



# TOWN OF HUDSON

## Library Board of Trustees



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### Hudson Library Board of Trustees Regular Meeting Minutes November 14, 2012

Call to order at 6:03p.m.at the Hills Memorial Library Building. Pledge of Allegiance led by Connie Owen .

Attendance: Trustees Connie Owen, Robin Rodgers, Linda Kipnes, and Jennifer Chafe, as well as, Charlie Matthews, Library Director. Excused: Trustee Arlene Creeden. Absent: Selectman Liaison, Ben Nadeau.

**Public Input:** No Public Input.

#### **Acceptance of Minutes:**

Motion made by Trustee Rodgers to accept the minutes of 10/17. This motion seconded by Trustee Kipnes. Approved unanimously. Motion made by Trustee Kipnes to accept the minutes of special meeting of 10/3. Trustee Rodgers seconded the motion, which passed unanimously.

#### **Correspondences:**

Chairperson Owen noted a correspondence he received from the Hudson Police Department expressing appreciation for our involvement in the semi-annual blood drive they host. Also, Chairperson Owen read a letter of gratitude for and support of the Rodgers Memorial Library sent by a patron. It was a very eloquent reminder of the value our library has for the community. Additionally, there was a letter sent from a patron thanking a specific staff member

#### **Treasurer's Report:**

Trustee Creeden made available for the Trustees a list of vendors and checks issued for the month as well as her monthly budget report, which will be placed on file for audit. Trustee Creeden was not present for this meeting to answer questions regarding the reports provided. There were questions related to specific expenses (mileage, costumes) that Mr. Matthews will follow up on. Chairperson Owen spoke of the budget meeting with the Board of Selectman. One Selectman felt as though the library was not being transparent with respect to salary adjustments for staff without a warrant article. Chairperson Owen noted that we were following a precedent set by the BOS previously. Chairperson Owen stressed that we came in under budget. There was a discussion at last night's BOS meeting regarding possible negotiations with regard to salary adjustments. This will be further discussed by the Trustees in non-public this evening. The BOT will be before the budget committee on 12/18.

**Chairman's Report:**

Chairperson Owen reported that she will defer her report for items to be discussed in subsequent agenda items.

**Directors Report**

Mr. Matthews noted his report provided to the Trustees and put on file. He informed Trustees that he hired a Page who is an AHS student and she is to start soon. He also identified two other staff that are leaving in the near future and his belief that he may request of Trustees approval to hire one library assistant. Mr. Matthews discussed the art displays in the community room and noted that photographer Christina Green is scheduled to exhibit this month, however she has not yet been able to drop her photos off for display. Mr. Matthews highlighted some programs that did well including "Poe! Poe! Poe! Stories and Poems of Edgar Allan Poe" brought in about 20 people. Mr. Matthews also reported that there was a banned books display this month highlighting the fact that libraries do not censor. He and the staff are discussing how to promote computer workshops more effectively. Mr. Matthews noted that the program for English as a Second or Other Language program has been discontinued due to a re-allocation of staff from the SAU. Chairperson Owen question Mr. Matthews about how we may continue this relevant and important programming, possibly through the Literacy Volunteers of America. Mr. Matthews will explore URBANS for any ideas regarding this. Mr. Matthews commented on the practice of "purging borrowers" which is the elimination of accounts for patrons that have been inactive for an extended period of time. Mr. Matthews will follow up via email with the Trustees about how many patrons and what fine totals we may be eliminating. Mr. Matthews also noted on a Request for Re-consideration of Library Material that he received. He has reviewed the material and the reviews. He provided the book to a professional librarian at the RML and to two Trustees (Chafe and Rodgers) for review. As of this time, it appears unlikely that this book will be removed from the collection and Mr. Matthews will continue his contact with the concerned patron.

**Donations:**

Trustee Kipnes moved to accept donations for the month of October 2012 that included 33 books and 2 DVD's, 8 CD's, and 1 puzzle. Trustee Rodgers seconded the motion. Accepted unanimously.

**Friends of the Library:**

The FOL will have their regularly scheduled meeting next Tuesday, 11/20/12 at 6pm. The FOL will be decorating the library on 11/27/12 at 6pm. Santa's visit is at the RML on Saturday December 1, 2012 from 9:30 to 11:30. Second Hand Prose will be held tomorrow during the open house at the HML building. They will have the basket of hand- made "American Girl Doll" clothes that are being raffled off. Chairperson Owen extended her deepest and sincerest gratitude for our outstanding FOL group.

**Selectman Liaison:**

Selectman Nadeau was unavailable for the Library Board of Trustee meeting.

**Old Business:**

With respect to use of the archives room, Mr. Matthews reported that he, Ann Carle, Mr. Manner, and Mr. Gagnon met with North Branch and a low cost plan was developed. Mr. Matthews had the fire department representative review the plans for fire safety purposes and Mr. Dube had no concerns. We have not received a quote yet, but given the minimization of plans it is likely that it will be below our budget limit and much lower than the initial quote. Mr. Matthews described the new plans as “bare bones approach.”

