



TOWN OF HUDSON

Library Board of Trustees



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Regular Meeting Minutes January 18, 2012

Call to order at 6:03p.m.at the Hills Memorial Library Building. Pledge of Allegiance led by Linda Kipnes.

Attendance: Trustees Connie Owen, Arlene Creeden, Linda Kipnes, Robin Rodgers and Jennifer Chafe, Interim Library Director, Betsey Martel . Excused: Selectman Ben Nadeau.

Public Input: There was no public input.

Acceptance of Minutes:

Board Minutes from December 20, 2011. Motion made to accept minutes, pending grammatical corrections, made by Linda Kipnes and seconded by Robin Rodgers. Accepted unanimously.

Correspondences:

Chairperson Owen read from a note from former Director, Toni Weller, thanking Trustees and Staff for a “lovely” reception and she stated that the gifts from the Trustees was a “wonderful surprise”. Chairperson Owen informed Trustees that Toni would maintain her email address account for a period of time. A picture and a brief mention of Toni’s retirement were added to the website. Chairperson Owen also cited a correspondence received by all Trustees from the New Hampshire Library Trustees Association and she noted that the date of the annual conference and meeting is 5/21/12. Chairperson Owen commented that it was “very valuable” for all Trustees to be in attendance at this conference as there are enough presentations being offered that all Trustees can attend different seminars and bring information back to the group.

Treasurer’s Report:

Trustee Creeden referenced her report provided to the Trustees. She added that a check for the second half of the working account was deposited to the Money Market Account by the town and that this is not reflected in the report. She also noted that we are in balance with where we should be at this point in the fiscal year. Trustee Creeden reported that she has contacted the Trustees of the Trust Funds to see if we have accumulated any interest this year for potential use for the Hills Memorial Building sign. Trustee Creeden moved to use the funds from the Trustees checking account specifically for the Hills Building for the sign. Trustee Kipnes seconded the motion, which was accepted unanimously. Trustee Rodgers questioned when the accounts can be merged, and Trustee Creeden reported that she first needs to identify how much of the money is from fines, interest, or furnishing money. The report was filed for audit. Trustee Rodgers requested a reference page be added to our monthly reports that includes a list of all our accounts to allow us a better sense of what special funds we have and our spending of these accounts.

Chairman's Report:

Chairperson Owen thanked the Trustees and Staff for all of the hard work in 2011 in bringing most of our documents up to date. She also thanked Trustees, Staff, and Friends of the Library for putting together the nice farewell for Toni.

Chairperson Owen reflected on the "12 Golden Rules" for Trustees that she provided the Trustees. She stated that these are a good reminder of our guidelines as Trustees as we approach our annual meeting. She also asked Trustees to consider the work committee structure as we will re-examine these sub-groups over the coming months. Each Trustee should give some consideration to what work committee they would like to commit to.

Chairperson Owen updated Trustees on the ILL van service. She stated that New Hampshire state librarian Michael York reported he is "cautiously optimistic" that the van money will remain, though no final decision has been made. Chairperson Owen thanked the patrons who signed petitions and wrote letters of support for the ILL van service.

Chairperson Owen thanked Trustee Rodgers for purchasing the clock for the Community Room and having it mounted. This clock was purchased with the memorial donations accepted on behalf of former library staff, Sheila Groves. Trustee Rodgers will follow up with purchasing a plaque for the wall to be mounted near the clock identifying the memorial gift and once this is completed, Sheila's family will be notified and invited to come and see it.

Chairperson Owen reminded us to mark our calendars for 9am Saturday 2/11/2012, which is the town deliberative session at the Hudson Community Center. She stressed the importance of us and our other supporters to be there and prepared to answer questions and advocate for the library.

Chairperson Owen thanked Betsey and Barbara for completing the safety manual.

Chairperson Owen commented that she recently spoke with the Library Director of the Sandown library who commented on how fortunate we are to have the library and she expressed her compliments to our staff for the smoothly run operations.

