



TOWN OF HUDSON

Library Board of Trustees



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Hudson Library Board of Trustees Regular Meeting Minutes October 17, 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, Linda Kipnes, Arlene Creeden and Jennifer Chafe, as well as, Charlie Matthews, Library Director. Absent: Selectman Liaison, Ben Nadeau.

Public Input: Public Input deferred for later agenda item.

Acceptance of Minutes:

Motion made by Trustee Kipnes to accept the minutes of 9/19. This motion seconded by Trustee Rodgers. Approved unanimously. Acceptance of the minutes of special meeting of 10/3 will be deferred.

Correspondences:

Director Matthews noted a correspondence he sent thanking three Hudson residents (Susan Gould, Thomas Chin, and Harry Bosselman, of BAE systems who directed contributions to the RML through the BAE systems Employee Community Fund campaign. Additionally, he sent a thank you letter to the Friends of the Library for their 3 large donations last month.

Treasurer's Report:

Trustee Creeden presented Trustees with a list of checks and specific vendors to whom the checks were sent during the month of September. Trustee Rodgers thanked Trustee Creeden and asked if this could be provided to Trustees monthly, to which Ms. Creeden agreed. Trustee Creeden and Chairperson Owen thanked Mr. Matthews for being on top of all vendor agreements to ensure that bills reflect what was agreed to. There was nothing out of the ordinary with respect to the monthly budget, which was placed on file for audit purposes.

With regard to the budget preparations for the FY14 budget, Trustee Creeden reminded us that we will be before the budget committee on Tuesday, 12/18 in the Buxton Conference Room. Trustee Creeden sent the Trustees a first draft of the budget narrative for the presentation. Chairperson Owen asked that Trustee Creeden highlight and explain significant changes in the line items within the narrative.

Chairman's Report:

Chairperson Owen reported that the New Hampshire Library Trustees Association newsletter was very helpful and had some specific and pertinent reminders regarding policies and Frequently Asked Questions for Trustees, such as term limits. She found this newsletter to be particularly strong and recommended that Trustees review it closely.

Chairperson Owen reported that she and Mr. Matthews did a meet and greet with the budget committee recently, which was a nice opportunity for Mr. Matthews to get to know Budget Committee members who were present.

Directors Report

Mr. Matthews noted his report provided to the Trustees and put on file. He informed Trustees that there is an opening for a Page position and he is hoping to explore an AHS student to fill this position. He told Trustees that Janet Irwin, the artist who is currently displaying her paintings in the community room, will hold an open house this Friday from 1-3pm. He also stated that the community room is booked for exhibits through March of 2013 and he is also hoping to feature works for AHS students throughout the months of April and May. The Trustees were excited about this plan. Mr. Matthews highlighted some programs held this month that drew a high attendance including a theatre group (30 people in attendance), signer/storyteller Nanette Perotte (24 people attended), and a Trusts workshop that drew in 27 attendees. Mr. Matthews reported that the State Library was unable to negotiate a group rate with News bank, which provides access to the Telegraph and Union Leader. To address this, we subscribed to "America's Newspapers", which provides our patrons full access to 1500 nationwide newspapers, including 8 from New Hampshire. Mr. Matthews noted that attendance in Children's programming is down this month. Trustee Chafe inquired if there was a way to document the number of programs/children that use the children's programming room as a number of Scouts use that room and it may be a positive way to again reflect the value of the library. Chairperson Owen asked Mr. Matthews if he knew how the English as a Second or Other Language programming was going and he was not sure of the participation in the ESOL group. Ms. Owen is very excited about this opportunity for our patrons. Mr. Matthews noted that Friends of the Library Week is 10/21-10/27 and we discussed ways to honor our Friends group that week. Mr. Matthews noted that the Evergreen RFP was sent out to three vendors: Lyrasis, Equinox, and Snellpro and those responses are due back within this month. Mr. Matthews reported that the North Branch meeting was postponed until 11/1 at 9am. This meeting will include Charlie, Mr. Manor, Mr. Gagnon, and Ann Carle.

Mr. Matthews also reported that he attended the NHLA URBANS meeting on 9/28 and there was discussion regarding the value of a one day in-service training for staff typically on a federal holiday in which the library is usually open. In a related topic, the 2013 operating schedule was reviewed, and Trustee Creeden moved to accept the 2013 operating schedule as amended. Trustee Kipnes seconded this motion, which passed unanimously. Trustee Rodgers moved to allow for full-day training for staff, per year, as determined by the Director and BOT. This motion was seconded by Trustee Kipnes and passed unanimously.

Mr. Matthews broached the subject of holiday planning. The Trustees agreed to luncheon for staff in the Community Room on December 14th and 15th. The FOL and other key supporters of the RML will be invited to participate.

Mr. Matthews asked the Trustees about window coverings in the foyer, but the Trustees were not open to this idea at this time. Additionally, Mr. Matthews asked about a lobby display monitor. Chairperson Owen requested some more information regarding this monitor. Several of the Trustees liked the idea of having this display in the lobby. Children's display lighting was also addressed. Trustees suggested LED stick-ons and if it is determined that it needs to hard-wired this can be further discussed.

