



# TOWN OF HUDSON

## Library Board of Trustees



194 Derry Road • Hudson, New Hampshire 03051 • Tel: 603-886-6030 • Fax: 603-816-4501

### Regular Meeting Minutes August 15, 2012

Call to order at 6:02p.m.at the Hills Memorial Library Building. Pledge of Allegiance led by Jennifer Chafe .

Attendance: Trustees Connie Owen, Robin Rodgers, Linda Kipnes (arrived late) and Jennifer Chafe, as well as, Charlie Matthews, Library Director. Absent: Selectman Liaison, Ben Nadeau. Excused: Trustee Creeden.

**Public Input:** No public input this month.

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

Motion made by Trustee Rodgers to accept the minutes of 7/18. This motion seconded by Trustee Chafe. Approved unanimously.

#### **Correspondences:**

Director Matthews noted a correspondence he received from staff Kristin Daynard informing him that she had accepted a full-time position at the Nashua public library as a Children's Room Library Assistant. She requested to be able to keep Saturday hours every other week at the RML. Chairperson Owen reported on a letter that she received from SNAP Fitness of Hudson providing an enrollment/membership discount for the Trustees, FOL, and RML staff. Chairperson Owen also reported that sympathy cards were sent to the family of Cynthia Field, former staff member, and Sherry Lavoie, former Library Trustee.

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

Trustee Creeden was unavailable for this meeting but she did provide the Trustees her financial report dated July 31, 2012. Trustee Owen noted that there is an apparent typographical error on page 6 regarding the date. Trustee Owen will consult with Trustee Creeden about this matter. Trustee Creeden and Chairperson Owen have made preliminary changes to the proposed budget for 2014. A final draft copy will be ready for the September meeting for the Trustees to review and vote on. The report will be put on file for audit.

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

Chairperson Owen reminded Trustees that the Regional Trustee Meeting is tentatively scheduled for September 5, 2012 at the Derry public library. She has not had verification of this meeting.

Trustees Owen and Rodgers along with Director Matthews met with Mr. Brian Lane the new Superintendent. Ms. Owen reported that the new administrative team is very enthusiastic about shared use of the HML building and they shared feedback on projected ideas for the open

houses. Chairperson Owen also invited other Trustees to take a leadership role on the upcoming events.

### **Directors Report**

Mr. Matthews noted his report provided to the Trustees and put on file. He highlighted some special events in July including the Free Friday Films. So far the films presented have included, "The Artist", "Big Miracle", and "Tinker, Tailor, Soldier, Spy." Director Matthews also noted that there has been a lot of great publicity for the RML over the past month. The Free Friday Films were highlighted in the Hippo; an article about the Gaming Day was featured in the Telegraph; an interview with Charlie Matthews on his new position and the role of Libraries in communities was included in the Hippo; and an article in the Union Leader featured the Genealogy Club. Mr. Matthews reported that the library is now circulating Nooks. There are 6 Nooks in circulation and they each have the *Fifty Shades of Grey* trilogy on them. Mr. Matthews commented on the sleepover event in the library. It was a successful and carefully planned event that 31 children participated in. Chairperson Owen thanked Mr. Matthews and the staff for the careful preparation for this event, which she acknowledged some hesitation over. Mr. Matthews reported that in July, Ann Carle of Technical Services, gave a tour of the achieves area to the Friends of the Library president Suzanne Richard as well as David Jelley. The FOL photographed several items and will feature them on their Facebook account. Chairperson Owen commented on Mr. Matthews report as it relates to Interlibrary Loan. She noted that nearly 100% of RML patrons who submitted requests had those requests filled, whereas other library patrons who submitted requests had about 50% of their requests filled. She noted how valuable the interlibrary loan van service is. Chairperson Owen also remarked on the long overdue bill notices and asked that Mr. Matthews to reach out to Urbans for ideas in addressing this issue.

### **Donations:**

Trustee Kipnes moved to accept donations for the month of July 2012 that included 55 books, 1 DVD, and 1 CD. Trustee Chafe seconded the motion. Accepted unanimously.

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

FOL do not have summer meetings so there was minimal to report. Trustee Chafe congratulated Meghan Brown, who was Alvirne High School's recipient of the FOL sponsored Leonard A. Smith memorial scholarship. Second Hand Prose continues to be very well attended. The FOL were invited to have a table at the open house farmers market tomorrow at the HML, however they will not be represented.

### **Selectman Liaison:**

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

### **Old Business:**

With respect to the Archives room, the Trustees received a quote from North Branch, which was way above our anticipated budget figures. North Branch representative attempted to schedule a meeting for this week or next, however any meeting will be postponed due to vacation of Trustees and Mr. Manor, Clerk of the Works. A future date will be scheduled for September.

Trustee Rodgers reported that the new sign has been installed at the HML building and it looks very professional and tasteful. Mr. Griffus is reportedly happy to have worked with the Trustees and is honored to have his sign in front of our historic and beautiful building. Trustee Creeden will send him a check for the balance when she returns from her vacation. Trustee Rodgers will get in contact with John Knowles of the FOL to have the Friends submit their plan to the BOT for an addition to the sign. Mr. Matthews also shared with the BOT the certification marking the HML as being registered with the state as a historic place. This will be framed and displayed in the building. A plaque was also received and will be mounted near an entrance of the building.

