



# TOWN OF HUDSON

## Library Board of Trustees



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### Hudson Library Board of Trustees Approved Public Meeting Minutes January 16, 2019

**Present:**

Trustee Robin Rodgers  
Trustee Kara Roy  
Trustee Donna Boucher  
Trustee Linda Kipnes  
Linda Pilla, Library Director  
Angela Routsis, Selectmen's Liaison

**Excused:** Trustee Barbara Blue

**Called To Order:**

Trustee Rodgers called the meeting to order at 6:00 p.m. and Linda Pilla led the Pledge of Allegiance.

**Public Input:** None

**Reports to the Board:**

*Motion by Trustee Roy to accept the Public Minutes of November 14, 2018. Seconded by Trustee Boucher. All in favor. Motion passed 3-0. Trustee Kipnes abstained since she was excused from the November 14 meeting.*

*Motion by Trustee Roy to accept the Public Minutes of December 19, 2018. Seconded by Trustee Kipnes. All in favor. Motion passed 4-0.*

*Motion by Trustee Kipnes to accept the Non-Public Minutes of December 19, 2018. Seconded by Trustee Roy. All in favor. Motion passed 4-0.*

**Correspondence:** Director Pilla received a letter from Kathleen Deer who is the National Coordinator for The Family Place Libraries. We had applied to become a Family Place library and unfortunately we were declined. I am going to contact her to see if there was anything we missed and to find out if there is anything we can do to polish up on our application next time around.

Director Pilla received the following suggestions from patrons: The parking lot lines need to be repainted. Director Pilla will look into the cost and report back to the Board. The second suggestion from a patron is to recommend an art section. A portion of the wall could be put aside for prints of famous artistic works. Each month a featured work could be shown rather than a gallery. References to books about the artists could be included. This would expose patrons to fine art. This patron is not looking to compete with local artist, but to have something separate. Director Pilla will look into the details and report back to the Board.

**Treasurer's Report:** On the Treasurer's Report, you will see the moving around of \$25,000. That was to document the fact that when I moved the funds to pay bills, I used the wrong account. It was taken from the Trustee account. The error has been documented and corrected. Other than that, we are on target for this time of the year.

**Acceptance of Donations:**

*Motion by Trustee Roy to accept a donation of \$50 in memory of R. Wright from the Hudson School District, \$6 from Hannaford's Bag Program and a donation of a 3D printer from Maker Space. Seconded by Trustee Kipnes. All in favor. Motion passed 4-0.*

*Motion by Trustee Roy to accept 2 books for the month of December. Seconded by Trustee Kipnes. All in favor. Motion passed 4-0.*

**Friend's Report:** The Friends met last night. The most significant thing is we have agreed to sponsor 2 New Hampshire Humanities Council Programs. We selected a few and we spoke with Amy who recommended a few that would be interesting to the community. We also looked ahead to the 10<sup>th</sup> anniversary party for the library. The official opening date is the 9<sup>th</sup> of June. However, in a larger context, we could look at the month of June. The Friends, the Library Board of Trustees and the staff at the library are all interested in participating in the planning of this event. Director Pilla has suggested this item appear on the Agenda for the next regular Board of Trustees meeting.

**Director's Report:** See attached

**Selectmen's Liaison:** The Selectmen did remove the Warrant Article that was supposed to be for raises because the budget committee put that money directly in your budget. I believe after you left the meeting, the budget committee unanimously voted against it from the information that we had.

Trustee Rodgers indicated that she was under the impression that the budget committee was trying to help us out to move an extra year ahead and we wanted to keep the Warrant Article.

Trustee Roy stated: "It's very disappointing neither the Board of Selectmen nor the Budget Committee had the courage to have an open debate about that."

**Department Heads Staff Meeting:** Trustee Rodgers will attend this month's meeting.

**Old Business:**

**Personnel Manual:**

Trustee Roy has requested the following changes:

Page 9 – Section 1.7 – Returning Employment: The Board has decided not to make any changes to this Section.

