



TOWN OF HUDSON

Library Board of Trustees



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Hudson Library Board of Trustees Regular Meeting Minutes October 19, 2011

Call to order at 6:04p.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. Excused: Library Director, Toni Weller. Excused: Selectman Ben Nadeau.

Public Input:

Presentation given by Jeremy Griffus, who made the sign for Benson Park. He presented the Trustees with a computer generated potential working design for the new sign for the Hills Memorial Library Building. His proposal included a sign that was made of composite vinyl, which is weather proof and low maintenance. His design is double sided and approximately 4' x 6'. He gave the Trustees a rough working estimate of \$1200 not including materials, which he estimated to cost approximately \$300, depending on the design the Trustees choose. He would like to be considered for making the sign. He estimated the time to complete the sign would be approximately 3 weeks and suggested that the work begin in the Spring.

Also, Morgan McCoy was present. She is a resident of the town of Hudson and was assigned to observe a town meeting for her Civics Class at Bishop Guertin.

Acceptance of Minutes:

Board Minutes from September 20, 2011. Motion made to accept minutes, pending a grammatical correction, by Arlene Creeden, seconded by Linda Kipnes. Accepted unanimously.

Board Minutes from Special Meeting dated September 22, 2011. Motion made to accept minutes by Linda Kipnes, seconded by Robin Rodgers. Arlene Creeden abstained as she was not present for the meeting. Motion passed

Board Minutes from Special meeting dated October 5, 2011. Motion made by Arlene Creeden, seconded by Linda Kipnes. Accepted Unanimously.

Correspondences:

None

Treasures Report:

Trustee Creeden referenced her 1st quarter budget provided to Trustees. We have utilized about 12% of our working account at this point in the fiscal year. Copying expenses were under spent at this point, however Trustee Creeden noted that these expenses peak in November/December. The utilities are close to the quarterly allowance. Trustee Rodgers questioned the \$10,000 in the working account and Trustee Creeden explained that these are funds moved from the Money Market Account. Trustee Creeden will be working in the Fall to explore if any of the accounts can be streamlined.

Trustee Creeden then addressed the Budget Review and relevant dates pertaining to the development of our Fiscal Year 2013 budget. She noted that at the last Trustee Meeting we approved a working account budget of \$183, 759 and a salary budget of \$996,953. She updated Trustees regarding line item 411 pertaining to new computers with the new server for the joint project with town IT Department. This changed our bottom line to \$1,019,089, which we offset by \$33,000 in revenue, making our new bottom line \$986,084. Trustee Creeden reported that there is potential that using the town database could save us money in the long run and that we would need to replace our servers less often.

Trustee Creeden reminded Trustees that we are on the Agenda to review the Budget with the Board of Selectman on 10/27/11 at 7pm. Then on Wednesday, November 30, 2011 we are before the Budget Committee. This was changed from 12/3 given a scheduling conflict for the Library BOT.

With regard to the FY2013 budget, Trustees discussed the increase of postage costs to \$7,500 due to potential cut back of Interlibrary loan vans. Trustee Rodgers was concerned about this amount and suggested that Trustees should consider, should ILL service become an issue, establishing limits with what we will use ILL service for. Chairperson Owen suggested that this conversation may be premature as the fate of ILL is still unknown, but noted that it is important to remain proactive with our petitions.

Trustee Creeden discussed the Warrant Article funds which are encumbered until 2014 and noted that they do not have to be in the budget to expend them but that they do need to be accounted for. Trustee Creeden is going to run a new page in her treasury reports to reflect fit up and furnishing funds for better tracking purposes, specifically for auditors. Funds that are not used before the 2014 deadline, must be returned to the general fund.

Chairman's Report:

Chairperson Owen publically congratulated the Alvirne High School Music Department and Elizabeth Beaton and the B Naturals for their recent performance at the Nashua Community Concert performance and noted that she hopes the music group continues to perform for the library again in the near future.

Chairperson Owen commented on the recent orientation that RML Trustees attended in Hooksett, NH. She reported that this was very valuable.

Chairperson Own commented on the evaluations we received from the professional training day for our staff in 9/2011. The training appeared to be a great value to staff. The Staff

seemed particularly interested in the Mental Health training and the training presented by the Hudson Police Department.

Director's Report:

Director Weller was excused from this meeting. She did supply the Trustees with her monthly report. Her report contained information regarding the blue generic library signs for the side of the road. Director Weller obtained these signs and contacted the town, who is going to put them up. Chairperson Owen also remarked on the development of the organizational chart, noting that the final copy will not have specific staff names. She commented that it really gives a sense of what the library organizational structure involves.

Acceptance of donations:

Trustee Creeden moved to accept donations for the month of September that included 21 books, 2 CD's, and 4 DVD's. Trustee Chafe seconded the motion. Accepted Unanimously.

Friends of the Library:

Trustee Kipnes reported on the Friends of the Library. She reported on three events in November which include a Second Hand Prose on Sunday November 13, 2011 from 11-3pm, in addition to another SHP in the evening on Thursday November 17 from 6-8pm, and a regularly scheduled Friends meeting on November 15th at 7pm. At this meeting there will be planning for Santa's visit and holiday decorations. Trustee Kipnes also commented that FOL are always seeking donations for SHP and for members to join the Friends. The Friends will also have a table at the Craft Fair on 12/3.

Selectman Liaison:

Selectman Nadeau continues to find it difficult to fit the Library Board of Trustee meetings into his schedule.

