



# TOWN OF HUDSON

## Library Board of Trustees



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### Hudson Library Board of Trustees Regular Meeting Minutes December 19, 2012

Call to order at 6:02p.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.

*Moment of Reflection in honor of the tragedy in Newtown, Connecticut.*

**Public Input:** No Public Input.

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

Motion made by Trustee Rodgers to accept the minutes of 11/14. This motion seconded by Trustee Kipnes. Approved unanimously by Trustees who were present for this meeting (Trustee Creeden was not present for the 11/14 meeting and did not vote on this motion). Motion made by Trustee Kipnes to accept the minutes of special meeting of 12/7. Trustee Rodgers seconded the motion, which passed unanimously.

#### **Correspondences:**

Chairperson Owen passed around a greeting card from former director Weller. Director Matthews provided Trustees with a formal letter of resignation from Bethany Jones, who is going on to work for AmeriCorps, as a team leader for the FEMA program. Chairperson Owen noted that we wish her the best and are excited that she obtained this position. She is a hard worker who has been a staff of RML for many years. Director Matthews reported that we received our new decal from the Chamber of Commerce as we renewed our membership. Chairperson Owen noted that the Chamber has done a great job promoting our activities and for that we are truly grateful.

#### **Treasurer's Report:**

Trustee Creeden made available for the Trustees a list of vendors and checks issued for the month as well as her monthly budget report, which will be placed on file for audit. There were no questions regarding the report and Trustee Rodgers noted that the monthly spreadsheet is very helpful. Trustee Creeden informed the Trustees that Kathy Carpentier's report showed an excess of \$24,774 that is due to the library for over estimated insurance costs. Trustee Creeden stated that we will send a letter requesting that it go back to the general fund. Trustee Creeden moved to write a letter to Ms. Carpentier and the Board of Selectman asking that tem

to return the excess funds of \$24, 774 to the surplus funds. This motion was seconded and passed unanimously. She then extended a thank you to the Budget Committee for supporting our efforts to on the FY2014 proposed budget. Chairperson Owen explained that we were going to withdraw our request for funds for salary adjustments, however the Budget Committee recognized the asset that the RML is to our community and how low our staff salaries are compared to other NH towns of comparable size. Chairperson Owen also noted that Trustee Kipnes received acknowledgement for the Budget Committee for her dedicated work on various other committees.

### **Chairman's Report:**

Chairperson Owen reported that she will defer her report for items to be discussed in subsequent agenda items. She did express holiday greetings to our patrons. She reminded patrons that there is programming scheduled for vacation week. Chairperson Owen extended her thanks to the staff, Friends of the Library, and the Trustees who have helped the RML look so festive. She mentioned the regional trustee gathering, which is scheduled to convene in Hooksett on 1/9/13, with a snow date of 1/16/12. Chairperson Owen expressed best wishes for a speedy recovery for Barbara Costello, a member of the FOL who recently underwent cardiac surgery.

### **Directors Report**

Mr. Matthews noted his report provided to the Trustees and put on file. He highlighted the Book Discussion group this month covered the book "It Could Have Been Worse: True Stories, Embellishments, and Outright Lies" by NH humorist and storyteller Rebecca Rule. Ms. Rule has been booked to speak through the NH Humanities Counsel for March 6. Mr. Matthews noted that Gayle and Anne have been working with the genealogy and history collections and that Gaily has been making room for some of this collection by weeding the reference area. Mr. Matthews noted that the overall circulation for the entire library was up by 1.2% from last year, thanks likely to an increase in children's materiel and E-books. Mr. Matthews reminded us that the library's submission to the Annual Town Report is due by 1/10/13. He reported that a location has been identified for the display of 3 paintings; Hiram Marsh, Olivia Goodspeed Marsh, and Captain Joseph Greeley, in the main library. Gayle is writing up historical descriptions of these people to accompany the pictures. Mr. Matthews and the Department heads will begin working on Long Range Strategic Planning, which is his goal for 2013. He reported that Rye has a really good example of a long range plan that he hopes to use as a guide. He spoke about the proposal for Equinox vendor of Evergreen Open Source Library system. They were the only vendor that responded with a very detailed RFP, which the IT staff reviewed closely and recommended it. Trustee Creeden moved to use the Evergreen modules through Equinox as proposed by Mr. Matthews for a total cost of \$22,815. This motion was seconded by Trustee Kipnes and accepted unanimously. Mr. Matthews noted that he has identified applications for 2 potential staff to be cross trained as library assistance in two departments. The art displays in the community room are scheduled through June, including a display by UNH on the Civil War. Policies with regard to the art displays need to be addressed. Mr. Matthews noted that he sent a letter to the patron who had filed a request for reconsideration of library material. Ms. Owen asked that he develop a time line of actions taken. Chairperson Owen also addressed her concern that the new printer was to be placed in the administration hallway, not in the Children's Room as it currently is. All Trustees agreed that it is not appealing in its current location. Trustee Chafe expressed concern that this space was most recently identified as coat rack space, though in the initial build it was identified as

copier space. Trustee Chafe agreed that though it was of her opinion that it did not belong in the Children's Room, speaking on behalf of the Children's Room staff, they would advocate strongly keeping it where it is. Chairperson Owen asked Director Matthews to move it back to the administration hallway.