Page 13 – Section 3.1 – Hours of Work – There should be wording in this section determining who approves and manages schedule changes. Also the Trustees wanted to know who the changes to the schedule are "announced" to.

Page 14 – Section 3.7 – Sunday Hours – There was some brief discussion about phasing out of Sunday overtime pay. This issue will be tabled until June, 2019 Board meeting.

Page 14 – Section 4.2 – Maternity Leave – There is no mention of paternity leave. Director Pilla will research and inform the Board of her findings at next meeting.

Page 25 – Section 14 - Non-Discrimination, Harassment, Sexual Harassment – Paragraph 3 – There should be a time period of "no more than 72 business hours of being notified" in which an investigation takes place.

Page 29 – Section 16.2 – Grievance – The time period an employee must present a grievance should be changed from 14 calendar days to 30 calendar days of the alleged occurrence. Also, it should be stated that, “Serious grievances will not be ignored simply because the reporting time has passed.”

Trustee Kipnes has asked that a revision date be added to this document to ensure the most current copy is being used. Also, it should be stated that, “This document supersedes all personnel policies previously established or approved by the George H. and Ella M. Rodgers Memorial Library Board of Trustees.” All changes to this document will be made in red so all changes can be identified and confirmed.

Trustee Blue (via email to Director Pilla)

Page 7 – Bullet two – The wording, “without notice” should be removed and the term, “at will employment” be added to this sentence.

Page 21 – Section 9 – Political Activities – Trustee Blue is concerned about bullet three. The statement, “employees are not allowed to campaign for a cause other than causes directly related to RML.” The Board determined it is the right of employees to be able to support or work for any political candidate. The previous paragraph in this section does state these restrictions apply to employees while on duty and the wording is to remain unchanged.

Director Pilla:

Page 10 – Section 1.12 - Appreciation Benefit (Lib App) – Since the wording in this paragraph is somewhat confusing, a table outlining this benefit will be used instead of in paragraph form.

This manual will be updated with the above changes and will be brought before the Board of Trustees for their approval at the next regular meeting.

**IT Renovation** – Both Trustee Rodgers and Director Pilla met with Gary Thomas at Northpoint Construction and made a determination that the stairway will be finished at no additional cost. The generator currently installed in the library will be adequate and another one will not need to be purchased, but there will be an additional cost for an additional hookup. Northpoint are ready to start work as soon as we give them the ok. The contract is being written up according to the quote previously submitted by Northpoint.

Trustee Roy has requested the contract be reviewed by Town Council before proceeding with renovation.

***Motion by Trustee Roy to approve the work by Northpoint Construction for the IT room at Rodgers Memorial Library contingent upon Town Council’s review of the work contract not to exceed \$60,000. Seconded by Trustee Kipnes. All in favor. Motion passed 4-0.***

**Memorandum of Understanding** – Trustee Rodgers and Director Pilla met with the SAU and they quickly sent back a new draft of the MOU. It is basically the same information, but we would like to see a list of who is currently using the building and their contact information. We would like them to signoff stating they do use the building, the purpose for use and a key has been issued to them. This would let everyone know who is using the building. Another change to the document would be that the SAU no longer splits the cost of utilities since the Budget Committee removed their funding for utilities. It is felt by the Budget Committee, there are sufficient funds in the library budget to pay for these costs. Director Pilla will draft an appendix to the MOU listing current users.

The scheduling (calendar) for the Hills Building will continue to be maintained by the SAU. Kathy Vallencourt will continue to maintain the calendar and request the required paperwork, i.e. insurance riders, etc. Regarding keys to the building, Liaison Routsis suggested some type of coding access to the building

where a key would not be necessary and access codes could be assigned for a preprogrammed amount of time, i.e. 12 hours.

Trustee Kipnes met Laurence Bleicher at the Sustainability Conference and would like him to do an energy audit at Rodgers Library and the Hills Building to see where we could save money. A meeting will be scheduled by Trustee Kipnes.

