



TOWN OF HUDSON

Library Board of Trustees



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Hudson Library Board of Trustees Regular Meeting Minutes March 21, 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, Interim Library Director, Betsey Martel, Selectman Liason, Ben Nadeau.

Public Input: Lion's Club member, Marilyn Vaccaro, and Treasurer Valencia Wilson presented a donation for \$300. to the library in honor of Phil Rodgers. They stated that Mr. Rodgers was an upstanding member of the Lion's Club and Hudson community. The donation is to be put towards large print books. Trustee Creeden moved to accept the donation on behalf of Mr. Phil Rodgers. Trustee Rodgers seconded the motion, which passed unanimously.

Also in attendance was Kathy Carpentier, Director of the Finance Department.

Acceptance of Minutes:

Motion made by Trustee Creeden to defer the acceptance of the minutes from the 2/15 regular meeting of the Board of Trustees, and the minutes from the 2/22 non-public session of the Board. This motion was seconded by Robin Rodgers, and accepted unanimously.

Correspondences:

Chairperson Owen reported that an invitation was sent to the family of Sheila Groves to come in and see the clock and engraved plate purchased in Ms. Grove's memory. Also, an invitation was sent to the families of Mr. Phil Rodgers and Mr. Alvin Rodgers regarding the events on 3/10/12 in memory of Mr. Phil Rodgers.

Correspondence from Kathy Carpentier from the Finance Department. The purpose of her correspondence and her presence for the meeting was to request use of a small amount of space in the Hills Memorial Library building to store confidential and non-confidential town records. These records have been maintained at an offsite storage facility. There is a monthly cost for this offsite storage of approximately \$60 per month, in addition to monthly retrieval/restocking fees that may be applicable. The spaces being requested include a locked closet in the lower level and an area to the right of the loft which currently houses unused old bookcases.

Trustees discussed that the SAU would need to be consulted. In addition, Trustees had concerns about who would have access to assure security of the HML building. Otherwise, the Trustees were willing to pursue this request. Trustee Creeden moved to authorize the Finance

Department to develop a more concrete plan for the utilization of space within the HML building, pending approval by the SAU. Trustee Kipnes seconded this motion. Motion passed unanimously.

Treasurer's Report:

Trustee Creeden referenced her report dated 2/29/12 provided to the Trustees. 45% of the working account has been spent as of this report. Trustee Creeden reported that heating oil is overspent at this time, but will be offset by the SAU reimbursement that is not yet reflected in the report. Chairperson Owen requested that the oil company be made aware of the change in ownership at 47 Ferry Street and questioned if there would be a reimbursement or credit since the oil was recently filled there. Selectman Nadeau did not believe that there would be a credit and stated that the sale was "as is."

Chairperson Owen also requested that Trustee Creeden develop a chart of accounts and stated that this is "essential" for the new Director.

Chairman's Report:

Interlibrary Loan Van service will remain "status quo" but continues to be vulnerable. She thanked all who made efforts to secure this program through signing petitions and writing letters on behalf of the program.

Chairperson Owen congratulated Trustee Creeden who was again elected to the position of Trustee.

Chairperson Owen commented on two upcoming events that the Library has the opportunity to participate in. The first, scheduled for April 7, is the Kiwanis Indoor Yard Sale. The second, scheduled for 5/21, is the Chamber of Commerce EXPO at Alvirne High School. As discussed, both events would be great opportunities for library exposure and to distribute information on the great number of services our library offers. Library staff will be in attendance at both of these events.

Chairperson Owen distributed a sheet outlining the Social Networking policy of the Hooksett Public Library. She stated that it may be a good reference for us in the future as we develop policies around this issue.

Discussion about the N.H. Library Trustee Association spring conference scheduled for May 21. Chairperson Owen cited this as a very valuable conference and reminded Trustees to fill out their application form identifying which sessions they wish to participate in.

Chairperson Owen discussed GMILCS consortium. This venture is too extensive and expensive of a process for us at this time. All of our patrons an access the books from other libraries through the ILL service and the wait for a specific book is generally no longer than a couple of days. Perhaps memberships in other consortia may be considered in the future.

Directors Report:

Betsy Martel referenced the Directors Report provided to Trustees reflecting activity for the month of February. In addition she added that the new fax has been installed. One area of concern patrons have noted is that the credit card number being used must be manually entered.

Ms. Martel also reported that circulation for the month of February was up. New library cards have been ordered and these cards are reportedly more “sturdy.” Two key tags will be provided to each patron. The Leap Day event was very successful and there was a crowd for the showing of Puss and Boots on that day.

Donations:

Trustee Creeden moved to accept donations for the month of February 2012 that included 3 books, 3 CD's, 4 games, and 19 DVD's. Trustee Kipnes seconded the motion. Accepted unanimously.