Directors Report:

Betsey Martel has been named as Interim Director until the Trustees identify Toni Weller's replacement. Ms. Martel referenced the Director's report provided with a minor correction; staff identified as "Andrew" on the last page is actually "Danny."

Donations:

Trustee Creeden moved to accept donations for the month of December that included 24 books, 3 DVD's, and 2 puzzles. Trustee Kipnes seconded the motion. Accepted unanimously. Arlene Creeden also moved to accept a monetary donation in the name of former staff Sheila Groves in the amount of \$135. Seconded by Trustee Kipnes, and accepted unanimously.

Friends of the Library:

Trustee Kipnes reported on the Friends of the Library as she was in attendance in last night's meeting. She reported that Second Hand Prose will only be offered on Sundays from now until at least Daylight Savings resumes. There is not enough patronage on Thursdays to justify the

weeknight hours. It is believed this could be in part due to the darkness during the late afternoon/early evening hours and the fact that the signs advertising SHP cannot be seen. The FOL were wondering if there would be space on the new Hills sign to accommodate FOL/SHP information and if this sign would be lighted. The sign will not be lighted and cannot accommodate any more information, however the FOL are welcome to contact the sign maker, Jeremy, to see if he can come up with a tasteful design, perhaps another sign to be hooked on the bottom of the main sign, for the Friends to post their SHP dates. At the last FOL meeting they also processed Santa's visit and the holiday decorations and came up with some suggestions/plans to improve upon the event for next year. The FOL are beginning to plan for Library Week. They have a sign that honors staff that have put in 20 years of service. This year there will be two staff added to the sign. The FOL wanted some feedback as to how/if the name of the new library should be added to the sign, i.e. identified as "Rodgers Memorial Library" or as its proper name "George H. & Ella M. Rodgers Memorial Library." It was decided that the full name should be used and suggested that perhaps no logo should be used as it may be pricey to include both library names. The FOL will again be offering a scholarship to high school seniors. Applications are both available online and at the AHS guidance office. The applications will be due to guidance by 5/1/12. The FOL also purchased a "Brick" for former Director Weller.

Selectman Liaison:

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

Old Business:

Welcome to Ms. Betsey Martel as new acting director.

Hiring process with respect to new Library Director will be further discussed in non-public session of the BOT.

Trustee Creeden spoke on the planning of the archive room. She toured the space with architect Richard Smith, former Director Weller, and Bob Gagnon, custodian. The space is bigger than what Mr. Smith previously provided proposal/plans for. Now that he has had an opportunity to assess the space he is going to re-write a more accurate proposal for Trustees consideration. Trustee Creeden was unsure when we could expect the updated proposal.

With respect to the sub-committees, Trustee Rodgers reported that the job descriptions are completed and put in a binder with the organizational chart and two memory sticks with all of the data electronically. Chairperson Owen and the Trustees thanked Trustee Rodgers for all of the hard work on this effort.

With respect to the HML sign, Trustee Rodgers reported that she met with Jeremy Griffus, and he feels that we are going to be very pleased with the design. Trustee Rodgers gave Trustee Creeden a purchase order as Trustees agreed to pay Mr. Griffus half of the money up front.

With regard to the Derry Road sign, Bernie Manor met with Bill Oleksak, and the sign cannot go where the Trustees first envisioned due to wet lands. Mr. Manor suggested perhaps that we go closer to the street, at about 5 feet from the sidewalk, which would accommodate the width of the sign. Chairperson Owen suggested the idea of having a one sided sign facing the front of the road, given that now we will have the state signs on the road. There was a brief discussion

about the placing of the sign. Chairperson Owen mentioned that both perspective sign companies have agreed to come out to assess the property and give design ideas. All Trustees agreed that this is a good idea. Chairperson Owen agreed to contact the vendors and try to schedule a time for them to come out and meet with some of the available Trustees and Bernie.

