



# TOWN OF HUDSON

## Library Board of Trustees



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### Regular Meeting Minutes February 20, 2012

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

Attendance: Trustees Connie Owen, Arlene Creeden, Linda Kipnes, Robin Rodgers and Jennifer Chafe, Interim Library Director, Betsey Martel . Excused: Selectman Ben Nadeau.

**Public Input:** There was no public input.

#### **Acceptance of Minutes:**

Board Minutes from January 18, 2012. Motion made to accept minutes, pending grammatical corrections, made by Arlene Creeden and seconded by Linda Kipnes. Accepted unanimously.

#### **Correspondences:**

Chairperson Owen shared “thank you” notes sent to the Trustees and staff from two of the applicants for the Director’s position.

Correspondence from Northeast Document Conservation Center reporting that the portraits of Virginia and Al are completed and ready for pick up. Trustee Rodgers agreed to pick up the portraits.

Trustee Creeden provided copies of a letter received from Len Lathrop, Trustee of the Trust Funds, regarding her inquiry on how to obtain the revenue earned from interest. He reported that she must fill out a one page form and submit it with a receipt for items purchased which are qualified within the directions of each trust. The Trustee of the Trust Funds will, upon review, reimburse the Library Trustees for appropriate expenditures. The interest earned at this time is \$9.54 and \$63.52, respectively, for the two different funds. There was brief discussion among Trustees about whether this is, in fact, a necessary procedure, or if the funds should automatically be sent to us. Trustee Creeden again to follow up.

#### **Treasurer’s Report:**

Trustee Creeden referenced her report provided to the Trustees. She added that January was an average month, and we continue to be on track fiscally, with expected expenditures. Heating oil for the HML Building is high, however we just received a check from the SAU, which will off-set this amount. Also, pest control is high; but this is a once yearly pay out. Building maintenance for the RML is also high as a result of electrical work recently done to correct the timing of the lights.

Trustee Creeden commented on the Town Deliberative Session citing it as “informative and lengthy.” She expressed thanks to the members of the Friends of the Library for their attendance and support.

**Chairman’s Report:**

Chairperson Owen informed the Trustees that the Board of Selectman accepted a bid for 47 Derry Street at their last meeting. The town attorney will now draft a sales contract. Chairperson Owen commented on some of the inaccuracies regarding the property in a recent newspaper article. She did remind Trustees that we are responsible for some of the cost of sales and asbestos remediation, but this will be further discussed/assessed by the BOS.

Chairperson Owen reminded us that as Trustees we should advocate for more equity of pay for our staff. To that end, she provided Trustees with an article entitled: Advocating for Pay Equity in New Hampshire Libraries: A Toolkit. This was prepared by the NHLA, Pay Equity Task Force in 2004. She requested we all read this and prepare to make strides in achieving this goal on behalf of our staff.

**Directors Report:**

Betsy Martel referenced the Directors Report provided to Trustees reflecting activity for the month of January. In addition she added that there are 3 new teen/adult groups which include Beading, Anime/Manga Club, and Gaming Day. She reported all three had good attendance. We had a Wii donated with 3 games. She also reported that a “people counter” was ordered and has arrived. The fax machine has been working ineffectively, so a new fax has been ordered. This is more of self-serve kiosk fax that will be no cost to us. Ms. Martel reported that the Children’s Room is replacing the paperback “step-readers” for more durable hard cover books. Ms. Martel also reported that she believes that the American Flag has been replaced, and she will verify this with Bob. Trustee Rodgers moved to approve the replacement of the worn American Flag on a regular schedule to ensure its presentation either by donation or library funds. Seconded by Trustee Creeden, accepted unanimously.

**Donations:**

Trustee Creeden moved to accept donations for the month of January that included 12 books and 11 DVD’s. Trustee Kipnes seconded the motion. Accepted unanimously.

**Friends of the Library:**

Trustee Kipnes reported on the Friends of the Library. There was no meeting in the month of February and the next meeting is Tuesday March 20, 2012. At this meeting they will be discussing plans for National Library Week and Staff Recognition. They are also discussing new officers for the FOL, elections to be held in May. They have contacted Jeremy Griffus with regard to adding to the Trustees sign at the HMB. The next Second Hand Prose is to be held on 3/11/12. Chairperson Owen commented that the newspaper article regarding second hand prose was a little misleading. SHP for Thursdays is on hold until the spring. Sunday sessions of SHP will continue to be ongoing. Trustee Kipnes provided Trustees with a list of the FOL accomplishments for 2011 and the list is impressive. Chairperson Owen thanked the FOL for their commitment. She commented that we are so thankful for our “high caliber” Friends group.

**Selectman Liaison:**

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

**Old Business:**

Hiring process with respect to new Library Director will be further discussed in non-public session of the BOT.

Trustee Creeden spoke on the planning of the archive room. She reported that after touring the space with architect Richard Smith, former Director Weller, and Bob Gagnon, it was determined by Mr. Smith that the price would be the same as previously quoted despite new dimensions. Trustee Creeden moved to hire Adams and Smith for the design of the Archive room in the basement of the Rodgers Memorial Library for a price not to exceed \$14,600. Linda Kipnes seconded motion. There was discussion broached by Chairperson Owen that she would like a current dated quote with an estimated date of start/completion. Pending this, motion accepted unanimously.