**New Business:**

**Mileage Rate Increase:**

*Motion by Trustee Kipnes to keep our mileage reimbursement rate the same as the town and to change that rate when the Town does. Seconded by Trustee Roy. Motion passed 4-0.*

*Motion by Trustee Roy to update the Travel Expense form mileage information to reflect the town rate for mileage reimbursement. Seconded by Trustee Boucher. All in favor. Motion passed 4-0.*

**Color Image Invoice** - We have our copy machines on the same contract as the town. However, our copy machine makes colored copies and the colored copies are not in the town contract so we have to pay extra for color copies at a rate of \$.05 per copy which is a lot of money. We would like to encourage employees to only make color copies when a document has been finalized. Drafts should not be printed in color. The library charges the public \$.25 per color copy. Part of that charge is used to offset the cost of color printing. The Board is requesting that Director Pilla explore possible other options with regard to color copies.

Director Pilla informed the Board that the town has referenced line item 221 for the cost of the printer rental. This line item was not referenced on our annual budget and consequently, we did not budget this particular line item 221. Since there were no funds budgeted for this line, we will be going over on this line item. The cost for the color prints is approximately \$2,600. It is the Board's request that the library purchase 1 color copier for the children's room to reduce the cost of these copies.

**Trustee Emails** - It will be required of all Board members to access their Gsuite email accounts to set up their email accounts. Director Pilla will forward the instructions to Trustees on how to activate their Gsuite email accounts.

Trustee Rodgers informed the Board the time to file for office starts on January 23 and runs through February 1. If anyone is interested in filing for office to be a library Trustee, that is the time to do it.

Director Pilla: The children's room has been moved around. Betsey would like to remove the laminate tops and replace them with the same metal canopies as the rest of the library. A quote for these canopies has been received by Tucker Interiors in the amount of \$1,576.74. This request should go on the furniture line. Since the furniture line has a budget of \$500, this purchase will put that line item over budget.

*Motion by Trustee Roy to allow line item 326 – Furniture, to go over budget for the purchase of these metal canopies. Seconded by Trustee Kipnes. All in favor. Motion passed 4-0.*

**Ebsco Charging Station** - The current charging station does not have an adapter for the new iPhone. This station will have a topper that will allow 4 local businesses to advertise. There will be no cost to us and Ebsco will find businesses to subscribe to and pay to have their advertisements go on the screen. The question arose about having a third party charge to have advertising in the library. It is the Board's decision not to proceed with this until the RSAs have been looked at more carefully. Director Pilla will look into the details of how the first charging station was obtained as well as if an iPhone adapter can be added to the existing charging station and report back to the Board with her findings.

**Trustee Comments:**

Trustee Kipnes – This is the 10<sup>th</sup> year anniversary of the Rodgers Library, as hard as that is to believe. Come and enjoy all the festivities and all the wonderful things that go on in the library every year, but especially the 10<sup>th</sup> anniversary.

Trustee Boucher – Make sure you get stocked up on books to be home this weekend and have get your driveways shoveled then snuggle up with a nice book inside.

Trustee Roy – I am going to say again that I am disappointed with the Board of Selectmen that they removed our Warrant Article from the ballot without an open an honest discussion about it. This is truly taking away the voice of the voters and I would hope that most people will show up for the deliberative session on February 2. Maybe we could get some people together to put forth a Petitioned Warrant Article to have it put back on the ballot. (Selectman Routsis informed Trustee Roy that it is too late for this).

**Non-Public Session:**

*Trustee Roy moved to enter into Non-Public Session under RSA91-A: 3 II. (a)(d).*

*Roll call vote*

*Trustee Rodgers – yes*

*Trustee Roy – yes*

*Trustee Boucher – yes*

*Trustee Kipnes - yes*

**Adjourn:** Meeting adjourned at 7:54 p.m.

Respectfully Submitted,  
Terri Cicia, Administrative Assistant

## Rodgers Memorial Library Director's Report - Activity for November 2018

### Personnel:

**New Hires:** The response to the job listing on Indeed.com was huge – we had 80 applications for the part-time positions. Unfortunately we have yet to find a person who has both the background and the schedule availability – the search continues.

