



TOWN OF HUDSON

Library Board of Trustees



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Regular Meeting Minutes April 18, 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, 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 2/15, seconded by Trustee Kipnes. Approved unanimously. Motion made to accept the minutes from the 2/22 non-public session of the Board made by Linda Kipnes and seconded by Trustee Rodgers, accepted unanimously. Motion made by Linda Kipnes to accept minutes from 3/21, pending corrections cited by Chairperson Owen. This motion seconded by Trustee Creeden and accepted unanimously. Trustee Kipnes moved to accept the minutes from the non-public session of 2/15. This motion was seconded by Trustee Creeden and accepted unanimously.

Correspondences:

Chairperson Owen reported that a Thank You letter was sent to the Lions Club for the floral arrangement sent in honor of Mr. Phil Rodgers memorial on 3/10/12 and also for the \$300 donation made in his honor for the purchase of large print books.

The RML also received, from the New Hampshire Historical Society, an acknowledgment of the gift of 4 copies of the Two-Hundredth Anniversary of the Town of Hudson, 1933.

Trustees also received a letter from Kathy Carpentier, of the Finance Department, regarding the requested use of space in the HML building. She requested that the Board of Selectman add to their April agenda the development of a plan to use the storage space, which the Library Trustees and the SAU preliminary approved. The space in the HML has been cleared and the BOS addressed the issue at their 4/10/12 meeting. The BOS approved the storage of town hall records in the identified space at the HML.

The Finance Department also issued a check to the Trustees for the sale of 47 Ferry Street. This check has been deposited into the Fit Up and Furnishings account. Chairperson Owen thanked the Town for the efforts to get this property sold and noted that the new owners have taken initial measures at the property and it is looking nice.

Election of Officers:

This is the annual meeting of the BOT and new officers need to be determined. Robin Rodgers moved to nominate Connie Owen as the Chairperson. Trustee Creeden seconded this nomination, which Ms. Owen accepted. Motion accepted unanimously. Connie Owen nominated Ms. Linda Kipnes as Co-Chair. Linda Kipnes accepted the nomination, which was seconded by Robin Rodgers and accepted unanimously. Connie Owen nominated Trustee Creeden as Treasurer, which Ms. Creeden accepted. Robin Rodgers seconded this nomination which was accepted unanimously. Trustee Rodgers nominated Jennifer Chafe as the Secretary. Ms. Chafe accepted the nomination, which was seconded by Connie Owen and accepted unanimously.

Treasurer's Report:

Trustee Creeden referenced her report dated March 31, 2012. Chairperson Owen questioned line item #209 (heating oil), which reflects as being over budget at this time. Treasurer Creeden referenced the filling of oil at 47 Ferry Street as having impacted this number. Chairperson Owen also noted that line item #224 (building maintenance) is also high. This is due to having an electrician come to correct the timed lighting in the parking lot. It was discussed that we need to remain vigilant about the numbers in case there is a need to budget differently next year, specifically in the building maintenance line item, because in 2014 we will need to conduct a "weight test" of the elevator in the HML building. Trustee Rodgers also questioned if the line items for paper and office supplies need to be separate as office supplies is nearing 72% and paper is only at 8.6%. This does need to be two separate items, but we should be mindful to identify expenditures for office supplies accurately.

Trustee Creeden provided trustees with a worksheet identifying donations and usage for FY2012. She also provided Trustees with a packet identifying accounts and balances. This is to be reviewed and further discussed at a future meeting

Chairman's Report:

Trustee Owen provided Trustees with an Annual Report that she prepared highlighting the achievements of the BOT and RML during this year. She reported that during the past year Trustees updated and approved Library Policies, the Safety and Security Plan, Job Descriptions and Performance Appraisals, an Organizational Chart; accepted the design of a new logo, updated and revised the Trustee By-Laws, and reviewed and organized outstanding areas to be addressed on a Project List. State Library Signs were installed on Derry Road and Trustees are currently working on new signage for the HML building and RML. Trustees approved the restoration of the portraits of Dr. Alfred Hills and his wife, Virginia, and provided copies to the Historical Society. Chairperson Owen went further in her report to identify our goals and objectives as well as the challenges that we face.

