



TOWN OF HUDSON

Library Board of Trustees



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Hudson Library Board of Trustees Regular Meeting Minutes May 16, 2012

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

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

Public Input: No public input this month.

Acceptance of Minutes:

Motion made by Trustee Rodgers to accept the minutes of 4/18, pending a change agreed upon by Trustees. This motion seconded by Trustee Creeden. Approved unanimously.

Correspondences:

Chairperson Owen reminded Trustees of a training session for Trustees scheduled for June 13, 1-4pm at the Holiday Inn in Concord. She requested that we let her know if we are attending, as per RSA 91A we are required to post if a quorum of the Trustees will be in attendance. A Trustee Manual will be made available to attendees and if additional copies are needed, advance requests must be made. The manual is available in DVD format.

Director Matthews also reported on a “Thank You” letter from Police Chief Lavoie for our participation in the Blood Drive.

Treasurer’s Report:

Trustee Creeden referenced her report dated April 30, 2012. Trustee Creeden noted that the first payment to the architects for the Archive room is referenced on page 5. This covers work that has been completed so far per the original agreement. This is line item #5048, Fit up and Furnishings. She also noted line item 209, Heating oil, is over spent at this time. Once the check from the SAU for \$4,500 is received, that will put us at about 100% of the allotted amount for this line item. We will not have to fill the tank again this fiscal year. She also noted line item #224, Building Maintenance, which is also overspent due to unforeseen repairs resulting from the October snow storm.

Trustee Creeden provided trustees with an Expenditure Report which also included “Carry Forward Activity.” It reflected \$27,000 under spent salary money. Trustee Creeden made a motion to encumber unexpended Fit Up and Furnishing funds, per warrant article. Trustee Kipnes seconded the motion, which was accepted unanimously.

Trustee Creeden report was filed for audit. Plans are made for a team to schedule preliminary meetings for budget planning for the first week of July.

Chairman's Report:

Chairperson Owen reported on the Chamber of Commerce Expo stating that it was very well attended. She thanked the Chamber of Commerce for the support and exposure that they provide the Library.

Chairperson Owen also reported that the New Hampshire Division of Historical Resources announced that the State Historical Resources Council has added the Hills Memorial Library building to the New Hampshire State Register of Historic Places. She commented on the excellent media and news coverage. She also expressed gratitude to staff member Gayle St. Cyr for her diligent work toward this effort.

Chairperson Owen commented on the development of a plaque that will adorn the doors of the HML building identifying it as a Historical Place and informing patrons of the location of the new Rodgers Memorial Library, which serves the town of Hudson. Trustee Rodgers is exploring prices for these semi-permanent signs.

Chairperson Owen, Trustee Rodgers, and Director Matthews toured the HML building with Maggie Stiers of the National Trust for Historic Preservation Alliance. She was pleased with the ideas and efforts made to utilize the building. She, the Trustees, and Mr. Matthews discussed ways in which the War Memorial plaques stored in the alcove, which identifies local service men/women that have proudly served during times of war dating back to the Revolutionary War, can be more easily accessible to the public. This will be further assessed. There was some discussion of photographing the names and posting them on the website in the Archive section, which would allow for national exposure.

Chairperson Owen commented on the fact that our community is losing two very special people; Superintendent, Randy Bell, is retiring, and the Associate Superintendent, Maryellen Ormond, has accepted another position. Chairperson Owen wanted to thank them both publicly for working so hard with the Trustees for shared use of the HML building. Chairperson Owen stated that she is looking forward to working with the new administrative team. She thanked all of the SAU staff and noted that it has been a pleasure working with them.

Chairperson Owen discussed the programs available to us through the Humanities Counsel noting that they are highly valuable and not too costly. Staff Amy Friedman is attending a seminar on June 1 in which new programs will be presented and attendees can vote on the programming that should be utilized. We will pursue partnerships with other groups in an effort to sponsor some of these programs.

