



# TOWN OF HUDSON

## Library Board of Trustees



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

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, Linda Kipnes, Arlene Creeden (arrived late) 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 Rodgers to accept the minutes of 8/15. This motion seconded by Trustee Kipnes. Approved unanimously.

#### **Correspondences:**

Director Matthews noted a correspondence he received from the artists who are displaying *The Road Less Traveled* this month in the community room expressing thanks, to Bob Gagnon in particular, for the assistance in setting up the display. Chairperson Owen also noted that she sent correspondences thanking the participants of the Farmer's Market held at the HML building open house last month.

#### **Friends of the Library Proposal:**

Alberta "Bert" Sullivan was present for the meeting representing the Friends of the Library. She first reported that the FOL were making a donation to the Children's Room of \$1,600 for the purchase of a touch screen module and literacy station, as well as a Blu-ray repair kit and wall hanging system. Additionally, Ms. Sullivan requested permission for the FOL to raffle off an American Girl Doll basket, which the Quilting/Stitchery group has created. This basket includes a number of hand-made outfits and accessories. The raffle will run from mid-November until mid-December and tickets will cost 1/\$1 or 6/\$5. Tickets will be sold at SHP, Library or FOL functions, and at the Library. Trustee Kipnes moved to allow the ROL to have a raffle in the library, pending BOS approval to run a raffle, and to permit staff to sell tickets secondary to their expected job duties. Trustee Creeden seconded this motion, which passed unanimously.

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

Trustee Creeden presented Trustees with her financial report for August, noting that August is a "light month" with regard to bills. She noted a line item adjustment for ATM debit card

purchases from Barnes and Noble. Chairperson Owen requested that Trustee Creeden and Director Matthews develop a policy regarding the use of the debit card and to document this policy for the Trustees. The Treasurer's report will be put on file for audit.

With regard to the budget preparations, as of now FY14 budget is slightly below level funded (-0.1% from FY13). Chairperson Owen noted that this was achieved through Director Matthew's innovative partnerships, which have saved us money, and his advocacy in obtaining low prices for printers and copiers, as well as some other line items that have been lowered due to his efforts. Trustee Creeden requested all Trustees be present for a meeting on 9/26 to review the budget and salary adjustments. The Budget Review meeting with the BOS is scheduled for 10/25 at 7pm and all Trustees are expected to attend.

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

Chairperson Owen reported that much of what she has to report will come up in later agenda items. She did thank Mr. Matthews and Trustee Creeden for their efforts on developing the budget and noted that she is delighted with the progress and hard work of all the staff and Trustees.

### **Directors Report**

Mr. Matthews noted his report provided to the Trustees and put on file. He highlighted some special events in August, including the Free Friday Film Festival which showed Hugo, The Muppets, One For the Money, and The Hunger Games. He reported on the Summer Reading program for which 925 books were read by adults. Mr. Matthews commented on the Pokémon Video Game Tournament that Danny Arsenault ran, which drew in approximately 75 people during 4 weeks. Mr. Matthews informed Trustees that Danny Arsenault has accepted a position at the Nashua Public Library and will be cutting his hours at the RML. With regard to publicity and outreach, Library staff has been networking with a number of staff from the school department and a brochure was developed by Amy specifically for Alvirne High school staff outlining services available to AHS students and teachers. 154 new patron cards were issued in August. Mr. Matthews reported that an Usborne Books representative attended programming during the summer and sold \$584 worth of material, so the library was able to choose \$292 worth of free books. Lastly, Mr. Matthews expressed sincerest gratitude to Mr. Bob Gagnon for putting in so many extra hours this summer to asses with the fire panel issues, which have now been resolved.

Mr. Matthews noted that the FOL approved the purchase of a picture hanging system with hooks that move up and down as well as secure hooks for a total amount of \$607.20. The DVD/blue Ray repair kit cost \$89. And the Touch Screen Early Literacy Station cost \$1,600. The Children's Room requests that the Trustees purchase the other 3 literacy stations. Trustees had some questions regarding these literacy stations and asked that this be considered at the next Trustees meeting to allow Mr. Matthews to obtain clearer information regarding costs,

Mr. Matthews reported that the cost to have the carpets cleaned would be \$670. Trustee Creeden moved to approve carpet cleaning for the Community Room, entrance into Children's Room, and the Children's programming room for \$670. Trustee Chafe seconded this motion, which passed unanimously.

Mr. Matthews commented on the chair on loan from Tucker which the staff have been using at the circulation desk and really like. Trustee Creeden moved to purchase the chair at the reduced cost of \$223. Trustee Chafe seconded the motion, which passed unanimously.

Trustees discussed copier options as presented by Mr. Matthews. Trustee Creeden moved to lease 2 copiers, one is the coin-operated copier which we already have and the other would be a color copier to replace the administration copier, for the cost of \$4,400 per year for a period of 48 months. Trustee Kipnes seconded this motion which passed unanimously.

Mr. Matthews broached the idea of hosting an Amber Jewelry workshop using the Zylonis funds. The woman who puts on this workshop is available on 10/6 in the morning. Trustees would have to approve funds to cover her gas, lodging, and approve a \$20 per participant charge. Trustees were concerned of the closeness of the date and the required aggressive promotion that would take. Additionally, Trustees were wondering about the connection between the Lithuanian culture and amber jewelry. Mr. Matthews to follow up and this may be considered for a future event if possible.