Directors Report:

Chairperson Owen formally introduced new director, Charlie Matthews. Mr. Matthews expressed feeling welcomed to the town and RML community. He shared that he has had the opportunity to participate in programming and spend time at each of the desks, so he has had the opportunity to meet many of our patrons. He stated that he is excited to be part of our

community. Mr. Matthews referenced the Directors Report provided to Trustees reflecting activity for the month of March. Mr. Matthews highlighted the fact that the Trustees were able to support Kate Butler (tech. services) in attending the *Computers in Library* conference in Washington, D.C in March, and Amy attended the Public Libarary Association conference in Philadelphia. As Trustees we discussed with Mr. Matthews that he, Amy Friedman and Kate need to develop a plan to share what knowledge and skills they obtained at these trainings with the rest of staff. This will be further assessed. Mr. Matthews also shared that the library has obtained cards that can be purchased to use with the new fax machine, in lieu of a personal credit card.

Donations:

Trustee Creeden moved to accept donations for the month of March 2012 that included 19 books, 7 DVD's and \$44.08 in monetary donations. Trustee further explained that the money is likely from people who intentionally over pay their fines. Trustee Rodgers seconded the motion. Accepted unanimously.

Friends of the Library:

Trustee Kipnes reported on the Friends of the Library. The FOL celebrated staff recognition last Friday, April 13 during Library Week. A number of staff was honored for their years in service. Second Hand Prose was held on Easter Sunday and this was very successful. SHP will also be open tomorrow evening, April 19, during the grand re-opening celebration at the HML building. Applications for the FOL scholarships are due to the library by 5/1/12. There is a box in the library where they can be dropped off or submitted via USPS. The next meeting of the Friends is 5/15/12; at this time they will hold their annual meeting and elect new officers. New members are always welcome!

Selectman Liaison:

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

Old Business:

The new Library Director for the Rodgers Memorial Library, Charles Matthews, was formally introduced earlier in the meeting. Chairperson Owen formally thanked Ms. Betsey Martel, interim director, for her leadership. Ms. Owen also thanked the rest of the staff who worked diligently in the absence of a new director. She noted that the staff is a reflection of the library to the public.

On Wednesday, April 25, available Trustees, Mr. Matthews, and several staff members will be meeting with Richard Smith of Adams & Smith Architects and NorthBranch in an effort to move forward with the plan to complete the archive room at the RML.

Trustee Rodgers presented the Trustees with two draft designs Mr. Jeremy Griffus developed for the Hills Memorial Library building sign after our last meeting. The designs were considered by Trustees and one final design was agreed upon. Mr. Griffus will be given clearance to begin the project. Trustee Rodgers will complete the Town application for the sign.

With regard to the Derry Road sign, Chairperson Owen reported that we received a quote from Northeast Masonry, which was much higher than we anticipated. Chairperson Owen requested

a lower bid for the installation. She expressed concern that Northeast would not be able to make a bid that is within our price range.

Trustee Rodgers reported that nine Requests for Proposals for an irrigation system have been sent out, with a request that all bids be in by 5/5/12. Trustee Rodgers provided Trustees with a map which roughly outlines the areas we would like irrigated. There was a brief conversation about taking into consideration Elaine Brody's request for additional space for Memorial Bricks outside of the circulation desk area and how this may impact the installation of an irrigation system. Ms. Brody will continue to take care of brick orders. Bricks may be ordered until 4/30/12. Along with the discussion of an irrigation system, Trustees discussed the possibility of installing a well. mi

Sub-committees within the Trustees were discussed. The finance committee will include Chairperson Owen and Arlene Creeden; the Personnel committee will include Robin Rodgers, Jennifer Chafe, and Linda Kipnes. Robin Rodgers, Linda Kipnes, and Connie Owen will be on the policy sub-committee and public relations will include Robin Rodgers, Connie Owen, and Jennifer Chafe. All Trustees will work towards mission/long range planning.