**News:** Wrap-up hearing with the Budget Committee is scheduled for Wednesday January 2, 2019

## Adult Services - Amy Friedman

### Special Events

**New England Lighthouses and the People Who Kept Them:** NH Humanities program sponsored by Friends of Hudson Library. Saturday, November 3, 2018. Jeremy D'Entremont presented this program. **25**

attended

**Learn to Zentangle:** Zentangle Teacher and life coach Diane MacKinnon presented this workshop on November 8. There is a \$10 materials purchase fee for the special pens and paper. **16 attended**

**DCU Free Concert Series: Sponsored by Digital Federal Credit Union.** November 10, 2019, Jamie Feinberg and Malcom Ross Boyd presented "Spish Spash: A Journey Through the 50s, 60s, and 70s." **65 attended**

**Introduction to Meditation Techniques:** Meditation instructor Julie Hartman offered this program free of charge. Thursday, November 29, 2019. We will have another session in February during the day for people who don't drive at night. **19 attended**

### Regularly Scheduled Adult Programs

**Community Room Art Exhibit:** In November mixed-media artist and photographer Rebecca Killeen-Brown and painter Mark Fountain exhibited in the community room. Reception on November 3.

**20**

attended

#### **Book Discussion Groups:**

**Amy's Afternoon Group** meets on the third Tuesday of each month at 1:30. This month they read "*The Girl with Seven Names*" a memoir of escape from North Korea by Hyeonseo Lee. **6 attended**  
It was a snowy morning, some regulars didn't want to come out.

**Gina's Evening Group** meets on the first Thursday of the month at 7PM. This month they discussed the memoir *Hillbilly Elegy* by J.D. Vance. **4**

attended

**Cinema Celebration and Free Family Films** are sponsored by the Friends of the Library  
Cinema Celebration's November film was *Won't You Be My Neighbor* the documentary about Mr. Rogers. **4 attended in the afternoon and 6 attended in**

**the evening**

Free Family Film for November was *Hotel Transylvania 3*. **2 attended**

**Cookbook & Recipe Club:** Gina facilitates this club. This month's theme was Thanksgiving side dishes. The participants had two cookbooks to choose recipes from. **8**  
attended

**Drop in Stitchers:** Weekly on Friday mornings from 9:30-11:30. **99 attended**  
**Genealogy Club:** Second Friday of each month at 1:30. Reference Librarian Mark Stawecki now leads this program. This month speaker Cathy Bence from the Dracut Public Library spoke on *Getting the Most Out of Ancestry.com*. **34 attended**

**Geopolitics in Today's World:** Meets weekly on Thursdays from 11:00-1:00. Presenter John Penasack has been facilitating the popular "Geopolitics and Conflicts" program for the Rivier Institute for Senior Education and is now bringing this related program to the library. **35 attended**

**Group Singing:** Meets the third Monday of each month at Fairview Healthcare. We spend one hour in Laurel Place Assisted living and one hour memory care unit. **36 attended**

**Life Coaching Event:** Meets second Tuesday of each month. Certified Life Coach Diane MacKinnon, M.D. presented "How to Motivate Yourself Effectively". **13 attended**

**Lithuanian Cooking Class:** Sponsored by the Zylonis Fund. Chef Oonagh Williams offers a monthly Lithuanian Cooking class for up to 50 people. **22 attended**

**Monthly Writing Group:** Monthly on Friday - Study Room 2. Diane MacKinnon facilitates. **2 attended**

**Reading Challenge:** The yearlong Reading Challenge continues. The Friends of the Library will donate \$100 towards reading challenge prizes. Already we have patrons enthusiastically plowing through the list.

