



# TOWN OF HUDSON

## Library Board of Trustees



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### Hudson Library Board of Trustees Regular Meeting Minutes December 20, 2011

Call to order at 6:08p.m. at the Hills Memorial Library Building. Pledge of Allegiance led by Linda Kipnes. Acknowledgement made by Chairperson Connie Owen that this meeting is being held one day earlier than our usually scheduled meeting to accommodate holiday travel plans of the Trustees.

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

**Public Input:** There was no public input.

#### **Acceptance of Minutes:**

Board Minutes from November 16, 2011. Motion made to accept minutes made by Robin Rodgers and seconded by Arlene Creeden. Accepted unanimously. Board Minutes from special meeting convened on November 30, 2011. Motion made to accept minutes made by Robin Rodgers, seconded by Arlene Creeden. Accepted unanimously. Request made by Arlene Creeden to include page numbers on the minutes in the future.

#### **Correspondences:**

Chairperson Owen referenced a survey questionnaire that all Trustees received from a student of Southern New Hampshire University. Chairperson Owen asked that we take the time to complete the survey and return it to the student in the enclosed self-addressed stamped envelope. The deadline for completion of this survey is imminent.

#### **Treasurer's Report:**

Trustee Creeden referenced her report provided to the Trustees, which reflected July 1-November 30, 2011. She noted that we are in balance with where we should be at this point in the fiscal year. We are at roughly 25% of our working account. The report was filed for audit. Trustee Rodgers requested a reference page be added to our monthly reports that include a list of all our accounts to allow us a better sense of when special funds we have and our spending of these accounts.

Trustees discussed the need for a salary line adjustment in the budget to accommodate for the new Director's potential need for medical/dental insurance as our current Director does not receive town benefits. Trustee Creeden reported that this cannot be added to our budget until we hire a new Director and determine if that person will be receiving medical/dental coverage. Trustee Creeden reported that regardless, our bottom line should not need too much adjustment once the current Director's flex benefits are accounted for. Chairperson Owen acknowledged that the Board of Selectman brought it to our attention that this may be a potential issue.

**Chairman's Report:**

Chairperson Owen updated the Trustees on the status of 47 Ferry Street. The auction is to be held on 1/14/12 at 9:30am, by St. Jean's auctioneers.

Chairperson Owen raised the concern that a patron brought to the attention of Director Weller regarding the library being an active place and not silent, as libraries once were. Chairperson Owen posed the question should the Trustees take on this issue. Trustee Creeden shared that she believes that the library is more of a community gathering place and that there are sufficient study rooms available for any patron who seeks a silent work space. Chairperson Owen stated that she wants our patrons to feel that if they have concerns we will give the issue serious consideration. Director Weller noted that the library is generally a quiet space, however for about a half hour to forty-five minute period after the high school lets out it can be more active and loud as the students get settled into their study groups. It was suggested that Staff could "run interference" and work to get the students settled more expeditiously. All Trustees validated the concerns raised by patrons.

Chairperson Owen also wanted to thank the Friends of the Library and library staff for decorating the library so festively.

**Directors Report:**

Director Weller cited her report provided to the Trustees. She also added that the library is hosting an Amnesty Week from January 3-January 9 where long overdue books can be returned to the library without penalty of fee. Currently, there is \$2,500 worth of long overdue materials.

Director Weller also reported on the Open Source ILS still being considered and no determination has yet to be made if this is a viable option for RML or not. It will ultimately be the decision of the Trustees. She noted that though it is not as fancy as other systems, there is no licensing fee.

**Acceptance of donations:**

Trustee Creeden moved to accept donations for the month of November that included 8 books and 2 DVD's. Trustee Kipnes seconded the motion. Accepted unanimously. Arlene Creeden also moved to accept a monetary donation in the name of former staff Sheila Groves, who passed away last month, in the amount of \$375. Seconded by Trustee Kipnes, accepted unanimously. This money will be deposited into the Trustees account to be used at our discretion.

**Friends of the Library:**

Trustee Kipnes and Chairperson Owen reported on the Friends of the Library. 311 children were photographed with Santa when he visited the RML. It was a wonderful event and children were offered cookies and milk in the Children's programming room and several festive craft activities were provided as well, all donated by the FOL. Second Hand Prose was held on Sunday 12/11/11 and Thursday 12/15/11. The scheduling of Thursday SHP sessions is going to be reconsidered as the number of participants may not justify the evening events as often as they are currently being convened. It was suggested that perhaps in the summer months when it is lighter during the late afternoon/early evening there may be more customers.

**Selectman Liaison:**

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

**Old Business:**

Yesterday was the last day for applicants for the Directorship of the RML. We received 14 applications, many with excellent qualifications. Further discussions will be held regarding applicants and who will be offered an interview in a non-public session. Interviews will be held after the New Year.

Trustees reviewed the bid provided by Adams and Smith for the design of the archive room. A motion was made by Trustee Creeden to use \$14,600 of the Fit up and Furnishings money for the design of the archive room by Adams and Smith, with sub-contracting provided by RDK Engineers, as outlined in the written bid, pending the confirmation of the exact square footage. Motion seconded by Trustee Kipnes and accepted unanimously. There was a brief discussion regarding the specifics of the future archive room. Trustee Rodgers questioned if the archive room would have space for storage for items from the Historical Society. Trustee Creeden reported that this was possible, either by donation from the Historical Society or through a shared agreement/Memorandum of Understanding (MOU).

With regard to Interlibrary Loan Van service, Michael York completed and submitted his final report which indicated that the best use of federal funds is the ILL service. No decision will be made until the new budget. Chairperson Owen thanked all of the patrons who contributed signatures and letters of support for the ILL van service.