Mr. Matthews reported that he got a request from staff for tuition reimbursement. This particular staff member is a part-time employee and very valuable member of our staff. The staff member is currently working towards a Master's Degree in Library Science. Trustee Creeden moved to pay \$125/course in tuition reimbursement. Trustee Rodgers seconded this motion, which passed unanimously.

Mr. Matthews reported that the sub-committee working on policy reviews has about 4-5 hours into the project and approximately 25 pages are completed at this time. A formatted draft will be forwarded to the other Trustees.

Donations:

Trustee Creeden moved to accept donations for the month of September 2012 that included 39 books and 2 DVD's. Trustee Kipnes seconded the motion. Accepted unanimously.

Friends of the Library:

FOL had no meeting this month. Second Hand Prose will be open tomorrow during the open house. They are compiling information for us regarding what they have provided the RML for the Budget Committee presentation. RML holiday tree decorating is scheduled to be done on 11/27 at 6pm. Santa will be coming to the library on 12/1. Chairperson Owen again sincerely thanked the FOL for all of their efforts and support of library programs.

Selectman Liaison:

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

Old Business:

With respect to use of the Hills Memorial Library Building Open Houses, tomorrow will include a number of presentations regarding the history of Hudson. Presenters from the Historical Society, Friends of Bensons, and the Cemetery Trustees will be included and it will be recorded for rebroadcast. November's Open House is not yet finalized, but a multicultural night is being considered and Mr. Matthews is talking with Brett Vance regarding this possibility. December's open house will be coordinated by Trustee Chafe and will be a Polar Express/holiday reading event. The Humanities Counsel is being considered for ideas for January/February.

Chairperson Owen informed Trustees she will be meeting with the SAU tomorrow at 2:30 to finalize the revisions of the HML use policy. She does not anticipate any additional changes.

As it relates to Landscaping and Irrigation, Trustee Kipnes met with the master gardener who will assist in the developing of a design. There is no clear idea as to when landscapers should be consulted again. Trustee Rodgers discussed with the president of the Lions Club the

development of a reading garden. A Chairperson has been since assigned to this committee and the committee has agreed to assist with labor for this project. A budget has not yet been decided, but the Lions are excited to assist in this project. Trustee Rodgers will provide the committee with the contact information for the gardener.

The Chamber business after hours is being held on Tuesday, 10/23, at the RML. Food will be provided by Tim Buxton and the AHS Culinary Program, as they do a wonderful job and are easy to work with. Trustees will begin setting up the community room at 4:30 with fall themed decorations. 25 people are anticipated to attend. FOL and Mr. Matthews are donating books for a raffle. A number of activities are planned; sign up for library cards will be available; tours of the basement/future archive area will be given; and tutorials of e-readers will be given.

The sub-committee working on the personnel policy has provided the other Trustees with a copy of the work completed thus far for review. Chairperson Owen requested that all Trustees review for RSA compliance.

With regard to the policy reviews, Chairperson Owen and Director Matthews will begin revising policies in need of urgent addressing, and developing needed policies that do not currently exist at the beginning of the New Year.

Status report was reviewed. Several items, including the cleaning of the carpets, have been resolved. Other areas, such as the preservation of the HML building continue to be a future goal.

New Business:

No new business at this time.

Trustee Comments:

Trustee Creeden: I am thrilled to hear that I can access a newspaper from my home through a database provided by the RML. I am from out west and sometimes I like to follow what is going on back home, and now I can from my own home without even going to the library. I am excited about the reception on Friday by Janet Irwin and I invite all patrons to come and enjoy this display. This opportunity is a nice way for use to be able to support local artists.

Trustee Chafe: I'd like to remind everyone that the Children's Room is having a Halloween event on Friday, October 26, in which children can come in costumes and go trick or treating in the library.

Chairperson Kipnes: I'd like to thank the Friends of the Library for all of their hard work and all that they do for the RML. I'd like to remind people that Second Hand Prose will be open tomorrow during the open house event at the Hills Memorial Library building, from 5:30 to 8pm.

Trustee Rodgers: I'd like to comment that Charlie has been here for about 8 months now and he has a lot of ideas and a lot of energy and he has motivated staff and handled everything we have thrown at him. He has done a great job and I am proud to have him.

Director Matthews: I'd like to remind patrons that we are now open on Friday evenings from 5-6pm. So, if you are on your way home from work, and stuck in traffic, and want to stop in for a DVD, a book, or have a nice quiet place to relax and use the internet, we are open later. We have a truly great selection of films and documentaries, so check out what is available.

Chairperson Owen: I'd like to thank staff and Trustees for the tremendous amount of work that has been done. Thank you Charlie, you have been a great asset to the library and staff. Congratulations to our new grandmother, Robin. This library is such a great place and the off shoot of being able to use this building to do other great things is quite an asset to the town of Hudson.

Next Meeting: Our next monthly meeting is Wednesday, November 14, 2012 at 6pm in the Hills Memorial Library building. This is a week earlier than our typical meeting date to accommodate for the Thanksgiving holiday.

Trustee Creeden moved to adjourn the meeting, which was seconded by Trustee Rodgers and accepted unanimously.

Respectfully Submitted,

Jennifer Chafe, Secretary