With respect to use of the Hills Memorial Library Building, Trustees Rodgers reviewed plans for the grand re-opening of the HML building tomorrow, 4/19/12. Tomorrow's event will be in conjunction with the SAU and Historic Society. It will be an informal way to re-introduce the community to the building and encourage future use. Trustees Kipnes and Creeden will provide the snacks/beverages. There will also be staff present from the library and they will have with them forms to purchase a memorial brick. Trustee Rodgers sent out invitations to the Department heads, Board of Selectman, and all Board Chairs. The event will be from 6-8pm.

Ideas for the upcoming months include a local artists/photographers display in May. In June there will be a showcase of Hudson's non-profit organizations, which may include a BBQ. Trustee Rodgers has been in touch with the Fire Department to determine capacity codes and how to manage that. Trustee Rodgers made a motion to allow funds, approximately \$100, for promotion for these events. This motion was seconded by Linda Kipnes and accepted unanimously.. Other future ideas included a "Meet the Principals" night in August, and an event for Hudson History month in October. Trustee Rodgers requested that Mr. Matthews become the driving force for these events by the end of the summer and stated that she would be available in any capacity to assist.

New Business

Mr. Matthews presented the Board with a proposal drafted by Danny Arsenault to develop a gaming collection to include games for three different systems. The games would be family friendly and hopefully draw a new population into the library. Mr. Arsenault consulted with a number of local libraries to gather feedback about any challenges they may come across with such a collection and the general consensus was that the challenges were manageable. It was agreed upon by the Trustees that Mr. Matthews and his staff could pursue this. Another area of programming that Mr. Matthews broached was showing more movies in the community room and drawing in more people. The community room is fairly solidly booked and he is assessing future scheduling to allow for more movies, perhaps of different genres, i.e. Foreign Films.

Chairperson Owen mentioned that the 3rd Anniversary of the RML dedication will be recognized on June 9th 2012. She suggested we consider having one of the musical groups from AHS perform. She requested that the rest of the Trustees give consideration as to how to celebrate the day and forward ideas to the other Trustees.

Trustee Comments:

Trustee Chafe: I'd like, once again, to welcome Charlie. It is nice to have you aboard and I was happy to see you throw yourself right in and attend programs in the children's room. I'd like to remind everyone that next week is school vacation week and there will be special programming at the library. It's a great place to spend some time during the vacation week.

Trustee Rodgers: I'd also like to welcome Charlie and thank Betsy for her leadership as acting director. I'd like to remind everyone of the events to be held at the Hills Memorial Library each third Thursday of the month. I am very excited and hope that there is a lot of public participation in each venue.

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: I'd like to welcome Charlie and also a big "thank you" to Betsey. I would like to encourage people to come to the Hills Memorial Library tomorrow and really get the opportunity to experience what a gorgeous building it is. You really get a different appreciation of the building without all of the library material in it. And I'd also like to thank the Friends of the Library who are always there to assist when there is a need.

Director Matthews: I'd like to thank the Trustees, staff, Friends of the Library, and the community for such a warm welcome. I'd like to recognize the staff for all of their hard work. I am happy to be here in Hudson.

Trustee Owen: I'd like to congratulate the officers for their re-election. And thank you for again placing your faith in me as the board chair. I'd like to express welcome and support to Charlie. The Trustees, Staff, Friends work hard to make the Library a dynamic, lively place. I'd also like to thank the current administration of the SAU for the agreement that so far is working really well with the shared use of the Hills building.

Next Meeting: Our next regularly scheduled meeting is Wednesday, May 16, 2012 at 6pm in the Hills Memorial Library building.

The Meeting adjourned at 8:17 p.m.

Respectfully Submitted,

Jennifer Chafe, Secretary