Chairperson Owen commented on the farewell reception for Toni stating that it was “delightful” and she expressed thankfulness that the weather did not impact the gathering. Again, she thanked the staff and Trustees for getting the event together.

Chairperson Owen provided the Trustees with a potential agenda she developed for the tentatively planned regional trustee meeting in 2/2012. Trustees agreed that focusing the agenda on trustee development, in addition to ways to support staff (career incentives and incentives) as focal for this informational gathering. The regional meeting will be a way for Trustees to bring forth and share ideas. Dates were considered and tentatively scheduled for 2/23/12, from 5:30 to 8pm. Ms. Martel is going to book the Community Room for the Trustees.

New Business

With regard to 47 Ferry Street property, there were five bidders at the auction and the highest bid was for \$60,000. This issue will be taken up at next week’s Board of Selectman meeting (January 24, 2012.) A determination will be made at that time to accept/decline the bid.

Trustee Rodgers inquired about planning/proposals to mark the anniversary of the death of one of the library’s benefactors, Phil Rodgers, which is in March 2012. There was some discussion about marking that day, at minimal, with flowers and display of his portrait. Also, the date will be identified on the library web page. A sub-committee (Trustees Rodgers and Owen) will work on developing some ideas for a more fixed memorial on behalf of Phil.

Chairperson Owen asked about an update of the portraits of Virginia and Al. Trustee Rodgers stated that it was anticipated that the refurbishment would take up to 9 months, which would be some time in May 2012.

Ideas about future expenditures were discussed including an electronic monitoring system to assess the number of patrons the library services daily. This would cost roughly \$500. Another idea broached was a coat rack for the children’s room. Ms. Martel reported that she has received a quote for a custom design coat rack to fit the nook, previously identified for a copier machine. This design matches the furniture in the children’s room and the rough cost is \$2,300. These ideas will be further considered.

Trustees have to continue their work on the re-development of a policy related to non-resident library cards, which was previously discussed.

Action Plan:

Not applicable this month.

Trustee Comment:

Trustee Kipnes: I have a final report on the Alternate Electricity plans. The Board of Selectman voted to select and sign the contract proposed and it is anticipated that it will be in

effect very soon and we will begin to see savings on the rates for town buildings. We miss Toni. She did a wonderful job for us. A reminder, at the library we have a device that can be checked out for three weeks that you can plug your appliances into it and it tells you how much your appliances use. It can give you a very good idea of how your power is being utilized in your home.

Trustee Chafe: I want to welcome Betsey and thank her for filling in while we find a permanent placement for Toni. Also, a reminder, registrations is now ongoing for programming in the children's room.

Trustee Rodgers: Welcome to Betsey, you will do fantastically. It's cold outside, stay home and read a book.

Acting Director Martel: I am glad to be here and to help out the Trustees in this way.

Trustee Creeden: I'd like to welcome Betsey. The library will be so different without Toni. I was a little sad walking into her empty office the other day. I wish Toni well in her retirement and I hope we get a new director soon who is almost as good as Toni.

Chairperson Owen: I want to thank Toni for twelve plus years of service. I wish her well and hope she "survives" the transition into retirement. I also wish to support the staff during this transition, and the next transition when we bring on the new permanent director. I'd like to thank the staff again for helping with Toni's reception and for the beautiful memory book that was made for her.

Next Meeting: Our next regularly scheduled meeting is Wednesday, February 15, 2012 6 p.m. at the Hills Memorial Library Meeting Room.

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 7:34 p.m.

In the non-public session, applicants for the Directorship of the RML were reviewed and considered.

Trustee Creeden moved to return from non-public session at 8:25pm. This motion was seconded by Trustee Kipnes, and accepted unanimously.

Trustee Rodgers moved to re-open the Library Director application acceptance period for one week. Trustee Creeden seconded this motion, which was accepted unanimously.

Meeting was adjourned at 8:27pm.

Respectfully Submitted,

Jennifer Chafe, Secretary