



TOWN OF HUDSON

Library Board of Trustees



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Hudson Library Board of Trustees

Regular Meeting Minutes

June 15, 2011

Call to order at 6:05 p.m. at the Hills Memorial Library Building. Pledge of Allegiance led by Arlene Creeden

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

Public Input: There was no public input.

Acceptance of Minutes:

Board Minutes from May 18, 2011. Motion made to accept minutes by Robin Rodgers, and seconded by Linda Kipnes. Accepted unanimously. Also, motion made to unseal the non-public minutes of April 2011. This motion also passed unanimously.

Correspondences:

There was no correspondence to note this month.

Treasurers Report:

The treasurer's report was reviewed. A replacement to page 6 from the original report was presented. It included a statement from T.D Banknorth Money Market Account. It was reported that the interest paid on the checking account is higher than the interest on the MMA so the money was transferred to the checking account. It was reported that there was a balance which would cover the end of the year expenses. Once expenses are paid there we still excess in two line items as there was an over-estimation made on electricity and natural gas. As we were fortunate to have the town allow us to estimate expenses given it was just the second year in the new building, there was a consensus of the trustees to return the excess gas and electric funds to the town. The Trustees will meet next week to look at the end of year encumbrances. The treasurers' report was placed on file.

Chairman's Report:

Chairperson Owen shared that she attended the Library Trustee Seminar, which focused on a session that pertained to the Right to Know Law which she found helpful, specifically as it relates to the keeping of the minutes for both public and non-public sessions. A summary of the Right to Know regulations from this session was provided to the trustees.

Chairperson Owen deferred to Trustee Creeden to discuss the informational session on library foundations that they attended. Trustee Creeden reported that Terry Knowles, from the

Department of Justice, Charitable Trusts Unit, provided a great deal of information regarding library foundations and is a great resource for the Trustees. While foundations are easy to set up they are primarily for money that has yet to be donated and cannot be utilized once money has been donated and is in the Trustees name. This would not meet our need at this time. Ms. Knowles suggested utilizing her website to identify collaterals, such as a financial advisor, to meet with and advise us as to how to better manage our accounts. Currently, our money is maintained in a checking account, which is not the most profitable way to manage our finances. It was decided that a library foundation may be a future option should our needs change.

Director's Report: In addition to Director Weller's written report, Director Weller reported that the staff will be participating in a meeting with Lisa Nute and the IT staff to explore the ability to reduce costs. Specifically looked at was the phone service, which is managed by a contract separate from the existing town contract. The contract with the phone service that RML utilizes is due to expire next year. However, due to hardware compatibility issues, it may not be feasible that we can get in on the town service contract.

Director Weller also reported that she contacted Representative Lynne Ober, with regard to a Bill that will reduce the number of vans operating for Interlibrary Loan services from four to one. This would greatly impact our budget as we would then need the staff to manage the ILL requests in addition to packing and shipping costs. Last year our ILL request was 2,084; so far this year the number of requests for ILL is 2,284.

Director Weller also discussed the fact that one of our policies needs to be reassessed. A consumer was concerned that they were unable to use a library card that was not theirs and requested to see in writing the policy that stated one needed to use their own library card. Our policy states that one needs to have a valid library card, but does not clarify that it needs to be your own card. A lengthy discussion ensued regarding the implication of confidentiality regulations and the impact of the Patriot Act on patrons using library cards issued to other family members, both for residents and non-residential library patrons. This policy will be re-assessed.

Acceptance of Donations:

Trustee Creeden moved to accept donations for the month of May that included 15 books, 33 DVD's, and 10 CD's. Trustee Kipnes seconded the motion. Accepted Unanimously.

Friends of the Library:

Trustee Kipnes reported that the Friends of the Library will host a Second Hand Prose on July 10, 2011 from 11am-3pm, and also a weeknight on Thursday July, 28 from 6-8pm. The Friends are accepting donations.

Friends of the Library Memberships expire on 6/30 and renewals are now being accepted. Applications can be obtained at the library or online.

The Extreme Couponing event was a huge success, bringing in approximately \$500 to the library. There were over 50 people in attendance.

The Friends are supporting the Adult Summer Reading Program by offering free books at SHP to adults who register. They also provided financial support for the prizes for the children's summer reading program.

Trustee Chafe represented The Friends at the Alvirne High School Honors night and presented two recipients, Patrick Nager and Marissa Coronis, with the Leonard A. Smith Memorial Scholarship.

Selectman Liaison:

Selectman Nadeau was unable to attend the Library Board of Trustee meeting due to a work conflict. Chairperson Owen has kept him informed.

Logo:

Director Weller reported that both Kate Butler and Joanne Bergeron are still working on the logo for completion. There were technical difficulties with respect to publication and compatibility issues. An alternate program, which will support the design, was identified and will be accessed in the near future.

Donation Utilization:

Trustee Owen reminded Trustees to continue to contemplate ideas for the use of the Phil Rodgers gift and memorial donation. Decision will be made by July. Trustee Creeden informed that donations are still coming in.

Second Anniversary Celebration:

Trustee Rodgers reported that the celebration was a success. She suggested future celebrations should be at “milestone” anniversaries. Chairperson Owen commented on how the Rodgers family members truly enjoyed themselves at the celebration and that out of respect for them the day should continue to be commemorated. Different suggestions were made as to how we can celebrate the day in perhaps a less formal manner. Trustee Rodgers suggested coordinating with the staff around events they may have planned for around that timeframe and formulate a program around their activities, i.e. band. Chairperson Owen complimented the school music programs and noted that she really enjoyed the band that played at the celebration as did many others.

