

**Hudson Library Board of Trustees  
Regular Meeting Minutes  
March 20, 2013**

Call to order at 6:00p.m.at the Hills Memorial Library Building. Pledge of Allegiance led by Connie Owen. Chairperson Owen noted her congratulations to Trustees Rodgers and Kipnes for their re-election.

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

**Public Input:** No Public Input.

**Acceptance of Minutes:**

Motion made by Trustee Rodgers to accept the minutes of 2/20/13. Trustee Kipnes seconded the motion, pending identified corrections, which passed unanimously.

**Correspondences:**

Director Matthews commented on a letter from the Lithuanian-American Brothers and Sisters president, Mr. Frank Ulcickas. In the letter gratitude was expressed towards Mr. Matthews' for his willingness to collaborate with their group. Generating other ideas for use of the Zylonis Fund was identified as a mutual goal. Mr. Ulcickas presented *The Other Dream Team* at the RML on 2/12/13 in honor of Lithuanian Independence Day. Mr. Matthews will inform the UN group at Alvirne High School that this DVD is available in our collection. Mr. Matthews also commented on an invitation that the Trustees received from Boston College to participate in the Educational Seismology Project. As part of this project we would be able to visit the Weston Observatory and discuss the possibility of implementing the BC-ESP Library Project at RML. This was discussed among Trustees and there was some concern regarding the number of hours our staff would need to commit as well as questions regarding cost. Mr. Matthews agreed to follow up on this and to get a clear idea from other libraries who have participated what the benefit would be. It was the overall consensus that this is a good idea in theory and worth investigating further, however may not be for us at this time. There was also a reminder from Chairperson Owen to register for the annual spring conference for NH Trustees. Trustees are to fill out the form and return it to the library. Trustee Creeden will send in all registrations together with the fee. Additionally, Trustees should coordinate to ensure all sessions are attended.

**Treasurer's Report:**

Trustee Creeden was not available for this meeting so a discussion of the financial report was deferred. Chairperson Owen commented on the fact that the library is in default budget due to the Operational Budget not being approved. Chairperson Owen also noted that she is working to identify the exact acceptable uses of impact fees so that they can be utilized. A guide for our financial practices is currently being drafted. With regard to the archives area, we are awaiting the final costs for the shelving and architect fees to determine the overall total cost for the project and this will help us identify what we have left in the Fit up and Furnishings budget.

**Chairman's Report:**

Chairperson Owen reported on a request from the town administrator to allow 11 Cliff Avenue to be purchased. Trustees had no opinion or position on the matter. Chairperson Owen also commented on the House Bill 436 which would require towns in New Hampshire to hold elections to determine if the Board of Selectman in a given town should manage and govern their library or of the Board of Trustees should continue to maintain this responsibility. It was determined inexpedient to legislate and is a non-issue at this time. Trustee Owen requested that we remain vigilant regarding such matters as they surface.

## **Directors Report**

Mr. Matthews noted his report provided to the Trustees and put on file. He highlighted the fact Hudson photographer, David Smith exhibited his works in the Community Room in February and the paintings of Mr. Carlo Ripaldi will be displayed in March. He was also excited to report that Alvirne High School students will display their works in April. Mr. Matthews commented on the free tax help offered by AARP tax volunteers in the Community Room every Wednesday from 12:30-5:30 until April 10. There were over 150 participants in the month of February alone. A local Cellist (David Cheng) and his daughter, a harpist, performed a variety of classical and popular music. About thirty people attended and the hope is that they will return to perform for adults and children soon. Sixteen people attended a presentation by Diane MacKinnon, a Master Certified Life Coach. There was an increase in total circulation this month (up 9.5% from January 2013, and 13.8% from February 2012). Staff have been busy refreshing the collection in preparation for the migration to Evergreen. Chairperson Owen asked if the books that are taken from the collection are somehow are recycled or donated to the Friends of the Library. Mr. Matthews to look into this. Bev Landry and Betsey collaborated on a project for the children's room to assist Ms. Landry in her recertification hours for teaching. They are using the Thursday Book Bunch program to run a program entitled "The Great Masters for Little Picassos." Mr. Matthews also noted that the Archives room was completed on 2/6/13 and the shelving was installed on 2/21. With regard to the Evergreen Migration, Equinox provided a new timeline for the migration progress including training dates. Gratitude was expressed toward the Hudson Highway Department, who did an excellent job keeping our driveway and parking lot cleared during the large snow storm on February 8<sup>th</sup>, 9<sup>th</sup>, and 10<sup>th</sup>. Rosa Dooling of Waterbury, CT is conducting an Amber Jewelry Workshop on Veterans Day. He cost includes mileage, one night lodging, and \$20 per participant. Mr. Matthews suggested that the Zylonis funds are utilized to subsidize the overall costs per participant. Lastly, Mr. Matthews expressed that Mr. Steve Malizia believes that the Hills and Rodgers buildings are signed up for the Town's alternate power supplier updated, however this was not reflected in the latest bills from PSNH. Mr. Matthews scanned the bill to Mr. Malizia for follow-up. Based on Mr. Matthews's recommendations, Trustee Rodgers moved to purchase 12 Ceres Multi chairs from WB Mason for a cost of \$219. Motion seconded by Trustee Kipnes and accepted unanimously by the Trustees present. Mr. Matthews noted that there are RFP's out for an Archives work table. Trustee Kipnes moved to allocate \$500 to purchase a table and 6 chairs for the staff lunch room through Tucker, as recommended by Mr. Matthews. Motion seconded by Trustee Rodgers and passed unanimously by the Trustees present. Trustee Rodgers asked Mr. Matthews if the new books in honor of Mr. Phil Rodgers have been ordered and he reported that they had, but that the bookplates had not yet been added.