A number of items are being considered for the spending plan for Fit up and Furnishings, which must be used by June 2013. Trustee Chafe moved to approve the purchase of a custom coat rack for the children’s room for \$1,685.29 from Tucker Library Materials. Trustee Kipnes seconded this motion. Motion passed 3-1, with Ms. Creeden not available to vote and Trustee Rodgers dissenting.

Tomorrows HML building open house will be on Holiday Safety. Representatives from HPD and HFD as well as from Edward Jones Financial will present on personal safety during the holiday season, including issues pertaining to identify theft. This event will run 6-8pm. On December 20, 2012 the open house will be a holiday story/Polar Express event. Trustee Rodgers moved to obtain funds, \$200, to promote the open houses. Trustee Chafe seconded this motion, which passed unanimously.

Chairperson Owen noted that the MOU for building use of the HML with the SAU was somewhat “tweaked” but overall is as it was initially presented to the Trustees.

As it relates to Landscaping and Irrigation, Trustee Kipnes met with the master gardener who has some very good ideas and is excited about the prospect of working with us to develop plans. She broke the space up into 12 different areas and will design an image for all 12 areas at \$50 per image (\$600 total.) The Children’s Room area would be separate for \$150. She would be available to begin following the holidays. Chairperson Owen questioned if her plans would include the scope of needed materials, and outline proposal, and a timeline for completion. Trustees Kipnes to follow up. Chairperson Owen expressed her thanks to Cheryl for her efforts. The Lions’ will also be available to provide labor in this project.

It was noted that in addition to Fit up and Furnishings, there is an impact fund that has \$14,173.65 that needs to be used within 6 years of the original build (2.5 years left). This money could be used to upgrade our generator, or towards the Derry Road sign,

The Chamber business after hours was held on Tuesday, 10/23, at the RML. Food was provided by Tim Buxton and the AHS Culinary Program. It was reported that this was a very successful event. Judy King of AHS who collaborates with local businesses in the community was there. It was nice to have all of these folks present for this event and it would be nice to incorporate them into future open houses.

With regard to the policy reviews, Chairperson Owen and Director Matthews will begin revising policies in need of urgent addressing, and developing needed policies that do not currently exist at the beginning of the New Year. One policy that needs particular attention is the policy regarding closure of the library during inclement weather and ensuring that we balance policy with actual practice/operation at the facility.

**New Business:**

The generator at the library was discussed. The current generator heats the children's room and some basic minimal lighting. Our hope is to have enough power that we can allow patrons to charge their electronics. Trustee Rodgers spoke to Rob Buxton at the HFD who stated that if we get him the specifications of our generator he will pass the information along to the electrician that the HFD used to ensure our generator is set up correctly. We believe that it should be sufficient to run more. This is a good opportunity for us to collaborate with another town office in an effort to expand the services we have available to the town.

Trustee Rodgers reported that Phil Rodgers granddaughter approached her about wanting to host a blood drive in her grandfather's honor as he was a life-long blood donor. Trustee Rodgers moved to collaborate with Wendy Genron, Mr. Phil Rodgers granddaughter, to have a blood drive. This motion was seconded by Trustee Kipnes and passed unanimously. It was discussed that perhaps this even could happen on or around the anniversary of the library in June 2013. Trustee Rodgers to chair the sub-committee managing this event.

Chairperson Owen reported that at the recent BOS meeting, Selectman Luzzey stated that libraries will be extinct within 5 years. In that belief, we should begin diligently developing a 5 year plan. We want to be prepared to answer to this issue should it come up again. To begin this process there should be a discussion about what are strengths and limitations are and plan around what our community is looking for. We should re-visit this plan yearly. Mr. Matthews stated that he would like to start with the Department heads, and on a parallel track the Trustees should plan to survey patrons and non-patrons so that our final process will integrate different modes of information.

**Trustee Comments:**

Trustee Chafe: no comment

Chairperson Kipnes: no comment

Trustee Rodgers: no comment

Director Matthews: I'd like to inform people that Jeff Warner will present Banjos, Bones, and Ballads, humorous tavern and sailor songs, on 12/5/12 at 7pm free in the community room at the Rodgers Memorial Library.

Chairperson Owen: I'd like to wish everyone a safe and delicious Thanksgiving. Please join us here at the Hills Memorial Library building for the open house on personal holiday safety. Also join us for Santa's visit on 12/1/12 and for Jeff Warner on 12/5/12. And for patrons we haven't seen for a while, re-awaken your connection with the library and come renew your library card.

Next Meeting: Our next monthly meeting is Wednesday, December 19, 2012 at 6pm in the Hills Memorial Library building.

Motion made by Trustee Kipnes to enter into non-public under 91-A: 3II. (a ). Per roll call vote, unanimous

Trustee Rodgers moved to adjourn the meeting at 7:45, which was seconded by Trustee Chafe and accepted unanimously.

While in non-public, Trustee Kipnes moved to lower our initial budgeted salary adjustments from 3% to 2% to be consistent with other town suggested raises. This will continue to be part of our budget. Trustee Chafe seconded this motion, which passed unanimously.

Respectfully Submitted,

Jennifer Chafe, Secretary