Chairperson Owen noted that there was a security alert last Friday on May 11. Trustee Rodgers requested a review of the security footage and it revealed that there was no mal-intent with regard to the setting off of the alarm. Director Matthews is going to follow up with the security company with regard to the "Call Tree" when there is a security event, identifying Mr. Gagnon and Mr. Matthews as the first to receive a phone call from the security company, followed by

Trustees Rodgers and Owen. Also, he will check the door locking mechanism to see if there is a more efficient method.

Directors Report

Mr. Matthews noted his report provided to the Trustees and put on file. He highlighted the fact that staff Bethany Jones has returned to work at the library and we are very lucky to have her back as she is a very hard-working and well-liked staff member. Mr. Matthews also cited that we served 234 people with tax help during this tax season. 150 people participated in poetry month activities and the Gaming program facilitated by Danny Aresenault is also very popular and serves a diverse group of people. Mr. Matthews referred to the display commemorating the 100th anniversary of the Titanic disaster and also a recycling display that marked Earth Day 2012. Mr. Matthews reported that circulation was up 2% in the month of April, but down from last April by about 10%. He noted that our circulation is still very strong and that we circulated 140,000 items this year, about 40,000 per month for 2012.

Donations:

Trustee Creeden moved to accept donations for the month of April 2012 that included 15 books, 8 DVD. Trustee Chafe seconded the motion. Accepted unanimously.

Friends of the Library:

Trustee Kipnes reported on the Friends of the Library. The FOL had a meeting last night, May 15. Tomorrow night, May 17, there will be a session of Second Hand Prose during the Open House at the Hills Memorial Library building. They have discussed opening earlier than the 6pm start time of the Open House. The winner of the FOL Leonard A. Smith Scholarship has been identified and will be named at the Lions Awards Night Dinner on 6/4/2012. Trustee Rodgers will award the scholarship. John Knowles of the FOL will be the point person for working with Trustee Rodgers and Jeremy Griffus on the Friends addition to the new sign at the HML building. Trustee Rodgers obtained the necessary permit for the HML sign and Mr. Griffus is working on the project to be completed in about 2-3 weeks. The FOL provided Barnes and Noble gift cards to the winners of the poetry contest. The officers were elected for the FOL and are Suzanne Richard (President), David Jelley (Vice President), Paul Sullivan (Treasurer), Barbara Kurtze (Recording Secretary), and Mary Ann Knowles (Corresponding Secretary). There will be no FOL meetings during the summer months and the next meeting is scheduled for 9/18/12.

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. NorthBranch is finalizing the costs and the figures are due back in May.

Trustee Rodgers obtained the permit for the HML building signage. Trustee Owen thanked her for completing this task.

With regard to the Derry Road sign, Chairperson Owen reported that she has not yet heard back from the Northeast Masonry with an amended quote since the initial quote which was much

higher than we anticipated. She has spoken with Kevin Burns of the Highway Department regarding this project, which is more complex than the Archives Room.

With respect to use of the Hills Memorial Library Building, Trustees Rodgers reviewed last month's open house event, which was collaboration with the SAU and Historic Society. It was minimally attended, which was somewhat expected given that it was the first open house, and it is likely that there will be increased awareness and participation as the months continue.

The open house scheduled for tomorrow will include a local artists/photographers display. There is much excitement around this event and hopefully it will draw a number of people in. Second Hand Prose will also be open during the hours of the open house (6-8pm.) Maggie Stiers suggested that an evaluation be made available for the open houses in an effort to better serve the community's needs. One suggestion was made to consider multiple nights for future events.

As it relates to Landscaping and Irrigation, Trustee Rodgers reported that nine Requests for Proposals were sent out, and 4 were returned. Trustee Kipnes continues to assess the possibility of using ground cover. Trustee Creeden is going to look for a local dowsing to assess if there is a spot that may be appropriate for a well. The Board agreed to ask Mr. Bernie Mannor to look at the RFP's and provide us with some guidance on this task.

