



TOWN OF HUDSON

Library Board of Trustees



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Hudson Library Board of Trustees

Regular Meeting

April 20, 2016

Draft Minutes

Present:

Trustee Robin Rodgers, Chair
Trustee Steve Middlemiss, Vice Chair
Trustee Ellen Stokinger, Secretary
Charles Matthews, Director

Call to Order: Trustee Robin Rodgers, Board Chair called the meeting to order and led the audience in the Pledge of Allegiance at 6:04 pm.

Report of Actions:

There were no actions in Non-Public or E-mail.

Public Input:

There was no Public Input.

Acceptance of Minutes:

February 17, 2016

Trustee Middlemiss moved to accept the draft minutes of February 17 with correction on Page 3 Director not Trustee second by Trustee Stokinger. Motion passes 3-0.

April 5, 2016

Trustee Stokinger moved to accept the draft minutes of April 5 as presented second by Trustee Middlemiss. Motion passes 3-0.

Correspondence:

Invitation to Charlie for *Read Across America Day*.
Charlie read at the Early Learning Center in March.

Reports to the Board:

Treasurer's Report:
File for Audit.

Selectman Liaison's Report:
Welcome Patricia Nichols our new Selectman Liaison.

Director's Report:
Vicky Sandin new FT Teen Services/Reference Librarian; Ruth new Library page.
Tax help ended on 4-11-16 – 208 returns were processed.
Paint a wooden egg activity 45 people attended.
Cruising 101 popular, held two sessions.
Alzheimer's Warning Signs 12 people attended.
Peep Show – Book Dioramas made with Peeps, 24 attended.
Essentials oils – 26 people attended.
Immunizations and Blood Pressure Clinic 13 attended. Mobile van will be back.
Adult fans of Lego – new program
Coloring for adults
Teen Take Over at your Library-67 attended
Button Mashers- video gaming program 56 participated
Circulation – up 3.3% this month.
156 new library cards
Books and Babies 170 attended
800 children participated in Children's programs.
Outreach- worked with Mrs. Wolfe on **create your own books** based on the book *Library Mouse*.
Held Bunny Breakfast
Kate Butler is back
301 visits this month; Sunday counts 139, 156, 105. April 24 will be the last Sunday for this session.
Annual Report and Library data survey
Buy a reusable bag for \$2.29 at Hannafords in May and the Library gets \$1.00 per bag.
Copier bids are in but do not know the results yet.

Upcoming- AED/CPR training at AHS, Essential Oils, NHMA workshop, Clutter 101, Poetry, Benefit Fair at AHS, Friends meeting 5-17, NHLA/NHLTA, Friends will host Chamber event 5-24, Closed on 5-30 (Memorial Day), Music Festival 6-4.

Acceptance of Donations:
Trustee Middlemiss moved to accept the donation of 9 books and 6 DVD's second by Trustee Stokinger. Motion Passes 3-0.

Old Business:

New Logo

Previewed new logo created by Library staff.

What is Part time / Full Time

Policy reads “Up to 32 hours equals part time”; also states “Insurance is offered to employees at 20 hours or more at a higher rate”

This item was **tabled** until the whole board is present.

Chrome Books

Chrome books have arrived.

New Business:

Step Committee

Deferred

Policy Manual Updates (Sec 2.4 Fulltime status, 2.5 Part time status, 5.1 Sick Leave, 5.8 Holidays, 5.9 Vacation Leave, 6.1 Health and Dental, Sec 8 Education and Training).

Deferred

Free film Friday – Change time of showing

Time changed to 2:00pm; the shades are not dark enough at this time of the day.

Charlie will look into pricing on room darkening shades.

Passport Program

This program will have no cost to the library. The Post Office will train staff and the service will be available to patrons on a walk in basis. The library staff likes this idea and will receive \$25.00 per application. Charlie will talk to the Post Office regarding training, time table and will come back with answers for the next meeting.

Copier Bid

We have not received any information on this bid yet.

Hills Memorial Library Building – Allocate a separate line item for this building?

Cost to run this building is approximately \$10,000/year; School district pays \$7,000/year and the Fire Dept. use it as well. Charlie will talk to KC regarding a separate line item for this building. This will show the Budget Committee how the building is being used and the benefits. Will come back next month.

Open House at Hills Memorial Library

Request from a patron.

Discussed opening it up once a year to the public perhaps during a Holiday or with help from the local Scouts. This will come back next month.

Wish list item for May

Shades

Tucker Proposal

Furniture vendor – would like to purchase- 2 study tables, display table for the foyer, book lips, play house. This will be back next months.

3D Printer

There is a sales rep in Hudson. Would like to have a demo at the library to show patrons how it works. Charlie will try to set this up.

Goals List: Trustee Trust Accounts, Policy Manual Step Program, Open House

Trustee of the Trust Fund

Would like to have the current trust fund changed from Hills Memorial Library to Rodgers Library.

Zelonis Funds-will look into this.

Trustee Comments:

Trustee Stokinger - Lots of programs at the library. Good Luck Vicky.

Trustee Middlemiss- No comments

Director Matthews- The month of May- buy a reusable bag at Hannafords for \$2.29 and the Library will receive \$1.00 per bag purchased.

Next meeting:

Our next regularly scheduled meeting is Wednesday, May 18, 2016.

Non-Public Session:

Trustee Stokinger moved to enter into Non-Public Session at 6:56pm under RSA91-A:3 II. (a) and (d) second by Trustee Middlemiss.

Chair called for a roll call vote

Trustee Stokinger-yes

Trustee Middlemiss-yes

Trustee Rodgers-yes

Motion passes 3-0

Enter Non-Public Session at 6:56pm.

Adjourn:

Meeting adjourned at 7:08 pm

Respectfully Submitted,

Dotty Murray
Board Recorder

**Hudson Library Board of Trustees
Draft Non-Public Minutes
April 20, 2016**

Present:

Trustee Robin Rodgers, Chair
Trustee Steve Middlemiss, Vice Chair
Trustee Ellen Stokinger, Secretary
Charles Matthews, Director

Non-Public Session:

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(a) and (d) second by Trustee Middlemiss.

Chair called for a roll call vote

Trustee Stokinger-yes

Trustee Middlemiss-yes

Trustee Rodgers-yes

Motion passes 3-0

Enter Non-Public Session at 6:56pm.

Trustees discussed Staff issues

Trustee Middlemiss moved to hire Brett Richardson as a library page contingent on background check second by Trustee Stokinger. Motion passes 3-0.

Adjourn:

Meeting adjourned at 7:08 pm

Respectfully Submitted,

Dotty Murray
Board Recorder