Old Business:

Interlibrary Loan Vans

There has been some confusion regarding the potential change in service for ILL vans. At this point there has been no change in funding and no decision made with regard to funding of van service. There has been a study initiated to explore the potential of diverting funds from the van service. Statewide, at the end of November, Library Directors will be reporting on the value of ILL services. Chairperson Owen reiterated that it remains valuable to have the petition available to patrons as a way to inform our Director. A Trustee noted that this is an issue as a result of the ILL van service being so efficient.

Personnel Sub-Committee Schedules

Trustees Rodgers, Owen, and Kipnes provided a packet to trustees with updated job descriptions with minor formatting changes. There were minimal material changes other than grammatical corrections. Ten position descriptions have been completed, with three left needing revisions. Trustee Creeden questioned if Book Keeper should be a separate job description.

Joint Planning Committee

Chairperson Owen reported that the Joint Planning Committee is on a break until after the budgeting process is completed. There have been no meetings in the past four weeks, approximately. Trustee Kipnes commented on town potentially pursuing alternative electricity through the collaborative option with NRPC and how through this we could see rates at least 7% better than our current rate.

Hills Signage

Trustee Rodgers made a motion to move forward with a replacement sign for the HML building not to exceed \$1,800. Trustee Creeden seconded this motion noting that the wording and actual design is to be determined. This was accepted unanimously. Trustee Rodgers to follow up with quotes from two additional sign makers. Trustee Creeden to follow up and see if there is any unrestricted funding from when the HML building was in use to put towards this sign.

Derry Road

Trustee Rodgers reported that the Rodgers Family was pleased that the memorial funds will be, in part, used to finance the Derry Road sign for the RML. Bob reportedly has the information from the original vendor regarding the existing sign at the RML and we need to access this for review. In addition, Trustee Rodgers is also shopping for a clock for the community room and Trustees agreed she could purchase a clock.

NHLTA

Chairperson Owen reported that the Trustee Manual we all received from NHLTA is highly useful and clarifies the RSA's, which is a big support to us.

Ferry Street

Chairperson Owen reported that there has been one bid for the 47 Ferry Street property and it was disappointing. The BOS have to vote on whether or not to accept the bid.

Lions Club Donation

There was some discussion as to whether or not there is a time constraint on the Lions Club offer of donated trees. Trustee Rodgers reported that the Lions year long project is to donate trees to the community. A representative from the Lions club has viewed the grounds with Bob and will replace the three trees that need replacing. We are trying to asses, and the Lions representative is exploring, if the donation can include shrubs/ground cover. The irrigation system installation has been put on hold at this time.

Other Old Business

Trustee Creeden reviewed the 2012 operating schedule and reported that the staff would prefer 2 floating holidays while remaining open on MLK day. Chairperson Owen suggested we run a special program on that day to mark its importance if we chose to remain open. Trustee Creeden moved to accept the 2012 operating schedule with MLK day remaining open. Trustee Chafe seconded motion, which was accepted unanimously.

Chairperson Owen questioned if the calendars are posted at town hall. This is something we need to follow up on.

New Business:

Regional Trustee Meeting

Chairperson Owen broached the subject of us hosting a regional trustee meeting sometime towards the end of January or beginning of February. Chairperson Owen suggested a general round table discussion with some identified agenda items. Other libraries who will participate will be consulted ahead of time for some discussion topics. All Trustees agreed that we should plan this.

Holiday Plans

Chairperson Owen suggested a casual Staff luncheon to mark the holiday. Potential dates were discussed and it was determined that December 9th and 10th were the best possible days to have this luncheon.

By-Laws

Trustee Rodgers is going to scan the Hudson Board of Trustees By-Laws provided by Trustee Creeden. The copy provided is from 1996 and will need updating.

Trustee Comments:

Trustee Rodgers: Connie and I visited with a gentleman from England reporting for the BBC. We discussed hometown values and libraries with him, it was very fun and we promoted the library in every way we could.

Trustee Chafe: I just want to encourage people to attend the Friends meeting with is November 15 at 7pm at the Rodgers Memorial Library Community Room and to consider becoming a Friend of the Library and learning of ways you can volunteer.

Trustee Creeden: I would like to invite anyone who is available to help decorate the library for the holidays. The more hands that are available to help, the faster it goes by. Also, I want to remind people that Santa's visit in on the 3rd of December.

Trustee Kipnes. I want to remind people that Second Hand Prose is now being offered in the evenings for folks who can't get there on Sundays. Please, if you have books or anything you can donate, the Friends of the Library accept donations or you can come to Second Hand Prose to make purchases and buy books.

Trustee Owen: I want to thank the staff for their hard work and dedication in helping patrons. I also want to thank the Trustees for working hard and accomplishing all that we have accomplished over the past several months.

Trustee Creeden: And I also want to welcome our two new employees.

Next Meeting: Wednesday November 16, 2011 6 p.m. at the Hills Memorial Library Meeting Room.

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

Motion made by Trustee Rodgers to adjourn the regular Trustee Meeting at 7:55pm. Motion seconded by Trustee Kipnes. Accepted Unanimously.

Motion made by Trustee Creeden to adjourn non-public session at 9pm with no decisions made. This motion was seconded by Trustee Kipness and per roll call vote, was accepted unanimously.

Respectfully Submitted,

Jennifer Chafe, Secretary