**Donations:**

Trustee Creeden moved to accept donations for the month of November 2012 that included 17 books and 18 DVD's, and 7 CD's. Trustee Rodgers seconded the motion. Accepted unanimously.

**Friends of the Library:**

The FOL did not convene a meeting this month. Second Hand Prose will be open tomorrow during the HML open house. The winner of the American Girl Doll raffle requested anonymity, but she was thrilled to win.

**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 reported that he toured the space with the Fire Department and no concerns were noted. There is no code for a smoke detector, but all agreed that a smoke detector should be installed. There was discussion about the door stop. An inexpensive model would have a kick stop, but another option is a magnetic door that would release in the event of a fire. The cost as it is now is \$75, 600, but this does not include optional recommendations, though it does include the repairs to the leak in the storage closet where Bob stores the snow blower. The work can begin by the beginning of January. Trustee Creeden moved to hire North Branch to do the new archival area with changes to include a magnetic door and smoke detectors, not currently reflected in the quoted price. Trustee Kipnes seconded this motion, which passed unanimously. This project will be funded out of Fit up and Furnishings.

Tomorrows HML building open house will run 6-8pm and will be a holiday story/Polar Express event. This will include stories read by Children's Room staff, Kris Daynard; hot cocoa and cookies; arts and crafts project; and caroling by Boy Scouts from Pack 20/Den 4 and Den 3. January's open house is going to include presentations from the Multicultural Club from Alvirne High School. Future plans may include a Spring Garden preparations open house.

As it relates to Landscaping and Irrigation, Trustee Kipnes reported that the landscape sub-committee met last week and she submitted packets to the Trustees that included proposal for design and costs. Included were "images" that also had plant lists and dimensions of tree beds. 12-15 images would be required at a cost of \$50 each. Steve Middlemiss from the Lions Club will assist with the reading garden. The quoted price includes one level of revisions. It was suggested that we may work with the horticultural group at AHS or request specific plan donations from the community. Trustee Chafe moved to hire Cheryl Cravino, Master Gardener, to complete up to 15 images at \$50/apiece with included blueprint. Trustee Kipnes

seconded this motion, which passed unanimously. Trustee Kipnes to explore alternate sources of watering.

With regard to the personnel policies, they have been completed and Trustee Rodgers is currently working on the formatting of the policy. She will forward electronically to all Trustees once completed for review. She anticipates that this will be mid-January. Chairperson Owen reported that the closing policy needs to be reviewed for consistency with the web page and the policy manual.

With regard to the new generator, there is no new information, so this will be tabled for later this month.

The proposed RML blood drive was tentatively scheduled for June 2013. Trustee Rodgers agreed to check in with Chief Lavoie to ensure that we are not interfering with their blood drive event.

Review of status report.

### **New Business:**

Next month's agenda we will take up the issue of impact fees, long-range planning, policy revisions, financial planning, and a follow-up discussion on changing over to gas for the HML building.

### **Trustee Comments:**

Trustee Chafe: A big "thank you" to the Budget Committee for the support last night. Also, I invite everyone to join us tomorrow night at 6pm, here at the Hills Memorial Library building, for the holiday reading event.

Trustee Creeden: I'd like to congratulate Kate and her husband for the new addition to their family. I hope you are all doing well and come back soon. Thank you to the Budget Committee for approving the \$12,000 for the salary adjustments for the library staff and for recognizing that we are at the bottom of the pay scale of the 13 local town libraries. Even with the salary adjustments, we still came in at 1.2% under funded from the previous year. We have a wonderful library and we want to keep our experienced staff.

Trustee Kipnes: Thank you to the Budget Committee, as it was their idea to let us keep the allotted money for salary adjustments after we asked the Committee to withdraw the funds. Our staff is wonderful and they deserve to be compensated. Good luck to Bethany and congratulations to Kate, I am so happy for you and your family.

Trustee Rodgers: I concur with all that has already been said. Merry Christmas and Happy New Year.

Director Matthews: I'd like to inform people that we are closed on the 24<sup>th</sup> and 25<sup>th</sup>. We will be open on New Years' Day. During vacation week we will be showing a number of films, so come in and visit us.

Chairperson Owen: I'd like to thank the Budget Committee for expressing their appreciation for the library. I also wish the best to Bethany Jones, I can't see her not succeeding at anything she does. I'd also like to wish everyone happy holidays.

Next Meeting: Our next monthly meeting is Wednesday, January 16, 2013 at 6pm in the Hills Memorial Library building.

Trustee Creeden moved to close the meeting.

Respectfully Submitted,

Jennifer Chafe, Secretary