



TOWN OF HUDSON

Library Board of Trustees



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Regular Meeting Minutes January 16, 2013

Call to order at 6:03p.m.at the Hills Memorial Library Building. Pledge of Allegiance led by Connie Owen.

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

Public Input: No Public Input.

Acceptance of Minutes:

Motion made by Trustee Kipnes to accept the minutes of 12/19. Trustee Creeden seconded the motion, pending identified corrections, which passed unanimously.

Correspondences:

Director Matthews reported that he sent a “thank you” letter to the Friends of the Library for funding games, smocks, and stairs for sink access to the children’s room recent. He noted also the “thank you” card circulating from a staff member for the holiday lunch the Trustees had for the staff.

Treasurer’s Report:

Trustee Creeden made available for the Trustees a list of vendors and checks issued for the month of December 2012 as well as her monthly budget report, which will be placed on file for audit. There were no questions regarding the report. Trustee Creeden informed the Trustees that she is drafting a letter to the town requesting the funds from second half of the year’s budget. Chairperson Owen asked that the finance committee schedule dates to review the fiscal policies, such as who has check writing privileges, etc. Trustees Creeden and Rodgers agreed to attend the public budget meeting tomorrow evening to represent the Board as the other Trustees will be in attendance at the Hills Building open house.

Chairman’s Report:

Chairperson Owen thanked Mr. Matthews for his development and work on the town report. She reminded Trustees that the New Hampshire Library Trustee Association conference is being convened on Monday May 5, 2013, noting that it would be advantageous for us all to attend. She noted that a staff member, for whom the Board recently provided partial tuition reimbursement, received excellent grades last semester and Ms. Owen extended the Board’s congratulations to him. Chairperson Owen extended best wishes to Bethany Jones, staff member who has been with us since she was 14 years old who is now moving on to another wonderful opportunity. Chairperson Owen suggested Trustees consider adding an idea box at

the library for patrons to suggest interesting programs. This effort would encourage the community to suggest ideas or interests for us to consider when scheduling programming. All felt this was a good idea.

Directors Report

Mr. Matthews noted his report provided to the Trustees and put on file. He highlighted the fact that two job listings were posted on 12/14/12 and that since that time several candidates have been interviewed for a position in tech services and one in the children's room, both hires will be cross trained. Several potential candidates have been identified and this will be further discussed in non-public. Mr. Matthews reported that this Friday (1/18/13) there will be a project launch call for the Equinox Software, Evergreen open source system. Kate Butler, who is on leave, will be able to participate in this launch call. Mr. Matthews commented on the NH Humanities Counsel Program, Banjos, Bones & Ballads was popular with 53 attendees. Mr. Matthews discussed that the Anime/Manga Club is still struggling to draw a crowd. Mr. Arsenault, who facilitates this program, is not inclined to give up at this point as this activity could bring in a target demographic that we are trying to entice into the library community. Different efforts will be tried to support this group. Mr. Matthews commented to December's visit from Santa, which drew in a crowd of 336 people, which was the largest number in six years. This will be assessed before next year's event to ensure this is being managed effectively. Mr. Matthews commented to the proposed archive room. The current quote from Tucker for shelving in the archive room is \$14,078.33. It is anticipated that this will be completed on or about 2/6/2013. Mr. Matthews discussed his efforts to engage the staff in long range planning. There will be a meeting with the staff on 1/21/13 to initiate preparations for developing a Strategic Plan. Topics to be discussed are: What is a strategic plan and why should we have one; how are we doing; and how do we survey or assess our community. Trustees approved Mr. Matthews providing a light breakfast for staff for this session. For future reference, Chairperson Owen asked that Mr. Matthews not include his wish list spending proposals in the Directors Report, but to submit them with a brief description and order of priority for each item in a separate document to the Trustees.

Donations:

Trustee Creeden moved to accept donations for the month of December 2012 that included 47 books and 4 DVD's, and 3 CD's. Trustee Kipnes seconded the motion. Accepted unanimously. Trustee Creeden reminded Mr. Matthews that when the FOL donate something to the library, it needs to be formally accepted by the Trustees, and so he should estimate the donation value and add it to the donation sheet for the month.

Friends of the Library:

The FOL convened a meeting last night, 1/15/13 and Trustee Kipnes reported. She stated that Second Hand Prose has a small but committed group of attendees during the Thursday openings, so they will continue with this effort at this time. She added that the Sunday sessions of SHP continue to go very well and was lucrative in December. The FOL reviewed staff requests for donations and began planning for National Library Week (April 13.) Trustee Kipnes reported that they decided to increase their scholarship amount from \$500 to \$1,000.