With respect to use of the Hills Memorial Library Building open houses, there are a number of enthusiastic ideas being suggested. The SAU suggested using the AHS multicultural club for November's open house. Mr. Matthews has met with the incoming principal of AHS on multiple occasions and had an opportunity to present at a Department Heads meeting in an effort to collaborate with the high school as the school staff and administration value the idea that children need to be educated in school and out and the RML can help facilitate further education. The open house in October will be a collaboration with the Historic Society. Ideas suggested for November's open house is holiday traditions and possibly in December having holiday readings by the fire place. Trustee Chafe agreed to facilitate December's open house with a Polar Express/holiday reading event. The 2013 calendar is open at this point for ideas.

As it relates to Landscaping and Irrigation, we have received 4 proposals. Mr. Matthews suggested contacting one or two of the bidders and having them develop a design for the Trustees to review. Chairperson Owen stated that she is comfortable with one Trustee taking over this project. Trustee Kipnes agreed to contact a master gardener to see if she can get an esthetic plan/design, that minimizes use of water, is sustainable, and within our budget. She will report back to the board prior to the next meeting.

With respect to the personnel policy, the sub-committee met and Mr. Matthews is compiling ideas into a document. A subsequent date was scheduled to complete the draft.

With regard to the fire panel, Trustees and Mr. Matthews considered the bid from Protection One. Despite our current vendors offer (BK Systems) to decrease its initial service cost offer, they were unwilling to honor the recently expired warranty, and though they had a lower quote than Protection One, they had higher maintenance costs, and they did not have a good service history with us. The higher initial costs for Protection One may save us money in the long run as they are non-proprietary and we can seek bids for future service. Chairperson Owen requested that Mr. Matthews follow up with final costs for sensor replacement and inquire as to whether or not we would need to close the building while the service was being transferred before there was a final vote. The vote should occur prior to the next meeting via email correspondence.

The Status Report was reviewed.

Chairperson Owen noted that the Business After Hours event is being held on 10/23 and the room is reserved. She noted that we need additional information regarding what is expected of us.

Chairperson Owen reported that the MOU with Mr. Bernie Manor, Clerk of the Works. He, however, has not yet submitted any bills.

The Farmers Market will highlight tomorrow's open house at the Hills Memorial Library Building. Several local farmers have committed to attending, members of the AHS band will perform, the Animal Control officer will be on hand, and representatives from "Yogurt in Love" will have a table with coupons.

### **New Business:**

Mr. Matthews mentioned the need to have with carpets and windows cleaned, specifically the community room. Chairperson Owen questioned if there were any warranties that may be voided if we have them cleaned. Mr. Matthews agreed to check into this. Trustee Rodgers will explore window cleaners.

Chairperson Owen continues to assess ways in which to upgrade salaries. In a comparative study of local and comparable community libraries, RML had the lowest budget and many of the staff positions were at the lowest of the pay spectrum. Step raises and salary upgrades continue to be a priority to the Trustees.

With regard to the coat rack, the Children's Room director has not yet obtained a quote.

Director Matthews asked that the Trustees consider extending Friday Hours as there appears to be significant use and these hours can be managed with 3 staff. Trustee Chafe moved to change library hours on Fridays from 9am until 6pm beginning on September 7<sup>th</sup>. Trustee Kipnes seconded this motion, which passed unanimously.

September 7, there will be a staff BBQ to thank them for all of their continued efforts, particularly with Summer programming. Trustee Rodgers agreed to plan a menu and several Trustees will be involved in the preparation and service of food for the BBQ.

Chairperson Owen suggested Trustees defer comments and the selection of the next date to attend to non-public matters in an effort to end the meeting in a timely manner. Trustee Kipnes moved to adjourn the regular meeting at 8:35pm and enter into non-public session under 91-A:3 II. (a). Seconded by Trustee Rodgers. Per roll call vote, unanimous.

Trustees returned from non-public at 8:49pm. During non-public there was a brief discussion regarding the Library Directors probationary period and his pay scale. Trustee Kipnes moved to raise the Directors salary by 5%, raising it to 28.77 per hour. Trustee Rodgers seconded this motion, which was accepted unanimously.

### **Trustee Comments:**

Trustee Rodgers: no comment

Trustee Kipnes: no comment

Trustee Chafe: I would like to extend warm congratulations to Kris Daynard on her new position. And also, to the youth of Hudson who read 4,563 hours this summer. What an accomplishment.

Chairperson Owen: I'd like to congratulate and thank the staff and the Director who are clearly unafraid to innovate while being mindful of our financial limitations.

Next Meeting: Our next regularly scheduled meeting is Wednesday, September 19, 2012 at 6pm in the Hills Memorial Library building.

Respectfully Submitted,

Jennifer Chafe, Secretary