



TOWN OF HUDSON

Library Board of Trustees



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Regular Meeting Minutes September 20, 2011

Call to order at 6:04 p.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 August 17, 2011. Motion made to accept minutes by Robin Rodgers, seconded by Arlene Creeden. Accepted unanimously.

Correspondences:

Chairperson Owen reported that she sent “thank you” notes to the three facilitators of the safety training for library staff held on September 9, 2011. The three letters of gratitude were sent to Susan Mead, Steve Dube, and Bill Evens.

Chairperson Owen reported that the Board received a correspondence from Representative Charlie Bass expressing his thanks for our interest in library funding and his understanding of the valuable role a library has stating that a library offers “unmatched educational experience” to a community. He agreed to keep this in mind as the Bill pertaining funding for the Institute of Museum and Library services is being debated and voted on.

Treasures Report:

Trustee Creeden referenced her August 2011 report. Expenses were minimal, which is usual for the summer months. She has received the first check from the town and has added it to the Money Market Account. Trustee Creeden added that the funds in the Charles Schwab account is making considerable earnings (approximately \$99,000 in this account currently.) Though this account makes it appear that the library has extensive funds, the money is tied to specific trusts and would require a comprehensive process to free up for use.

Chairman’s Report:

Chairperson Owen opted to defer most remarks as they pertain to later agenda items. She did comment on the 9/11 memorial at Benson Park noting how moving the event was and how proud she was of the town of Hudson for this beautiful and tasteful display.

Director's Report:

In addition to Director Weller's written report, Director Weller mentioned the concerns regarding the additional potential loss of van service for the Interlibrary Loans. Reportedly, van service has already been reduced from 4 to 3 vans and additional legislation is proposing cutting back further to 1 van. This will delay the ILL process and rather than waiting 1-2 weeks for a request, the wait could be up to 6 weeks or longer. It costs roughly \$0.42 to use the ILL van system as opposed to the cost of packaging material, staff time, and postage to ship orders. Director Weller expressed hope that the Trustees could take on this cause.

Director Weller reported that there were 29 applicants to fill Emily Cofill's part-time position. The top 5 identified applicants were to be interviewed (4 interviews have been completed, 1 pending) and a decision will be made by Friday, likely. Emily served at the library for 7 years and will be missed.

Acceptance of donations:

Trustee Creeden moved to accept donations for the month of June that included 40 books, 4 CD's, and 3 puzzles. Trustee Kipnes seconded the motion. Accepted Unanimously.

Trustee Rodgers moved to formally and graciously accept the American Flag from the Hudson Republicans. Trustee Creeden seconded this motion, which was accepted unanimously.

Friends of the Library:

Trustee Kipnes reported on the Friends of the Library. She

Selectman Liaison:

Selectman Nadeau continues to find it difficult to fit the Library Board of Trustee meetings into his schedule. There was some discussion regarding the value of having Selectmen attend library Trustee meetings.

Donation Utilization:

It was reported that the direct gift from Phil Rodgers and his memorial contributions totals approximately \$12,500. The trustees at this time support using the funds for signage on the Derry Road side of the library in the same style as the sign on the entrance of the building. Arlene made a motion to use the funds for the signage. Motion was seconded by trustee Kipnes and accepted unanimously.

#47 Library Street:

There has been no change in the status of this property. The property needs to be brought up to rental process. Rental contract is being developed.

Staff Training

Chairperson Owen reported that she and Trustee Rodgers are working on ensuring that the safety and security manual is up to date. There will be a three part staff training tentatively scheduled for 9/09 which would potentially necessitate the closing of the library on a Friday, which is generally the slowest day of the week. This training would include presentations from Steve Dube from the fire department to address fire safety, Susan Mead from Community Counsel to address safety in managing emotionally and psychiatrically challenged patrons, and Bill Emmons the police department to address criminal justice issues. A motion was made by

Trustee Creeden and seconded by Trustee Kipnes to close the library for that date. This motion was accepted unanimously. The plan at this time is to open the library at 3pm and keep it open later than the usual 5pm closing time.

Personnel Sub-Committee Schedules

Trustees Rodgers, Owen, and Kipnes met to address job descriptions and performances appraisals. They have scheduled a follow-up meeting next week.

Joint Planning Committee

Chairperson Owen and Trustee Kipnes commented on participation in the Joint Planning Committee, which is exploring possibilities for economical sharing of information and expenditures. There have been two general meetings, and one I.T meeting with Brian Hewey and Lisa Nute. The committee is charged with assessing a process of eliminating all areas of overlap without disruption to specific town office needs. There is also a facilities component, which has not yet been initiated. Director Weller noted that the library has been working with the town on economical sharing over the past several years.

Review of By-Laws

Trustee Creeden reported that the sub-committee identified to review the by-laws will likely begin the process in November. Trustee Creeden agreed to provide the trustees with a copy of the bi-laws for review by the Trustees. Director Weller agreed to try to obtain bi-laws from other towns and Chairperson Owen will explore if the NHLTA has an example to use.

Other New Business

Members of the Budget Committee have requested a tour of the Rodgers Memorial Library and Hills building within the next few weeks. The Trustees are trying to coordinate a time to accommodate this request.

Chairperson Owen commented on the “attractive” calendar of events published on behalf of the library. Chairperson Owen requested that these are distributed to town officials.

Action Plan:

Chairperson Owen reviewed completion of tasks on informal action plan from last month.

Trustee Comments:

Arlene Creeden: I wanted to say that Children’s room programming seems to be somewhat universal. I have had the opportunity to see it in other libraries. It is fun to see kids taking part in it. We have such a fun topic for the children’s summer reading program this year. I also want to remind people that in this hot weather, they should consider that the library has air conditioning, so come in, sit, read a newspaper and cool off.

Linda Kipnes: I want to remind people that not only are there a summer reading program, there is an adult summer reading program as well. It is wonderful to try to read books during the summer. Take this time to do some beach reading or try to read something that you have always wanted to read. It’s a great time of year to read a book.

Jen Chafe: no comment

Toni Weller: There is also a teen summer reading program. Amy runs teen programming on Thursdays and for each book read, teens have the opportunity to earn prizes. So the teens are encouraged to come to the library and enjoy some summer reading.

Connie Owen: I want to second what Arlene said about the air conditioning keeping the library a nice, cool place in town to curl up in a chair and relax. I am delighted with the programming at the library and how it changes from season to season, but never dwindles. The librarians can do a great job in recommending books. Amy recently introduced me to a new author and a new genre, and I am absolutely thrilled and enjoying the new experience. I wish all of our patrons a marvelous and safe summer.

Next Meeting: Wednesday, October 19, 2011 6 p.m. at the Hills Memorial Library Meeting Room.

The Meeting adjourned at 7:33 p.m.

Respectfully Submitted,

Jennifer Chafe, Secretary