Trustee Rodgers reported that the job descriptions are nearly finished. Trustee Rodgers reported that all that needs to be completed is the Bookkeeper position and the Director position. She also requested an electronic copy of the organizational chart from Director Weller to be maintained in the binder with an index and all of the job descriptions for easy access. Also, all of the information will be maintained on a memory stick. Chairperson Owen thanked Trustee Rodgers for all of the hard work on this effort.

Trustee Rodgers reported that she received 2 proposals for the HML signage. The specifics of this proposal will be further discussed in non-public.

With regard to the Derry Road sign, RFP's will be sent to N.E Masonry, who did the stone finish on the building; and Welch Architectural Signage, who did the original sign for the RML. Bernie Manor is following up with seeking approval from Bill Olesack. Chairperson Owen thanked Mr. Manor for always advocating for the library.

Trustee Rodgers provided the Trustees with the final version of the by-laws via email last week. All Trustees approved of the completed by-laws and signed off on them. Again, thanks to Robin Rodgers for completing this. Chairperson Owen commented that it feels good to be completing all of these items on our "to do" list.

Chairperson Owen asked Director Weller what the general consensus was regarding the staff Holiday party. Director Weller reported that the staff appreciated being recognized. Chairperson Owen noted that it was nice to be able to just engage in conversations with staff

that were not work-related and to learn more about their families and how they celebrate the holidays.

Chairperson Owen reported that she has not yet had the opportunity to develop an agenda for the tentatively planned regional trustee meeting in 2/2012. An agenda will be developed by Chairperson Owen after the New Year.

Trustee Rodgers reported that she purchased a clock for the Community Room, but the face of the clock is an inappropriate size for the room. It is going to be returned and she will continue to look for a clock for that room.

Chairperson Owen applauded the Alvirne High Crazy 8 Jazz band for their performance at the RML on Saturday December 17. There were approximately 40 people in attendance and it was, as usual, a wonderful performance.

### **New Business**

Chairperson Owen sent Holiday Greetings to all of our Patrons and extended best wishes for a prosperous and Healthy New Year. She noted that there is a lot going on at the RML vacation week and that the atmosphere there is very family friendly.

Chairperson Owen also commented on the potential use of the town website for promoting activities at the RML, and suggested that we utilize that forum more regularly.

### **Action Plan:**

Not applicable this month.

### **Trustee Comments:**

Trustee Kipnes: I have a report on the Alternate Electricity plans. We received 14 bids back and there was a recommendation that the town accept one that is 20-25% better than PSNH electricity costs. The Board of Selectman is going to take this up at their next meeting scheduled on the 27<sup>th</sup>. This could represent a significant savings and we were very pleased. The supplier is hoping that it can be implemented for meter readings in 2/2012 and hopefully we will be able to see some of the savings then. I also want to wish good luck to Toni. This is going to be your last meeting, most likely. I'd also like to say Happy Holidays to everyone.

Trustee Creeden: I'd like to say Happy Holidays to everyone in town and especially all of our staff and patrons. We hope you have enjoyed the programming and what additional plans staff have for vacation week. Happy Holidays.

Trustee Chafe: I wish to thank the Friends of the Library again for arranging Santa's visit. It was a wonderful event, as always. I just love participating in that every year. I'd also like to wish our patrons a Happy Holiday and a prosperous and healthy New Year.

Trustee Rodgers: We also had a great time at Santa's visit. There was a volunteer, Alyssa, who did the crafts with the children and she was fantastic. I also had the opportunity to work with Gayle as she was finishing paperwork for the NH Historical society and she was amazing and thorough and professional. I am always thankful to Amy, who knows what I enjoy reading

and will put books she knows I'd like on hold for me. Toni, I wish you the very best. And Merry Christmas to everyone!

Director Weller: Thank you. It has been 12 wonderful years at the Hills Library and the Rodgers Memorial Library. I have had the opportunity to work with a supportive staff and Trustees and developed many warm and wonderful friendships with the ladies and gentlemen that have been on the Board of Trustees during my years here. And, finally, I want to remind everyone of our Amnesty Week starting on January 3, 2012.

Chairperson Owen: I also want to extend holiday greetings to our staff who are a very, very wonderful group of people and we are fortunate to have you as the leader of that group. I want to thank you, Toni, for being so helpful in offering suggestions and support in identifying a new Director. I want to remind folks, that if it's chilly outside, the library is a warm and welcoming place to spend time and our library not only offers traditional paper books but also access to electronic resources and reading. You can download books from the library to your electronic reader. Again, happy holidays to everyone.

Next Meeting: Our next regularly scheduled meeting is Wednesday, January 18, 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 7:16 p.m.

In the non-public session, applicants for the Directorship of the RML were reviewed and those applicants who would be called for an interview were identified based on their qualifications. Other applicants will receive notice that their resumes were obtained by the Trustees and at this time they will not be interviewed for the position, but their applications will be filed for potential future reference.

The going away event for Director Toni Weller was discussed and a small reception will be held on Thursday January 12, from 4-6pm. Specific staff ,(Ann and Betsy) has been asked to develop a book for patrons to sign for Toni.

Specifics of the proposals for the HML building sign were discussed.

Returned from non-public session at 8:22pm.

Trustee Robin Rodgers moved to accept the bid from Jeremy Griffus for a 2-sided, 9 foot sign, not to exceed \$1,800. Connie Owen seconded this motion, which was seconded unanimously.

Meeting was adjourned at 8:24pm.

Respectfully Submitted,

Jennifer Chafe, Secretary