### Displays:

Multi-tier book display - newest books.  
Shelf above the newspapers - "I Mustache You to Check out These Books"  
BCD stack - WWI materials in honor of the 100<sup>th</sup> anniversary of the Armistice.  
Display shelf facing the circ desk - "Memorable Memoirs"  
Small table - fiction and nonfiction books and films about Thanksgiving

### Programming Statistics

**Community Room:** Programs 47, Attendance 615  
**Adult Programs:** Programs 28, Attendance 446

**Study Room Use:** Sessions: 69 Attendance 138

## **Reference Report - Mark Stawecki**

### **Databases**

Most of the EBSCO databases increased in sessions since October, averaging an increase in the 4–8 range. The largest was Newspaper Source, which went from 36 to 45 sessions. Notably, Access Newspaper Archive increased from 1 to 11. It may be worth comparing these numbers to those in print to see if the print versions are decreasing in use.

The searches have small fluctuations. Both of the Hobbies & Crafts databases decreased significantly from last month. Academic Search Premier increased from 55 to 72.

The following have no use indicated from July to November:

- Book Index with Book Reviews
- Columbia Encyclopedia
- MasterFILE Premier – Publications
- Topic Overviews K-5

If this continues into Spring 2019 we should consider not renewing.

**PC Usage:** Total session for PCs decreased by 184, but guest pass users increased by 122. It could be that more card holders showed up without their cards and used guest passes instead.

## **Teen Services/School Outreach – Tanya Moesel**

### **Summary**

#### ***Makerspace Conference with AHS Librarian***

<b>Meetings</b>	<b>1 meetings</b>	<b>2 people</b>
<b>Outreach</b>	<b>19 events</b>	<b>422 people</b>
<b>Teen Services</b>	<b>4 events</b>	<b>27 people</b>

### **Teen Services**

#### ***Teen Takeover***

Teen Takeover continued on Wednesdays this month. Tanya opens the Community Room for teens to hang out in a safe space with snacks, video games, board games, and a maker activity. Teens who have come have been enthusiastic. Hopefully word will spread about this opportunity, especially through school outreach.

11/7	5 people
11/14	8 people
11/21	Thanksgiving Break
11/28	5 people
<b>Total</b>	<b>18 people</b>

#### ***Zombie Doll Program 11/1***

Teens gathered in the community room to turn old dolls into zombies. We used acrylic paint to paint the dolls' skin, hair, and clothes. Some teen were really into it--cutting off limbs, shredding clothing, and painting brains. Tanya plans to do this program again next October to coincide with Halloween.

**Total**            **9 people**

#### ***Future Programming***

Teen takeover will continue on Wednesdays and we will provide at least one other teen program each month.

December	Gingerbread Houses
January	Teen Paint Night (with Caroline Bonsaint, AHS Art Teacher)
February	Looking into a big event during February vacation, possibly laser tag

#### ***Collection***

Tanya is slowly weeding the collection to allow space for new books as well as displays. This month, the new books were all displayed with book talkers.

### **School Outreach**

#### **Alvirne High School**

##### ***Meeting 11/26***

Tanya met with Suzanne Richards to discuss the possibility of a program outlining the college admission process for college bound students and their families. Tanya is looking into how to draw the intended demographic to the program. Suzanne is working on a firmer outline of what information will be included.

##### ***Makerspace Conference 11/6***

Tanya attended a conference with Kathy Bouchard, the AHS librarian, entitled "Makerspaces: Creating Motivating, Engaging, Work Spaces for Your Library." Kathy and Tanya hoped to find ways to improve



the collaborative makerspace at Alvirne. The time was spent getting to know each other better, establishing common goals, and brainstorming ideas for the AHS makerspace. Tanya and Kathy look forward to continuing this mutually beneficial project.

### **Library Makerspace**

The AHS librarian and staff, especially the English department, are very excited about this collaboration opportunity. Tanya is building relationships with high school students through maker activities every Tuesday. The pass system has changed again, so it's hard to evaluate how our numbers relate to the projects we are doing. Tanya is working with Kathy Bouchard to find better ways to promote the projects with students.

11/6	n/a	Makerspace conference
11/13	18 people	bookmarks
11/20	n/a	Tanya @ NWES for Outreach
11/27	5 people	paper snowflakes (Kathy out sick)
<b>Total</b>	<b>23 people</b>	

**Hudson Memorial School:** Tanya has arranged for an outreach event during FOCUS every other Thursday. Tanya and Rebecca Orcutt, the HMS librarian, are looking for ways to include all students, not just those who frequent the library. Through Joy Whitaker, Tanya arranged for Rebecca Decker's FACS classes to build the gingerbread houses for December's Gingerbread House program.