## **Donations:**

Trustee Kipnes moved to accept donations of 19 books, 2 DVD's, and 2 games. Motion seconded by Trustee Rodgers and passed unanimously by Trustees present.

## **Friends of the Library:**

The last FOL meeting was cancelled due to the snow storm. Trustee Kipnes believes efforts will be made to re-schedule as planning needs to done for National Library week celebrations. Trustee Kipnes reported that they could meet at the Hills building if they cannot find open space at the RML. Trustee Kipnes also noted that the Nashua Soup Kitchen has requested use of the FOL tent, which is stored in the HML building.

## **Selectman Liaison:**

Selectman Nadeau was unavailable for the Library Board of Trustee meeting.

## **Old Business:**

February's HML building open house was a great success. It was a great presentation and a lively active group of participants attended. It was suggested that posting the open houses at Mission Point on their bulletin board brings in participants. Tomorrow's program will run 6-8pm and will include a presentation on Benson Park; past, present, and future projects. April's open house will be a presentation of the history of the American chestnut. A reminder that Second Hand Prose is open at the HML building during the open houses. It was reported that Mr. David Alconis will take over scheduling the open houses.

As it relates to Landscaping and Irrigation, Trustee Kipnes reported that the over letter for the RFP's to landscapers is currently being developed. There is some concern regarding mulching and Mr. Matthew's agreed to get feedback from Mr. Bob Gagnon.

With regard to the personnel policies, the team agreed to meet again on April 3 at 4pm to go over suggested revisions.

With regard to the RML participating/volunteering at the HPD blood drive in honor of Mr. Rodgers, Trustee Rodgers ordered t-shirts for volunteers and asked that each Trustee that intends to participate let her know what time they are available so that all hours will be covered. There was also a request for deserts, which we will provide.

Trustees will meet on April 20, from 9am until 1pm with Mr. Matthews to participate in long range strategic planning.

Review of status report.

**New Business:**

Chairperson Owen suggested that there be a formal dedication to the archives room. She also recommended that the room be dedicated to Mr. Bernie Mannor, our Clerk of the Works, who was instrumental in finishing this project. All Trustees were in shared agreement with Ms. Owen. It was decided that the archives room will be dedicated at the 4<sup>th</sup> anniversary celebration of the RML on June 8, 2013.

**Trustee Comments:**

Trustee Chafe: no comment

Trustee Kipnes: no comment

Trustee Rodgers: no comment

Director Matthews: We have a very busy month coming up and I am very excited about the Alvirne High School exhibiting their art work in the Community Room in the month of April. I invite everyone to stop in and appreciate their hard work.

Chairperson Owen: I'd like to remind everyone again of the open houses at the Hills Memorial Library building the 3<sup>rd</sup> Thursday of every month from 6-8 pm. Second Hand Prose is also open on that evening from 5:30 until 8pm. I'd like also, to congratulate Linda Kipnes, for receiving the Person of the Year honor. It was well deserved. Also, congratulations to her, Trustee Rodgers, and all other newly elected and re-elected town officers.

Next Meeting: Our next monthly meeting is Wednesday, April 17, 2013 at 6pm in the Hills Memorial Library building. This will be the Annual Meeting of the Trustees.

Trustee Rodgers moved to adjourn the meeting. Motion passes unanimously.

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

Respectfully Submitted,

Jennifer Chafe, Secretary