions on changes to the budget pending staff changes required by recent and anticipated staff resignations. We will continue to assess any potential changes as the year progresses. She also reported that we are on track for spending this fiscal year. Trustee Kipness suggested Trustee Creeden and Mr. Matthews monitor the electric bills to ensure savings now that we have changed our

service to align with the town's. Chairperson Owen thanked Trustee Creeden for the vendor sheet and stated that it is clear and helpful.

Nomination/election of officers:

Chairperson Owen nominated Trustee Creeden for position of Treasurer. Trustee Creeden accepted the nomination, which was seconded by Trustee Kipnes and passed unanimously. Chairperson Owen nominated Trustee Kipnes for Vice Chairperson. Trustee Kipnes accepted and motion was seconded by Trustee Creeden, which passed unanimously. Trustee Kipnes nominated Trustee Owen as Chairperson. Trustee Owen accepted nomination, which was seconded by Trustee Creeden, and passed unanimously. Trustee Creeden nominated Robin Rodgers as secretary. After brief discussion, she changed this nomination to Trustee Jennifer Chafe as secretary. Trustee Chafe accepted, Trustee Kipnes seconded the motion, which passed unanimously.

Chairman's Report:

Chairperson Owen reminded us again of the New Hampshire Library Trustees Association annual meeting scheduled for May 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 asked if we wanted to convene a Regional Trustee Meeting, or defer until the fall. There was general consensus that we should defer hosting such a meeting until September. With regard to recent staff changes, we have to consider the strengths of our current staff and fill gaps appropriately. Additionally, some key positions need to be filled and this will be discussed further in non-public. Chairperson Owen commented on a recent report on digital libraries and stated that a recent study suggested that 90% of electronic book readers still use traditional libraries and books. She also noted that our circulations numbers continue to increase.

Director's Report

Mr. Matthews noted his report provided to the Trustees and put on file. He highlighted the fact Kristin Daynard resigned so that she can focus on obtaining her Masters' Degree in Library Information Studies. Gayle St. Cyr, who has over 20 years of services, announced her pending retirement. Several special programs were offered this month, including; Rebecca Rule (local political humorist), Diane MacKinnon, Master Certified Life Coach, and free tax assistances from the AARP tax volunteers. A decision was made to put Anime/Manga Club on hold at this time given attendance issues. We may need to consider having another staff person become a notary public, as Gayle St. Cyr is our current notary. With regard to the Evergreen Migration we will test load our data the week of 4/15. Remote Evergreen training is scheduled for 4/23, and on-site training is scheduled for Tuesday, April 30. We will be closed on that date to allow all staff to participate in the training. Evergreen is scheduled to "Go Live" on May 16. With regard to building maintenance, Mr. Gagnon obtained a quote from Only Windows of Manchester to clean the 578 glass panes at the RML and the vacuuming of all the screens for a total cost of \$722. The Trustees suggested that RFP's be sent out. Mr. Luzzey questioned why Mr. Gagnon could not take responsibility for cleaning the windows himself. It was determined far less cost effective to have this task taken on by Mr. Gagnon. Additionally, safety concerns were noted. Mr. Matthews and Emily Vandeventer were able to participate in a Read Across America Day at the Dr. H.O. Smith School on March 7. Mr. Matthews stated that he would like to run the Free Friday Film Festival again this summer and would hope to extend Friday hours by one hour beginning July 5 and ending on August 23. Rosa Dooling will conduct an Amber Jewelry Workshop the weekend of November 9. The cost of this even per patron will be defrayed through the Zylonis Fund. Finally, Mr. Matthews reported that Kate Butler has requested training in Unix/Linux System Administration to

support out new Evergreen system and other Unix based applications. This will be further assessed and discussed.

Donations:

Trustee Creeden moved to accept donations of 14 books, 3 DVD's, 1 CD, and 2 games for the Children's Room. Also the \$250 in certificates to Barnes and Noble for National Poetry Month donated by the Friends of the Library. Motion seconded by Trustee Rodgers and passed unanimously. Trustee Creeden thanked the patrons for their continued and generous donations.

