



# TOWN OF HUDSON

## Library Board of Trustees



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

### Hudson Library Board of Trustees Regular Meeting Minutes July 18, 2012

Call to order at 6:00p.m.at the Hills Memorial Library Building. Pledge of Allegiance led by Arlene Creeden.

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

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

**Acceptance of Minutes:**

Motion made by Trustee Creeden to accept the minutes of 6/20 as amended. This motion seconded by Trustee Kipnes. Approved unanimously.

**Correspondences:**

Chairperson Owen reported that there were no correspondences this month to report.

**Treasurer's Report:**

Trustee Creeden referenced her report dated June 30, 2012. Trustee Creeden noted the zero balance in the working account. She referenced page 10, line item 326 and 327, which appear to be overspent, however she reported that she has moved funds from various other accounts to off-set the overage. She also noted that the Gas line item was under spent, but funds were moved to purchase needed books. Trustee Rodgers questioned where the report reflected the money spent from the Zylonis Fund and Trustee Creeden noted that it is not yet reflected and that she will follow-up. The report was filed for audit.

Trustee Creeden commented on the preliminary 2014 budget that is being drafted currently. This is a proactive measure to minimize any difficulties at the end of the year. This preliminary budget proposal was provided to Trustees and Trustee Creeden noted that it allows for 3% raise for both full and part time staff, though that is still yet to be determined. The Department heads are currently assessing any potential needs or large expenses for the next fiscal year. Trustee Creeden noted that the town increased mileage reimbursement from \$.50 to \$.55.5 per mile. Trustee Creeden moved to increase the staff's mileage allotment to match that of the towns. This motion was seconded by Trustee Kipnes. Motion passed, unanimously.

Finally, Trustee Creeden commented on the expenditure report and noted that we are within \$2,000 of actual salary budget, not taking into account the balance that reflects insurance benefits, which were initially over-estimated. Balance from this will be returned to the town.

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

Chairperson Owen reported that the MOU with Mr. Brian Lane and the SAU will be addressed during the first week of August. She noted that it has been a very beneficial arrangement with the SAU and she looks forward to working with the new administrative staff.

Chairperson Owen commented on the Three Word Project that the library ran during the anniversary celebration. She read some of the examples and noted that many of them were "really wonderful" and the ones that were clearly provided by children were especially enjoyable. She is hoping to gather some ideas of how to incorporate them into a collage of some sort so that they can be shared with the entire Hudson Community.

Chairperson Owen discussed the Business After Hours event that it tentatively being planned at the Rodgers Memorial Library. Dates were discussed and it was determined that Tuesday, October 23 was the best day for the Trustees. This will be further discussed.

Chairperson Owen informed Trustees that a sympathy card had been sent on behalf of the Board to the family of Pete Doucette, who was very generous with the Friends of the Library.

### **Directors Report**

Mr. Matthews noted his report provided to the Trustees and put on file. He highlighted some special events in June including the 3<sup>rd</sup> Anniversary celebration, specifically the Three Word Project, which had 43 participants, and the performance from AHS's "B Naturals". He noted the RISE (Rivier Institute for Senior Education) special interest groups that are holding programming meetings throughout the summer at the Community Room. There is no RISE membership required to participate. Mr. Matthews noted that the Gaming Club continues to be very popular and is drawing in a new crowd to the RML. In the month of June, circulation was up 3.7% and 106 new library cards were issued. With regard to Technical Services, Ann Carle is receiving some extra support from Bethany and Inga with processing of materials. Mr. Matthews mentioned the Friday night movies and noted the new movie line (816-4535) in which Megan Ellis leaves a recording of what movie is playing for the patrons' information. Mr. Matthews discussed the exhibit currently displayed at the RML. James O'Brien has his oil paintings hung in the community room and they will remain there until the end of July. This exhibit has been reported in the newspapers, on our website, and on Facebook which has generated public interest. Beginning 7/31 Corinne Dodge will exhibit "The Road Less Traveled", a series of paintings depicting the works of Robert Frost. In September, Christine Bower will exhibit photography taken in Africa. Also, in October Janet Irwin, a Hudson Resident, will exhibit her work in the Community Room. There was a general discussion about this being a year-long opportunity for local artists to display their works in our Community Room. A form will need to be generated to outline some guidelines for exhibitors, but the Trustees' sense is that this is a great opportunity to expand our patron base.

### **Donations:**

Trustee Creeden moved to accept donations for the month of June 2012 that included 40 books. Trustee Chafe seconded the motion. Accepted unanimously.

**Friends of the Library:**

FOL do not have summer meetings so there was minimal to report. Chairperson Owen is hoping to tighten the communication between the Board of Trustees and the Friends of the Library. Trustees Kipnes and Chafe to work on receiving monthly reports for the BOT.

**Selectman Liaison:**

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

**Old Business:**

With respect to the Archives room, the plans are coming along. There is a meeting tomorrow, 7/19 at 2:30pm, with Mr. Manor and a number of the sub-contractors at the RML.

Trustee Rodgers noted that the posts have been installed at the HML building for the new sign. Mr. Griffus is reportedly excited about how the sign is coming out. As he started later than anticipated, his schedule is a bit busy now and it may take a longer. There is going to be a meeting with Trustee Rodgers, Mr. Griffus, and a liaison from the Friends of the Library to discuss how the FOL can add on to the new sign in a way that compliments the sign developed by the BOT.