#47 Library Street:

There has been no change in the status of this property. Chairperson Owen heard, informally, that perhaps more repair may be needed on the property rather than just provision of a refrigerator.

Staff Training:

New Hampshire State Technological Librarian will be spending two days training staff in August (the 23rd and 29th). This will not impact library services as it is being arranged for half of the staff to participate one day while the other half of the staff will utilize the second day. The training will be on the use of downloadable e-books through Overdrive.

Joint Committee:

Town Departments are being asked to have a representative and alternate from their board to work on the Joint Planning Committee. The goal of this committee is to see where we can minimize or eliminate duplication of efforts with respect to technical, facility, and business processes in an effort minimize costs. The meetings will be convened the second and fourth Thursdays of the month. Chairperson Owen will serve on this committee and Trustee Kipnes has agreed to be the alternate.

Lighting-Second Hand Prose:

Steve Dube completed a review of fire safety on the lower level of the Hills building used for SHP. There was a violation of code with respect to a temporary hanging florescent light. It was discussed that a lamp would provide sufficient lighting and has been implemented.

Restoration/Preservation of Alfred and Virginia Hill Portraits:

Walter Newman, the Director of the Paper Conservation Lab of the Northeast Document Conservation Center provided an estimate to repair and restore the portraits of Virginia and Alfred Hills (document provided with estimate totaling \$3,600). Virginia had a tear on her façade and Alfred suffered from water damage visible from the back. In addition, there was an estimate included to create a digital capture of the photographs. The portraits would also be prepared for storage in the Archives of the RML. Costs will total about \$4,500 A motion was made by Trustee Creeden and seconded by Trustee Rodgers to utilize funds to restore and preserve the Hills portraits. Trustee Rodgers will defray the costs by transporting the portraits to the Conservation Center.

Derry Road Signage:

There was discussion regarding adding new Library signage on the Derry Road. All agreed that it was essential to have more adequate signing for the library on the Derry Road side of the property. The Trustees had differing ideas about the nature of the signage. A discussion followed on many possible options for the signage. Trustees agreed to go back and look at the original plans and examine the town's sign regulations before pursuing further action. Also, Trustee Rodgers agreed to have photographs of the building for the next meeting as a visual to help with decision making process.

Sub-Committees:

Trustees Creeden, Kipnes, Rodgers, and Chafe will plan a day to begin the review/revision of the By-laws. It was agreed that this will likely be a Fall agenda item. Trustee Creeden will look for an electronic copy of the existing By-Laws.

With respect to the revision of the Safety Plan, Chairperson Owen, Trustee Rodgers and the staff on the safety/security committee will begin working on this. Chairperson Owen reports that the current safety plan addresses physical safety of the building and does not address issues of violence, difficult patrons, and staff safety.

Scheduling of Personnel Committee Meeting with respect to Job Descriptions/Job Titles, and Performance Evaluations will be addressed by Director Weller and Trustees Rodgers, Kipnes, and Owen. Chairperson Owen reports that these currently are very inconsistent and need to be brought up to date.

Action Plan:

Trustee Rodgers will take photos of the library for next month's discussion regarding signage. All trustees will meet next Wednesday at 1pm at the Rodgers Memorial Library to discuss end of year finances and encumbrances.

Trustee Comments:

Arleen Creeden- I want to thank Robin and Jen for the 2nd Anniversary Celebration. I am sure it was a wonderful day. I encourage parents' to get their children involved in the summer reading programs. I am always amazed at how beautiful the library is as summer approaches and the tress fill out again. So, enjoy.

Linda Kipnes- I want to remind adults that they too can participate in a summer reading program. Also, I will be participating in a town wide joint meeting where we will be collecting energy uses by town offices and entering the information into a software programs. Charts and graphs will be generated in order to track our usage. We are investigating purchasing electricity cheaper so that our electricity costs will go down.

Robin Rodgers- It was a pleasure putting on the anniversary party. People enjoyed the cake, which was all gone, and had smiling faces. Take advantage of the summer reading programs. Reading is like breathing. If you can't find something to read ask a librarian. I known Amy will put a book right in your hand. I don't even have to ask anymore she just hands me a book. I am sure all of the other librarians are able to do that as well. Happy Summer, Let's keep things going smoothly.

Jen Chafe- Please remember that in addition to the summer reading program there is also weekly summer events for children on Wednesdays. The schedule is available at the library as well as online.

Toni Weller- I've had my thunder stolen! Everyone mentioned my thoughts. Remember that reading programs are offered for Teens, Adults, and Children, so please take advantage of all that is being offered this summer at the Rodgers Memorial Library.

Connie Owen- Thank you to Robin and Jen for your efforts for the celebration. Thank you also to the staff, which was very, very helpful with regard to running around and filling in for us. All of the staff was supportive and helpful. It all came together beautifully. I want to express my gratitude to the Rodgers family. I know how much this celebration means to them. Remember during the summer months, the library is a cool place to hang out. I also want to thank the Friends for their support. And, finally, I am delighted for the winners of the Leonard A. Smith scholarship.

Next Meeting: Wednesday, July 21, 2011. 6 p.m. at the Hills Memorial Library Meeting Room.

Motion made by Arlene Creeden to enter into non-public session under 91-A: 3 II. (a) and (d). Seconded by Trustee Rodgers. By Roll Call vote, Unanimous.

The regular Meeting adjourned at 8:05 p.m.

Respectfully Submitted,

Jennifer Chafe, Secretary