Friends of the Library:

Trustee Kipnes reported on the Friends of the Library. The last meeting Tuesday March 20, 2012, and the next meeting is scheduled for May 15, 2012. Plans were discussed for National Library Week, which is 4/8-4/14 and Staff Recognition will occur that week for staff celebrating 10 and 15 year anniversaries. Scholarship applications are due back to the FOL on 5/1/12. A committee has been established to choose the scholarship winner(s). They will also be at the Kiwanis yard sale. Evening sessions of Second Hand Prose will be scheduled to coincide with events that will now be held at the HML building. Questions were raised by the Friends about purchasing bricks. Orders for bricks can be obtained from the web site and dropped off to any staff at the library. Next Sunday session of SHP will take place on Easter, 4/8/12. Trustee Kipnes also commented on a very valuable member of the Friends group who is relocating out of state. Judy Mullins has been a great advocate for both the HML and the RML and will be greatly missed. The library in her new community has already recruited her to their Friends group.

Selectman Liaison:

Selectman Nadeau was available for the Library Board of Trustee meeting. He deferred his comments for later in the agenda.

Old Business:

The new Library Director for the Rodgers Memorial Library will be Charles Matthews. He will begin on March 26. Mr. Matthew has a great deal of library experience, most recently having worked for the Nashua Public Library for ten years as the Head of the Media/Art/Music Department. He is also an active member of the Friends of the Hunt Building. Mr. Matthews will participate in the Chamber of Commerce dinner and will be treated to a casual “coffee” on his first morning at the RML with staff. It was suggested that a Trustee should bring Mr. Matthews to Town Hall to be formally introduced to other Directors prior to his first Director's meeting, which are scheduled for the second and fourth Wednesday of April.

Mr. Jeremy Griffus was present for the meeting to discuss with Trustees the draft of the future HML sign. This design was considered by Trustees and appropriate changes were made. Mr. Griffus agrees to take the recommendations made by the board and develop another draft for review.

With regard to the Derry Road sign, Chairperson Owen reported that we are “back to the drawing board” with regard to this project. We have to re-examine the potential location of the sign due to wet land issues with the support of Mr. Oleksack and Mr. Manor. Chairperson

Owen requested that we obtain current bids from N.E Masonry and Welch Signs for a rough estimate of the cost to ensure we have the needed funds.

Selectman Nadeau commented on the Sale of 47 Ferry Street. He stated that the property was sold “as is” and therefore there would be no credit for the oil as previously discussed. Mr. Nadeau provided Trustees with a description of all expenses, which will be deducted from the total of the sale. Once the BOS have the opportunity to review the expenditures of \$7,010.46, the Trustees will receive a check for \$72,989.54, which needs to be used by 6/30/14 for Fit up and Furnishings. He mentioned that there might still be adjustments to this figure made by the Selectman.

Mr. Nadeau excused himself from this meeting following this report.

Trustee Kipnes commented on the Regional Trustee Meeting in Hooksett on 3/6/12. This was an informal discussion that was guided by participants. There was a discussion regarding non-public minutes, specific to the RSA mandates. Feedback was given that it is in a Board’s best interest to determine a length of time to seal minutes, should the decision be made to have them sealed. Information was shared that sub-committee minutes need to be posted and have minutes, though it was questioned if this needs to occur if there is less than a Quorum participating in such a sub-committee. One of the Trustee groups present for the regional meeting agreed to share electronically their job performance review as an example. Restrictions regarding adult volunteers in a library were discussed. Also, documentation for Board of Trustees self-evaluations, short-term and long-term goals was discussed. Overall, Chair Owen and Trustee Kipnes reported that this was a useful event, as always. We will host a Regional Trustee Meeting on 6/6/12. Tours of the RML will be given from 6-6:30 and then the meeting from 6:30 until 8:30pm.

With respect to use of the Hills Memorial Library Building, Trustees Rodgers reviewed plans developed by a sub-committee including Trustees Kipnes and Owen. There will be monthly events at the HML Building on the 3rd Thursday of the month beginning 4/19/12. These events will be in conjunction with the SAU and Historic Society. The first of these events will be an informal way to re-introduce the community to the building and encourage future use. Local photographers will display their work in May. In June there will be a showcase of Hudson’s non-profit organizations. Other ideas included a “Meet the Principals” night in August, and an event for Hudson History month in October. Trustee Rodgers moved to go forward with the planning of these monthly events at the HML building. Trustee Kipnes seconded this motion, which passed unanimously. Trustee Rodgers moved to obtain authorization from the Board to organize the first 3 events at the HML building and take any necessary action to schedule/plan events discussed. Motion seconded by Trustee Creeden, and accepted unanimously.