11/1	<b>22 people</b>	RML promotion & bookmarks (Joy Whitaker, 7th grade English)
11/15	<b>4 people</b>	bookmarks in library (The librarian forgot to promote this activity while she was overwhelmed with the book fair she was running.)
11/29	<b>12 people</b>	paper snowflakes with Rebecca Decker (FACS teacher)
<b>Total</b>	<b>38 people</b>	

### **Hills Garrison School:**

#### **2nd Grade Field Trips**

Tanya visited HGS to provide a story and STEM activity connected to the Native American Social Studies unit. Students were learning about the Iroquois. Tanya read an Iroquois folk tale around a pretend campfire. Then students carved a dugout canoe from a bar of soap and floated it on a "pond". All five second grade classes participated.

11/1	<b>55 people</b>	2 1/2 classes
11/2	<b>57 people</b>	2 1/2 classes
<b>Total</b>	<b>112 people</b>	5 classes, 2 programs

#### **3rd Grade Field Trips**

All five third grade classes visited the library for an orientation. Tanya talked about the collection and programs, led a scavenger hunt, and read a story. Teachers gave very positive feedback. Tanya and the third grade team are planning a STEM activity to go with the simple machines unit in March.

11/14	<b>20 people</b>	
11/14	<b>21 people</b>	
11/16	<b>20 people</b>	
11/28	<b>21 people</b>	
11/21	<b>21 people</b>	
<b>Total</b>	<b>103 people</b>	5 classes, 5 programs

### **Nottingham West Elementary School:**

#### **2nd Grade Field Trip**

Tanya visited NWES to provide a story and STEM activity connected to the Native American Social Studies unit. Tanya read an Iroquois folk tale around a pretend campfire. Then students carved a

dugout canoe from a bar of soap and floated it on a "pond". All seven second grade classes participated.

**11/19-20**      **146 people**      7 classes, 7 programs

## **Circulation Department- Kristen Paradise**

### **Circulation:**

- The adult circulation for November was down by 10% from October and down 1% from November of 2017.
- Total foot traffic for November was **3,033** visitors, and was down 53% from November of last year.
- We issued **55** new patron cards.
- We currently have **2** patrons utilizing our Books by Mail Program.
- A total of **70** outgoing fax transactions were sent according to the log of transmissions from the Ricoh printer.

### **Downloadable eBooks, eAudiobooks**

- Patrons checked out **666** eBooks, **684** eAudiobooks, and **10** ePeriodicals.

### **Notary Service(s): 39**

#### **Hours:**

- The library was open **212** hours and closed for **36** hours in observance of the Thanksgiving holiday.

#### **News:**

- Wondering if the consistent result of half the foot traffic in the library since the month of June is the result of a change in how we count the number of people entering the building.
- Michele will be updating exercise DVDs.
- Kristen has begun visiting Fairview Nursing Home again.
- Glenna will be wintering in Florida. We are currently in the process of hiring one or two new Library Assistants.

## **Children's Services - Betsey Martel**

### **Programs:**

Toddler Time  
Story Time  
Pokemon Club  
Sensory Playtime  
Playful Pets  
Care of Magical Creatures  
Nature Storytime  
Book-a-palooza  
Busy Bees  
Comics Club

#### **Totals:**

**Programs- 45**

**Attendance-255**

**Programs:** Attendance trickled off quite a bit this November. Story Time continued at a regular level of attendance, as did Hudson Hogwarts. When we start to plan for February we will definitely be reevaluating what worked and what didn't.

**Projects:** A lot of November was spent planning and preparing for December's holiday activities. We planned one different activity for each week in December.

We were contacted by Hills Garrison to entertain kids during parent teacher conferences again this November. We had about 20 kids participate.

