



TOWN OF HUDSON

Library Board of Trustees



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Hudson Library Board of Trustees

Regular Meeting Minutes

November 16, 2011

Call to order at 6:00p.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, Library Director, Toni Weller. Excused: Selectman Ben Nadeau.

Public Input: There was no public input.

Acceptance of Minutes:

Board Minutes from October 19, 2011. Motion made to accept minutes, pending grammatical corrections, by Linda Kipnes, seconded by Robin Rodgers. Accepted unanimously.

Correspondences:

A letter dated November 15, 2011 to the Board of Trustees from the Library Director, Toni Weller, announcing her pending retirement in January 2012. Chairperson Owen thanked her profoundly for her years of service. Director Weller stated that it was a difficult decision, but ultimately the right one for her and her family. She stated her intentions to be as helpful as possible in assisting the Trustees in filling her position.

Treasures Report:

Trustee Creeden referenced her report provided to the trustees. She noted that we are in a good place with respect to spending from our working account as we are at roughly 18%. She reminded us of the expenses that we often incur at the start of the New Year. The report was filed for audit. Trustee Creeden also reminded us of our review with the Budget Committee on Wednesday November 30, 2012 in the Buxton Conference room at 7pm. A copy of the narrative that was provided to the Budget Committee was provided to the trustees for final review.

Directors Report:

Director Weller referred to her report provided to the Trustees. In addition she reported to the Trustees that there was slight storm damage to an electrical panel at the HML during the October storm. She believes that this is not covered by insurance, however Chairperson Owen requested that she follow up to confirm this. A bid will be sought by Power One, who provided the initial electrical services. As we have a history of working with this company and they are familiar with our set-up, other bids were deemed unnecessary.

Director Weller also reported on a circulation issue with a specific patron who is a resident of the Ann Marie House. The items have since been returned, however this is an ongoing issue with this patron and it becomes particularly concerning when items are from Interlibrary Loan. There was a discussion about limiting the number of books AMH residents can take out (this is already our practice), and possibly restricting ILL books from leaving the library for these patrons. Director Weller will draft a letter for the residents of AMH about ILL books being for reference purposes only and not to be checked out.

Chairperson Owen questioned Director Weller about the high number of people seen staffing the front desk. Director Weller reported that at times three people staff the front desk so that staff who have other tasks to complete have the opportunity to get their work done. Chairperson Owen reminded Director Weller that we must remain vigilant about staff hours and that three or more people should not be needed to staff the front desk.

A reminder from Director Weller that the Buy-a-Brick program runs all year with brick installation twice a year, in the Fall and Spring and that orders are being taken for the Spring installation.

Trustee Kipness agreed to follow up regarding the chairs to be purchased for the Community Room.

Chairman's Report:

Chairperson Owen requested that all trustees read through thoroughly the FY2011 town report.

Chairperson Owen extended birthday wishes to Trustee Rodgers, who celebrated a milestone birthday on 11/11/11 and was featured in the Hudson-Litchfield News.

Acceptance of donations:

Trustee Creeden moved to accept donations for the month of October that included 31 books, 5 CD's, and 2 DVD's. Trustee Chafe seconded the motion. Accepted Unanimously. There was no monetary donation for the month. There have been donations made in memory of former staff Sheila Grove. This will be accepted by the Trustees once all gifts are collected and it will be deposited into the Trustees account to be used at our discretion, unless specifically restricted by the donor.

Friends of the Library:

Trustee Kipnes reported on the Friends of the Library. She reported that the FOL are going to be very active in the upcoming months. The Friends will be decorating for the holidays on 11/28/11 at 6pm and all those willing to help are welcomed. On Thursday 11/17 there will be an evening Second Hand Prose from 6-8pm. On 12/11 will be the regular Sunday hours of SHP and another evening edition of SHP on 12/15 from 6-8. On December 3, the FOL will join the Trustees in Welcoming Santa to the Rodgers Memorial Library.

Selectman Liaison:

Selectman Nadeau was unavailable for the Library Board of Trustee meeting. A correspondence was sent to him by Chairperson Owen to address the lack of communication he has had with the BOT and she has yet to receive a response. The Board of Selectman were unaware that the library was able to open for periods of time during the storm. The BOT hope

that communication with the BOS liason will improve. Chairperson Owen again thanked the dedicated staff of the RML for opening during the storm. Though the building is not qualified as a designated warming station, it was a warmer option for many folks in town. Also, there were outlets available for cell phone charging and minimal lighting. The librarians helped patrons check items out of the library “the old fashioned way” with pen and paper as the computers and databases were down. Trustee Creeden wondered if there was a way in the future to work with the Fire Department to have their signs reflect when the library is open during a storm.