Chairperson Owen noted that copies of the portraits of Virginia and Alfred Hills are now hanging in the HML building. The original portraits are stored in archival boxes at the RML. They reportedly are too fragile to hang in the HML building. The Historical Society has requested digital copies of the portraits so that they may be hung at the Hills House. Trustees discussed pursuing an appraisal of the portraits. There was some concern noted that the cost of the appraisal may outweigh the benefit. A request was made to any of our patrons that may be in a position to examine the portraits and give us a “pre-appraisal” basically to let us know if it

is worth our effort and money to pursue an actual appraisal, to let us know. Trustee Rodgers to follow up with the N.H. Historical Society to see if they can give us some guidance.

Chairperson Owen commented on the March memorial activities in honor of the anniversary of Phil Rodgers death. She thanked Trustee Rodgers for her efforts to see this event through, as well as the staff who participated in the planning. The Remembrance book is still on display. Patrons received book marks with the poem IF as well as carnations. We took about 20 photographs at this event and the feedback received was very positive. The Rodgers' family members who stopped by the RML on that day were very pleased with the event. A collection of books related to citizenship were purchased and displayed with a book plate in memory of Phil Rodgers. Chairperson Owen would like a collage made to include some of the photos taken, comments made in the book, and a list of the books added to the collection in honor of Phil. Trustee Rodgers offered to work on this project.

The Board of Selectman approved \$20,000 to improve the cable broadcast quality in the HML building. There is no timeline as of yet regarding the completion of this project.

New Business

Hooksett Public Library is providing us with a copy of their Personnel Manual to use as a frame of reference for the development of our own Personnel Manual.

A status report was developed by Trustee Rodgers and reviewed. This includes a check list on the front cover to identify the status of "projects in progress." Inside of the status report includes a page dedicated to each ongoing agenda item, where notes can be taken to serve as a reminder of what tasks need to be accomplished. All Trustees agreed in the prioritization for the incoming Director is exploring Sunday hours. Another agenda item that needs immediate attention is the irrigation system at the RML property. Requests for Proposals need to be sent out. We have one proposal that is now six months old. The discussion regarding the suggestion of having portraits done of Phil and Al Rodgers has been tabled until October 2012. Ms. Martel will obtain a current quote for the coat rack in the Children's Room as this should be completed before the next winter season.

Action Plan:

Will now be included in the status report.

Trustee Comments:

Betsey Martel: I am glad to have filled in as Library Director, and I am very glad to return to my position in the Children's Room because that is where my heart is. I learned a lot as the interim director. It was really rewarding to see some things come together and be achieved, like the people counter. So thank you.

Trustee Creeden: Thanks to all of you who voted on election day and voted me back as a Library Trustee. I encourage our patrons to check out our library web site for Library Week events. I also want to thank Betsey for doing a great job as the interim director.

Trustee Rodgers: Thank you to Betsey for doing an awesome job as the Director. I'd like to welcome Charlie. I recently ran into a prestigious person in Nashua who had very nice things to say about Charlie and noted that we would reap the benefits and it was certainly a loss to Nashua.

Trustee Chafe: I'd like to say thank you to Robin who did a great job organizing the event in honor of Mr. Rodgers. It was lovely. The books selected were wonderful, and I can't wait to be able to check them out and read them to my children. As a mom who tries to ensure her children are community focused, the books selected were fabulous choices. I'd also like to welcome Charlie and I encourage staff to come in and give him a warm Hudson reception.

Trustee Kipnes: Thank you to Betsey. You jumped right in and did what needed to be done. Thanks also to Robin for developing the status report and keeping us organized and on track. I'd also like to say "welcome" to Charlie.

Trustee Owen: Thank you, Betsey, for stepping in with some trepidation, but doing a great job. Thank you also to Robin and the staff for really getting a lot done. And also to the community for always supporting the library. This community has embraced the library. Thank you to the Hudson-Litchfield News for the coverage recently. I am not always happy to read the Thumbs Down. If you have a less than positive experience at the library, please bring it to us or the staff so that we can properly address it. When an issue is presented to us anonymously we cannot address it. We do our best, but we are not perfect. We just ask for an opportunity to address any concerns our patrons have. I am also thrilled about Charlie starting next week.

Next Meeting: Our next regularly scheduled meeting is Wednesday, April 18, 2012 at 6pm in the Hills Memorial Library building. This will be our annual meeting and BOT officers will be elected.

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

The Regular Meeting adjourned at 8:23 p.m.

Trustee Chafe moved to returned from non-public session at 8:47pm. This motion was seconded by Trustee Creeden, and accepted unanimous.

In non-public no formal action was taken.

Respectfully Submitted,

Jennifer Chafe, Secretary