We were invited by Margaret St. Onge of the Lions Club to participate in the activity after the tree lighting for the town. Linda and I attended and gave out books to lots of kids!

**Conferences:** Molly met with the past treasurer of CLNH and will be attending monthly meetings beginning in December.

**Volunteers:** With school back in full swing, we do not have any regular volunteers, but the Leo Club from Alvirne High will be volunteering for Pictures with Santa.

## Information Technology Report – Vicky Sandin

### Maintenance

#### Routine Maintenance

In September, IT staff responded to **35** staff and patron requests for immediate assistance. **83** additions and changes were made to the website.

#### Non-routine Maintenance

**Large Monitors Purchased** - Brian has purchased three new 24" monitors; two for the Children's department and one as a spare. At least one extra monitor is necessary since tech services staff and circulation staff requested two monitors for each desk and spare monitors were used to fill the demand.

**New People Counter** - The new people counter has been correctly configured. After running some preliminary testing, we plan to have it ready to use at the beginning of the year, in time to calculate January 2019 stats and later.

#### Patron Services

**Library of Things** - The new Roomba has arrived, and will be added to the collection. Since the plastic carrying case broke, the library invested in two Pelican cases to transport the Roombas, which will protect and house the Roombas in foam and encase the devices in an airtight and watertight molded heavy-duty plastic carrying case.

**Databases** - Marguerite has taken over database duties. She is currently following up on several accounts that claim their website can be accessed from a computer outside the library, but that does not seem to be the case. She is following up on these discrepancies with each vendor.

#### Miscellaneous

**Exploring ILS Options** - After discussing the myriad issues with the web version of the Evergreen web cataloging module, it was suggested we explore other options. There are several NH libraries that use Koha, another open source alternative to Evergreen. Koha offers several benefits over Evergreen, namely:

- **Created for smaller libraries.** Koha was promoted as an alternative to Evergreen, which was created to meet the demands of large library academic and public consortia. As a stand-alone library, Evergreen is too large, cumbersome and complicated for our current needs, whereas Koha, with its stripped-down features and limited extensibility, would meet our needs much more effectively than Evergreen.
- **Local support.** The NH libraries using Koha (the closest being Peterborough, Portsmouth, Pelham, Plaistow, and Litchfield) are members of the local NHAIS and are therefore supported by the state library. Being able to seek advice and support from neighboring libraries regarding any issues with Koha would prove a huge benefit, since presently Rodgers is the only ILS in the area using Evergreen.

Vicky, Ann and Betsey visited the Peterborough Town Library on Nov. 30 and were given a tour of the building and of both the Koha circ and cataloging modules. The circ module offered more features and a more streamlined interface than Evergreen, but Ann was not satisfied with the cataloging module. We

plan to visit the Portsmouth Public Library in January to see if the Koha cataloging module can be customized to fit user needs.

## **Technical Services - Ann Carle**

### **Technical Services:**

Karen Nappo has joined our team working roughly 8 hours per week, when she is available. She volunteered for this department in the past so some procedures were familiar.

Chris Sweeney trained Karen how to prescreen withdrawn books on the Better World Books website, repair books and process materials.

The department staff are still struggling with the Evergreen upgrade. Sometimes we have the cloud and XUL versions open at the same time because the cloud version can't handle a task. Marguerite is keeping a log to report problems to Equinox.

Titles added to Evergreen	212
Overdrive titles added to Evergreen	382
Items added to Evergreen	276
Titles deleted from Evergreen	411
Items deleted from Evergreen	694
Changes to records in Evergreen	225
Mending	59
Better World Books	54

### **Workshops & Meetings:**

Nov 1: department heads meeting

Nov 13: special department heads meeting

IT meeting (Linda, Vicky, Ann, Brian, Marguerite)

Nov 15: department heads meeting

Nov. 29: Peterborough Public Library to look at Koha (Vicky, Betsey, Ann)

Nov 14 & 28: Town Department Heads meeting – Linda attended

Nov 14: Merri-Hill-Rock November workshop and meeting – Linda attended

Respectfully submitted  
Linda Pilla, Director