With respect to use of the Hills Memorial Library Building open houses, the tentative plan for August to have the SAU available for a “meet and greet” was considered. It was the general consensus that this would be short notice and likely rushed so it would make more sense to plan this event for September. It was considered to leave the summer months vacant, however Trustee Rodgers suggested a Farmer’s Market event for August with possibly performers from the high school band. All Trustees favored this plan and Trustee Rodgers and Trustee Owen will contact potential participants.

As it relates to Landscaping and Irrigation, there has been no update/progress on this project. Trustee Creeden is going to consult with Mr. Manor.

Chairperson Owen noted that the film program and new hours were discussed in the Directors report but she commented that she attended the showing of The Artist and was very impressed. It was her understanding that a number of folks who attended enjoyed the movie greatly. So, as a reminded, for the next 6 Fridays the Library will be showing free movies and you can call the movie line to learn what movie is playing on a particular day.

The Status Report was reviewed. Trustee Rodgers noted that at the Trustee Seminar she attended they indicated that this is valuable to have a living document to work off of with respect to planning and achieving goals.

Chairperson Owen commented on Succession Planning and she noted that at this time there is not a lot of excitement about gathering to further discuss this topic. Mr. Matthews sent an announcement through URBANS. The general consensus was that this topic was sufficiently covered. It was agreed that we would table any additional succession planning events to a later time.

**New Business:**

Chairperson Owen requested that the policy sub-committee identify a date to develop a schedule of policies to review. The sub-committee, comprised of Trustees Owen, Kipnes, and Rodgers, agreed to meet on 9/17 4pm. The Personnel Policy sub-committee is scheduled to meet on 8/1/12. This includes Trustees Chafe, Rodgers and Director Matthews.

There was a discussion regarding the issue with the fire box. Trustee Creeden is going to consult Mr. Manor, who may recall some of the specifics of the initial contract with Protection One. The fire box short-circuited in a May thunderstorm. Protection One has been out and tested every wire indicating that the issue is within the fire box itself and must be replaced. The warranty expired last month. It will cost \$4,200 roughly to replace the box. Another option is to purchase an open source proprietary box for \$600 and seek providers for service. This would necessitate a change in all of the sensors. The cost to complete this is unknown at this time. Bob Gagnon is looking into the costs and Trustee Rodgers suggested consulting with Steve Dube about the options.

John Pratt of the SAU facilities department requested that shades be installed at the Hills Memorial Library building to minimize the glare through the windows which affect the picture quality for HCTV viewing. The SAU has selected shades similar to what they currently use in the administration building. They will finance and install. There was also the added benefit of saving on AC/Heat costs. Trustee Creeden moved to allow the school board to add shades to the library consistent with the buildings esthetics, which are historical. There was no second to this motion, motion failed. This will be further explored with the SAU. Trustees were concerned about damage to the existing window frames and needed additional information to make an informed decision.

**Trustee Comments:**

Trustee Chafe: I want to remind everyone that Summer programming is in full force. For those of you who don't know, we have the Extreme Hair Reading Challenge and if the children of town read 5,500 hours this summer, Lianne Wells of Shear Class Hair Salon is going to style Ms. Betsey and Ms. Kristin with crazy hair styles. The Children's Room is currently accepting ideas for crazy hair. We are currently at 1,395 hours. Also, we have some fabulous summer programs coming up. Jane Larsen, an author, will be coming to read some of her books. Also Norman Ng, the magician is coming on August 1, on August 8 the Squam Lakes Science Center is bringing in their owls and finally on 8/15 the Toe Jam Puppet performers will be at the American Legion. So there is lots of great stuff, I hope to see you all out there at the Legion on Wednesdays at 10am. And log your summer reading hours!

Trustee Creeden: I'd like to remind everyone of the Friday night movies. It is a great way to get out of the heat and enjoy a new movie. So come on over to the Rodgers Memorial Library on Friday night and watch a good movie.

Trustee Rodgers: No comment

Trustee Kipnes: No comment

Director Matthews: I'd also like to remind everyone that we are currently open on Fridays until 7pm. We have a great DVD collection if you'd just like to stop by on a Friday evening and pick up a movie. Also, we are also now lending e-readers, which is a great way to have access to a number of books at once.

Trustee Owen: I would second that coming into the library offers great respite from the hot weather. I am grateful and excited about all of the programming we currently have for our patrons. We are clearly more than a warehouse for books, we are a full-service operation.

Next Meeting: Our next regularly scheduled meeting is Wednesday, August 15, 2012 at 6pm in the Hills Memorial Library building. Trustees Creeden and Chafe requested to be excused from this meeting.

Trustee Creeden moved to enter into non-public session under 91-A:3 II. (a). Seconded by Trustee Kipnes. Per roll call vote, unanimous.

The regular Meeting adjourned at 7:45 p.m.

Return from non-public at 8:05pm. There was a brief discussion regarding salary strategies for the next fiscal year. There was no formal action taken.

Trustee Creeden moved to return from non-public, this was seconded by Jennifer Chafe and accepted unanimously

Respectfully Submitted,

Jennifer Chafe, Secretary