



TOWN OF HUDSON

Library Board of Trustees



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Hudson Library Board of Trustees

Special Meeting Minutes

November 30, 2011

Call to order at 1:05 p.m. at the George H. & Ella M. Rodgers Memorial Library.

Attendance: Trustees Connie Owen, Robin Rodgers, Arlene Creeden, Jennifer Chafe and Linda Kipnes.

Meeting requested by Chairperson Owen to begin discussions for recruitment of new Library Director and finalization of last minute details for budget committee meeting this evening.

Trustee Creeden opened by requesting a review of the plan for Part-time employee option to buy into insurance. She reminded trustees that though the town allows part-time employees to buy in, this is discussed periodically and we cannot guarantee that it will always be an option permitted by the town. If the town should decide to rescind this option we as Trustees would need to take up the issue and decide what we want to do. She also reminded us that future trustees may not support the idea of part-time employees having this option as we do.

With regard to the Budget meeting tonight, Trustee Creeden felt that we should highlight the fact that we returned excess salary money from last year and that our proposed budget is less than 1% higher than the previous years' budget and that if we do not ultimately need the money allotted to supplement Interlibrary Loan Van Service, we will be level funded.

Trustees discussed salary range to be offered for the new Director. There was a review of other salaries for this position offered in southern New Hampshire and Hudson pays our Director close to the mean salary.

Trustees discussed useful tools for assisting library boards in the hiring process for a new director. This included forming a search committee, which was decided would include the Trustees a several full-time staff. Also, we have to complete the job description for this position. The position must be posted and advertised, which has been done. Trustees decided to wait until the deadline (December 19, 2011) to send out acknowledgements for applications received. All trustees were advised by Chairperson Owen to develop relevant interview questions. Trustees also reviewed Core Competencies for a Librarian and Library Director.

A brief discussion regarding what type of event should be planned to honor Director Weller's years of service that will both allow patrons to share their regards with Toni, but also respect her wishes for minimal fanfare. Trustee Chafe agreed to follow up with staff regarding their plans.

The meeting Adjourned at 2:25pm.

Respectfully Submitted,

Jennifer Chafe, Secretary