Chairperson Owen mentioned that the 3rd Anniversary of the RML dedication will be recognized on June 9, 2012. She reported that the B Naturals will be available for this celebration at 2pm and will use the community room. The Gaming group that typically meets in the community room will be re-located to the programming room in the Children's room. The Trustees also discussed a RML "3 word project" as the Nottingham West Elementary school just completed through the facilitation of 3rd grader, Jack Gasdia. We will also procure a plant/floral arrangement to mark the day. There will be a display of the Rodgers Memorial building and dedication process and guest book on the display cabinet.

The informal Trustee Gathering of local Library Trustees is scheduled for June 6, at the RML. Tours of the building will begin at 6, and the general discussion will be convened between 6:30 and 8:30pm. Chairperson Owen will follow up on refreshments from AHS culinary program.

Trustees reviewed the Status Report. Director Matthews provided Trustees with a report regarding the potential implementation of Sunday hours and expanded Friday evening hours at the RML. Flowers have been purchased from the Zelonis Fund for Memorial Day. The Personnel Policy sub-committee is to identify a date to begin. Other items on the status report that will require further assessment; the MOU with the SAU, staff salary upgrades, and the appraisals of Library pieces of art.

New Business

Mr. Matthews will continue to assess the ability to extend hours at the RML.

It was reported that the demand for downloadable books is skyrocketing. Trustee Chafe moved to donate \$2,000 to the state library consortium so that more downloadable licenses can be procured, benefitting our patrons. Trustee Kipnes moved to amend this motion, striking the

sum "\$2,000" and replacing it with the sum "\$3,500." This motion was seconded by Trustee Rodgers. Motion, as amended, was accepted unanimously.

With regard to interior signage at the RML building, Mr. Matthews suggested that an 81/2"x11" sign that mirrors the existing sign outside of the children's room be added outside the community room to highlights the week's events. Trustee Creeden moved to acquire this sign for the community room door. Trustee Rodgers seconded this motion, which passed unanimously.

Trustee Comments:

Trustee Creeden: I'd like to welcome Charlie and thanks again to Betsey. I'd like to remind patrons of the Buy a Brick program. If you have someone that you want to honor; perhaps a high school graduate or someone else special. You can fill out the forms online, at the library, or even tomorrow night at the Hills grand re-opening event.

Trustee Kipnes: no comment

Trustee Chafe: I'd like, once again, to welcome Charlie. I am really impressed with how you have blended yourself into the Hudson library community. I'd like to remind people that the children's summer programming will be posted online June 1, with registration beginning June 4.

Trustee Rodgers: I'd also like to say Charlie your doing a fantastic job. I am excited about the open houses at the Hills Library and being able to use the building in such a positive way. I encourage everyone to attend the open house and come see just how beautiful the building is when it is not filled with book.

Director Matthews: I'd like to thank the Trustees, staff, Friends of the Library, and the community for all of the support as I get settled. We have a terrific staff. I regret that I am unable to get out of the office too much and I miss spending a lot of time with patrons, as I had the opportunity to do previously. But I am really happy to be there.

Trustee Owen: I'd like to thank Charlie and all of the staff who have been wonderful as we have transitioned to a new Director. Truly, things have not slowed down for us at all. It is wonderful that we have such an actively library and network in our town. I encourage everyone to come out to the open house and interact with folks and reintroduce you to this wonderful building. I am very positive about the talent that will be displayed at tomorrow night's open house and also I invite you to check out Second Hand Prose.

Next Meeting: Our next regularly scheduled meeting is Wednesday, June 20, 2012 at 6pm in the Hills Memorial Library building.

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

The regular Meeting adjourned at 8:17 p.m.

Return from non-public at 9:19pm. Per discussion in non-public, Trustee Creeden moved to hire Mr. Bernie Mannor as Clerk of the Works for the following projects: the archive room, landscaping/irrigation, and signage. This is pending his willingness to accept offered position. Trustee Chafe seconded the motion, which passed unanimously. Trustee Owen to discuss this with him.

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

Respectfully Submitted,

Jennifer Chafe, Secretary