Mr. Matthews requested if Trustees would like to have the open houses at HML building noted in the town calendar and it was agreed upon that this would be appropriate. Also, the RML anniversary date, summer reading programs, and current operating hours should be reflected in the calendar.

#### **Donations:**

Trustee Creeden moved to accept donations for the month of August 2012 that included 35 books and 81 DVD's. Trustee Kipnes seconded the motion. Accepted unanimously. Trustee Creeden also moved to accept from the friends the \$607 donation for the picture hanging set, \$89 for the blu-ray repair kit, and \$1,600 for the touch screen modules and literacy station for the Childrens Room. Trustee Kipnes seconded this motion, which passed unanimously. Chairperson Owen expressed her deepest gratitude for the Friends' who have been very generous to the Library.

#### **Friends of the Library:**

FOL had a meeting last night. They discussed the donations. They agreed to continue the Thursday night Second Hand Prose sales at the HML to coincide with the open houses. They continue to discuss ideas for the sign at the HML building as they do not feel that the existing sign allows them ample room for an attachment, especially during the snow season. Sign maker, Mr. Griffus, felt that there was in fact enough room. They are considering further sign options at this time. RML holiday tree decorating is scheduled to be done on 11/27 at 6pm.

#### **Selectman Liaison:**

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

#### **Old Business:**

With respect to the Archives room, a meeting is being scheduled between North Branch and library Trustees/staff, and Mr. Manor to address future planning for the archive room.

With respect to use of the Hills Memorial Library Building open houses, October will include a presentation from Ruth Parker and others of the historical society. There will be a history of

the Library with photos of the Historical Plaque; the Fire Department may present a history of the Fire Department on another date. A multicultural night is being considered for November's open house, a presentation of differed cultural traditions. December's open house will be coordinated by Trustee Chafe and will be a Polar Express/holiday reading event. The 2013 calendar is open at this point for ideas and the Humanities Council may be contacted for ideas.

Chairperson Owen provided Trustees with a copy of the revised HML use policy for review.

As it relates to Landscaping and Irrigation, Trustee Kipnes will be meeting with the master gardener that worked on the butterfly garden at Benson to get ideas about ground cover. The Lions may be developing a proposal for an outside reading area that they will finance and provide foliage for.

The Trustees held a BBQ for the staff to show appreciation for their efforts during the summer programming. It was a lot of fun and staff enjoyed themselves. Thank you to Director Matthews for grilling and to the Trustees that prepared food.

The Chamber business after hours is being held on Tuesday, 10/23. Food will be provided by Tim Buxton and the AHS Culinary Program. Chairperson Owen to follow up once she obtains an estimate of the number of attendees.

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 respect to the policy reviews, Director Matthews has some suggestions and proposals for changes to be discussed. For example, DVD's are now able to be reserved, which they previously were not. Specific policies that need revision or development include exhibiting, gaming, and social media.

Trustee Chafe reported on the Regional Trustee gathering. Approximately 12 Trustees were present and discussed how to energize a Friends' group, how to complete an evaluation of a Director, and matters of fund raising. Next date for regional gathering unknown at this time.

#### **New Business:**

Mr. Matthews mentioned the staffing issues, specifically that we are down staffing hours with Kris Daynard and Danny Arsenault accepting new positions. He is considering different options to better manage scheduling deficits.

Trustee Creeden moved to adjourn the regular meeting at 8:24pm and enter into non-public session under 91-A:3 II. (a) and (d). Seconded by Trustee Kipnes. Per roll call vote, unanimous.

Trustees returned from non-public at 9:05pm. During non-public there was a brief discussion regarding the development of the budget for FY14. Additionally there was discussion regarding staff performance and pay. Trustee Creeden moved to increase the salary of two

part-time staff by .50 following their one year evaluation. Trustee Kipnes seconded this motion, which was accepted unanimously.

**Trustee Comments:**

Trustee Rodgers: no comment

Trustee Chafe: no comment

Trustee Creeden: I would like to thank people for their commitment to the summer reading program. Staff worked very hard to encourage folks to read and I was impressed with the increase in reading hours and books this summer. I'd also like to remind patrons to support Second Hand Prose tomorrow night.

Chairperson Kipnes: I'd like to encourage people to come to view the exhibit in the community room. The display of artwork from Africa is beautiful. Having the exhibits in the community room really is an asset to the town and library patrons.

Director Matthews: I'd like to also thank the staff for all of their hard work throughout the summer and to the Trustees for hosting the BBQ.

Chairperson Owen: I'd like to thank staff. The stats for July and August are impressive. Every time I am in there and I run into people who are very happy with the customer service and their experience at the library. Thank you to the Trustees and Charlie for working so hard. And it is both exciting and daunting to be making plans for 2013.

Next Meeting: Our next regularly scheduled meeting is Wednesday, November 21, 2012 at 6pm in the Hills Memorial Library building. Since this is the day before Thanksgiving, Trustees will consider convening a week early on 11/14/12.

Respectfully Submitted,

Jennifer Chafe, Secretary