With respect to the sub-committees, the Safety Manual has been revised and new material has been integrated with old by Betsey Martel and Barbara Sanderson. Latest version provided to the Trustees for acceptance. Chairperson Owen thanked staff for their effort on this project.

With regard to the HML sign, Trustee Rodgers reported that Mr. Jeremy Griffus is ready to begin work and he has some designs prepared for us to approve. Trustee Rodgers is planning to schedule to meet with Mr. Griffus to review designs and she will let us know when that appointment is scheduled so that any available Trustees can participate. Trustee Creeden to provide a check to Trustee Rodgers for Mr. Griffus as outlined in the proposal.

With regard to the Derry Road sign, Chairperson Owen reported that this project is on hold for the time-being while Mr. Oleksack and Mr. Manor assess wet land issues. Chairperson Owen to keep Trustees apprised of the progress. Trustee Rodgers reported that the Lions Club is committed to providing trees for the signage once irrigation is in place.

Chairperson Owen reported on the postponement of the regional trustee meeting that was tentatively scheduled for 2/2012 as the Trustees were invited to a similar event scheduled in Hooksett on 3/6/12. Chairperson Owen suggested we explore dates for May or June to convene a regional trustee meeting. She reminded those of us planning on attending the event in Hooksett to RSVP.

With respect to use of the Hills Memorial Building, there was brief discussion about displaying the newly restored portraits of Virginia and Alfred Hills here, or housing them in the archive room at RML and displaying the copies at the HML building. The copies would need to be framed. Trustee Rodgers also cited her work with the Historical Society and tentative plans for use of the HML Building. There was discussion about holding a re-opening ceremony at the HML building as a “kick-off” for more use of the building. This event could potentially include a gallery showing and/or musical performance using local resources. A sub-committee including Trustees Rodgers, Kipnes, and Owen will further discuss. Trustee Chafe agreed to help in any supportive way, however due to being out of town will not be able to be part of the planning committee.

Chairperson Owen commented on the March memorial activities to honor the anniversary of Phil Rodgers death. She reminded trustees that since we are not hosting a birthday celebration, this can be a significant event. Trustee Rodgers shared ideas about celebrating Phil's life by giving back to the community as he did. She suggested purchasing books on citizenship for the younger patrons, key chains for the young adult patrons, and bookmarks with the poem *If*, as well as a plant. She also suggested corsages for staff and distributing "goodie bags" to patrons with baked goods. Trustee Creeden moved to mark the date of the anniversary of Mr. Rodgers death with a new collection of books with a Phil Rodgers bookplate, a plant in his honor, carnations and corsages for staff, *If* bookmarks, and a memory book. Trustee Kipnes seconded this motion, which passed 4-0, with Trustee Rodgers abstaining from the vote.

Trustee Rodgers reported on the engraved plate she purchased to be placed with the clock in the Community Room in honor of former staff, Sheila Groves. The plate has been purchased and received.

### **New Business**

Trustee Creeden is running again for Library Trustee. Candidates Night, sponsored by the GFWC Junior Women's club is being convened on 2/23. Trustee Creeden encourages all to submit questions and be an active part in determining the town's governing body.

With regard to the personnel policy, there is great need for revisions and pulling together of information. Ms. Martel is reviewing the policy and will let Trustees Owen, Kipnes, and Creeden know when she is ready to have them assist.

### **Action Plan:**

Not applicable this month. However, Chairperson Owen commented that it is nice to use the Action Plan and be able to "check off the items we have accomplished."

### **Trustee Comment:**

Trustee Kipnes: Thank you Betsey for doing a wonderful job as interim director and for coming to the town meeting to represent the library. Thank you very much.

Trustee Chafe: No comment.

Trustee Rodgers: No comment.

Acting Director Martel: No comment. It's all good.

Trustee Creeden: I'd like to remind folks to watch candidates' night and see the people that are coming into office for our town. Please submit your questions for candidates' night. I'd like to thank the Friends again for all their service. We couldn't do all the little things that you provide for us.

Chairperson Owen: I want to echo thanks to Betsey for filling in and also to all of the staff for the additional time that key staff spent meeting with us and providing input on the candidates

for the Director's position. It is such a pleasure to walk in to the library and see that everything just keeps on ticking and the sense of efficiency and effectiveness and yet warmth. And I am very grateful for the support we get from the town after seeing a story about another town's library problems on the front page of the paper today.

Next Meeting: Our next regularly scheduled meeting is Wednesday, March 21, 2012 at 6pm in the Hills Memorial Library building.

Motion made by Trustee Creeden to enter into non-public under 91-A: 3II. (a and c). Per roll call vote, unanimous.

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

Trustee Creeden moved to returned from non-public session at 8:58pm. This motion was seconded by Trustee Kipnes, and accepted unanimous.

In non-public a motion was made by Trustee Creeden to allow custodian Robert Gagnon to cash in enough vacation time to cover his current debt to the state caused by an error in retirement calculations at the state level. This motion was seconded by Trustee Kipnes, and accepted unanimously.

A motion was made by Trustee Chafe to name a specific director to the Rodgers Memorial Library. This motion was seconded by Trustee Rodgers. Motion failed 2-3.

A motion was made to appoint a specific director with an agreed upon salary by Trustee Creeden. This motion was seconded by Trustee Kipnes. Motion accepted 3-2, with Trustees Chafe and Rodgers taking a dissenting opinion.

Respectfully Submitted,

Jennifer Chafe, Secretary