Friends of the Library:

Last month's FOL meeting was cancelled due to the snow storm and was rescheduled for last Tuesday. Trustee Kipnes reported that planning was done to celebrate for National Library week. Trustee Kipnes reported that a number of staff celebrating milestone anniversaries with the Library will be honored. Gift certificates were given to the staff in recognition for their hard work and committed efforts. The Friends purchased a telescope to donate to the RML.

Selectman Liaison:

Selectman Luszey reports that he hopes to have a "fruitful" year as the liaison to the BOT. He hopes to bring the BOT needs back to the BOS, and the BOS needs back to the BOT. He questioned the Trustees intent with regard to the budget and salary adjustments. Chairperson Owen informed him that no changes have been determined as of this date with regard to salary adjustments and that we are deferring any decisions at this time. Mr. Luzzey suggests that we take a good look at the skills of the staff we currently have and consider not replacing staff who are resigning/retiring as we may be duplicating efforts unnecessarily.

Old Business:

The archives room has been completed. Mr. Matthews will seek out a potential speaker for the dedication ceremony to take place the day of the 4th anniversary of the RML. Also, Chairperson Owen will seek musical entertainment for the event from Alvirne High School.

This month's HML building open house is scheduled for tomorrow and will be a presentation on the history and ongoing restoration of the American Chestnut tree. It is anticipated that the open house in May will be the 2nd annual artist/crafters open house. Chairperson Owen will invite the exhibitors who participated in last year's event, as well as those who have presented their works at the RML community room and members from the AHS art department. Chairperson Owen invited any interested party in serving on a sub-committee dedicated to planning the monthly open house to contact a Trustee or Mr. Matthews.

As it relates to Landscaping and Irrigation, Trustee Kipnes reported that three bids were received of those RFP's sent out. The landscaping committee will meet again next week to review the bids and the final recommendations will be brought forth to the rest of the Trustees. There was some concern that we are getting well into spring now and that this project should not be delayed. A special meeting of the Trustees will be called if necessary to decide on final plans for landscaping.

With regard to the personnel policies, Linda Kipnes moved to accept the final draft as revised. Trustee Chafe seconded this motion, which passes unanimously.

Trustees will meet on April 20, from 9am until 1pm with Mr. Matthews to participate in long range strategic planning. It is hoped that that meeting will be utilized to develop a rough outline for how to proceed with this process. It was reported that there is going to be a Boot Camp session held in Manchester specific to completing long range strategic plans for libraries. Chairperson Owen hopes that one of us could attend, however it is not until September, which may be too late for us as we are hoping to start this process very soon.

New Business:

None.

Trustee Comments:

Trustee Kipnes: I just want to extend a sincere welcome to Mr. Luzzey, our new selectman liaison. And, I am looking forward to us getting our landscaping done at the Rodgers Memorial Library.

Trustee Creeden: I also want to welcome Ted. I invite everyone to come tomorrow to the open house here at the Hills Memorial building. Also, next week is vacation week and the library, especially the children's room, will be holding special events so I hope everyone comes in to participate and enjoy our library.

Trustee Chafe: no comment

Director Matthews: A reminder that this is National Library Week and the theme is "Communities Matter." I invite you to come to our library and partake in all that the RML has to offer. Also, the library will be closed on April 30 for a staff training on the new open source system. This is going to be a great improvement overall for our library.

Chairperson Owen: I would also like to welcome our new Board of Selectman liaison. I am sure that this will not be a dull relationship. I hope he is able to participate in all library activities. I wish to invite everyone to tomorrow's open house. And, please mark down May 16 on your calendars for the 2nd annual art and crafters display at the Hills Memorial Library open house. As always, I want to complement our staff who work hard and we will miss those who are moving on. We have a dynamite staff.

Next Meeting: Our next monthly meeting is Wednesday, May 15, 2013 at 6pm in the Hills Memorial Library building.

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

The Regular Meeting adjourned at 7:52 p.m.

While in non-public, Trustees discussed staff positions. Trustee Creeden moved to hire part-time staff, Mr. Arsenaault, to a full-time position as Reference/Adult Service Librarian at \$17.00/hour. Trustee

Chafe seconded this motion, which passed unanimously. Mr. Arsenault will begin this position on 5/13/13.

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

Respectfully Submitted,

Jennifer Chafe, Secretary