Selectman Liaison:

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

Old Business:

With respect to use of the archives room, Mr. Matthews spoke of the reduced shelving with canopy identified for this project. Trustee Creeden moved to purchase the shelving for a cost of \$14,078.33 out of the Fit up and Furnishings account. She noted that this is a considerable savings we were afforded due to our Scoop contract. This motion was seconded by Trustee Kipnes, and accepted unanimously.

Tomorrows HML building open house will run 6-8pm and will include presentations on a number of different countries from the Multicultural Club from Alvirne High School. Presentations will include foods, poster boards, and other items. Chairperson Owen thanked Mr. Matthews for working so hard to enhance the interplay between the RML and AHS. Preparations for February and March are ongoing. Margaret Hagen and Cheryl Corvino are being explored for possible garden demonstrations. Trustees are hoping that the recycling committee may be a part of this open house as well.

As it relates to Landscaping and Irrigation, Trustee Kipnes reported that the landscape plans are being forwarded by Ms. Corvino to Trustee Kipnes, who is then forwarding them to the Trustees, in PDF format. Plans appear to be coming along well.

With regard to the personnel policies, they have been completed and provided to all of the Trustees for review. Chairperson Owen requested that the final copy be provided to the Town for approval.

With regard to the proposed RML blood drive that was tentatively scheduled for June 2013, Trustee Rodgers reported back that the AHS holds a blood drive in June and HPD convenes theirs in March. It was suggested that a blood drive is a massive undertaking and it may be best for us to volunteer at the HPD blood drive in honor of Phil Rodgers. Another suggestion was that we donated food in his honor. This will continue to be assessed by Ms. Rodgers and the members of the Rodgers family that initiated this proposal.

Review of status report.

New Business:

Mr. Matthews noted that he would like to discuss the potential identified new hires in non-public, but did note that there were very good candidates for the positions. Staff hired will be cross trained.

The long range strategic planning process is currently being addressed by the Department Heads. It was noted that the Trustees must also take on this issue. Mr. Matthews obtained a copy of the Rye public library's strategic plan for 2012-2015, which is reportedly a very well developed plan that took over 40 people to put together. Mr. Matthews will forward this to the Trustees for review. Chairperson Owen suggested that we schedule a date to pre-plan for this process.

Chairperson Owen again requested that the finance sub-committee begin initial discussions regarding a number of issues, including the spending of the impact fees (\$14,173), which needs to be used by 2014 and can only be used under very specific guidelines.

Trustee Comments:

Trustee Chafe: I am really looking forward to the Alvirne High multicultural presentation tomorrow night and I invite everyone to join us at the Hills Memorial Library from 6-8pm.

Trustee Creeden: I'd like to thank Charlie (Matthews) for helping us be fiscally responsible by always seeking ways to reduce our costs and making connections that allows us discounts on various things. The town of Hudson works very hard to keep finances down and I hope that people in town recognize our efforts to support this. Even with staff salary adjustments for next year our bottom line budget is below the previous year.

Trustee Kipnes: I want to remind people that town meeting will be held this year on February 2, 2013 at the Community Center. I invite everyone to attend and to support us.

Trustee Rodgers: no comment

Director Matthews: I'd like to inform people that Rebecca Rule will be coming to perform at the Rodgers Memorial Library in the Community Room on March 6. You will be able to pre-register on our web page. She is very entertaining and this will be an enjoyable event.

Chairperson Owen: I'd like to thank the Staff and Charlie for their continued high level of service. I'd really like to commend Charlie for his commitment to form connections with Alvirne High School. Our relationship with the school fits our Mission so well. In addition to the school, it has been nice forming alliances with other town departments. It is a positive impact for the community for town departments to combine efforts and services.

Next Meeting: Our next monthly meeting is Wednesday, February 20, 2013 at 6pm in the Hills Memorial Library building.

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

The Regular Meeting adjourned at 7:32 p.m.

Trustee Creeden moved to returned from non-public session at 7:55pm. This motion was seconded by Trustee Kipnes, and accepted unanimous.

Per discussion in non-public, Trustee Creeden moved to hire the candidate proposed by Mr. Matthews for the position of Tech. Services, to be cross trained in all Departments at a rate of \$11.50/hour. Trustee Kipnes seconded this motion, which passed unanimously.

Trustee Creeden moved to close the meeting at 7:56pm.

Respectfully Submitted,

Jennifer Chafe, Secretary