Old Business:

Fit-up and furnishing funds were discussed. Chairperson Owen reminded us that we are nearly into 2012 and that will leave us 18 months to use this money. She stated that we may need time to implement whatever it is we identify that money to be used for so that should be a priority for us soon. Again discussed briefly is using the money for Archive room and we need to actively pursue a quote for this to be completed. Chairperson Owen suggested that in January we have a plan of anticipated costs and dates for expending funds.

With regard to Interlibrary Loan Van petitions, Chairperson Owen reported that 275 signatures and letters were provided to Michael York of the State Library accompanied by a letter drafted by Director Weller about the value of ILL vans. A decision regarding van service is expected at the end of November. Chairperson Owen thanked all of the patrons that took the time to advocate for the van service.

The job descriptions are nearly finished. Chairperson Owen and Trustee Rodgers will be meeting again soon to complete this project. The Library Director position description is one that is not yet completed, and is now a priority given Director Weller’s resignation.

Chairperson Owen reviewed a draft request for proposals (RFP) for the HML signage. The trustees reviewed our specifications for the sign. The paperwork for bids asks vendors to provide the final cost, a breakdown of costs, contact person, expiration date for the quote, delivery schedule, and warranty. Three sign vendors will be considered.

With regard to the Derry Road sign, all trustees agreed that we would like a two sided sign. This sign project will be more complicated than the HML signage given the wet lands and the property lines.

Chairperson Owen asked Director Weller about the status of the blue NH library signs that she obtained. Director Weller reported that they are still exploring locations for the two signs to be posted on either side of the road. Director Weller is to follow-up with Bernie Manor.

Trustee Rodgers made corrections/changes to the by-laws. Some additional corrections with regard to the bulleting needs to be completed as discussed at this meeting. A final copy will be provided to the BOT by the first week of December for our final review before the December Trustee meeting when they will be voted on. They will then be effective immediately.

The tentatively planned regional trustee meeting for 2/2012 was discussed. An agenda will be developed by Chairperson Owen at the start of the New Year. She was provided a copy of the MerriHillRock group contact information.

Trustee Rodgers questioned the consistency of paperwork letterhead. It was discussed that the Agenda and Minutes need to be on the letterhead for the library.

New Business

Trustee Creeden to schedule a meeting with Terry Knowles, however this will not be done until after the Budget season is completed.

Recruitment for a new Director was discussed. Trustee Creeden reluctantly moved to accept the resignation of Director Weller. With regret, Trustee Rodgers seconded the motion. With much sadness, the motion was accepted unanimously.

Trustee Comments:

Jen Chafe: I wish to remind our patrons of Santa's visit on 12/3. This is a wonderful opportunity for families to have their pictures taken with Santa in a low-stress environment and the pictures are free. It was one of the wonderful events that our library sponsors that made me fall in love with the library a number of years ago. So, I hope everyone can attend.

Robin Rodgers: To Toni; Best wishes. I admire your professionalism. I am sorry to see you go. I hope that this is the decision that is in your heart. I also want to thank Connie for bringing in the picture from the Hudson Litchfield News. I also want to welcome everyone to Santa's visit. It is a wonderful community event.

Linda Kipnes: I think it was wonderful that the library was able to remain open during the storm. I want to thank Toni and the staff for working hard during the storm to keep operations running. Toni, I am devastated that you are leaving and I worry about how we go on without you.

Arlene Creeden: I also want to remind patrons of Santa's visit on 12/3 from 9:30 until 11:30. Toni, thank you for 12 years of fabulous work for us and all of the help and support in getting the new library established. You have done so much to help get the new library set up and working with our excellent staff. Thank you for everything.

Toni Weller: I want to encourage everyone to attend our Second Hand Prose. It has been a wonderful 12 years. I am happy to have had such closeness on working with the new building and the best Trustees. It has been a wonderful journey and I thank you.

Connie Owen: I want to remind folks of the holiday luncheon on 12/9 and 12/10, Friday and Saturday at 11:30. This is an informal event for staff and Trustees to sit and chat. Also, I am excited for Santa's visit. I have so much fun just watching the children's faces light up and the families taking their pictures. I am so surprised about Toni's news. She will be very deeply missed by staff. I am sure we will run you ragged with your helping to recruit your replacement. I appreciate that it is your time for a change. I thank you for all that you have done and I am glad that you had two years to enjoy the new building.

Next Meeting: Given trustee availability issues it was proposed to move our regularly scheduled meeting from Wednesday, December 21, 2011 6 p.m. to Tuesday, December 20,

2011 6pm at the Hills Memorial Library Meeting Room. Connie agreed to check the availability of this meeting room for this day and report back to the Trustees.

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 7:35 p.m.

Returned from non-public session at 8:05pm with no formal action taken.

Respectfully Submitted,

Jennifer Chafe, Secretary