



TOWN OF HUDSON

Library Board of Trustees



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Hudson Library Board of Trustees Approved Public Meeting Minutes February 20, 2019

Present:

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

Called To Order:

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

Public Input: None

Reports to the Board:

Motion by Trustee Roy to accept the Public Minutes of January 16, 2019. Seconded by Trustee Kipnes. All in favor. Motion passed 5-0.

Motion by Trustee Roy to accept the Non-Public Minutes of January 19, 2019. Seconded by Trustee Kipnes. All in favor. Motion passed 5-0.

Correspondence: Thank you card received from patron thanking Gina Votour for a wonderful cookbook club. Tanya Moesel received a note from Kathy at Alvirne High School thanking her for making a connection with Make-It-Labs. Make-It-Labs donated a 3D printer to Alvirne High School.

Treasurer's Report: Everything is going along fine. We are at about 53% of our spending. We do have one line item that will be going over budget which is the furniture line as discussed at our last meeting. Other than that, everything is moving along.

Director's Report: See attached.

Selectmen's Liaison: There is nothing major this evening, but I did want to make sure Linda reached out to someone regarding the auction in order to dispose of all the old computer equipment in the basement.

Director Pilla has reached out to Tom Collins who will be coming to the library to take a look at this equipment for possible inclusion in the online auction.

Acceptance of Donations:

Motion by Trustee Roy to accept a water cooler, computer cabinet and karaoke machine from the Friends of the Library. Seconded by Trustee Kipnes. All in favor. Motion passed 5-0.

Motion by Trustee Roy to accept 8 books and 6 DVDs for the month of January. Seconded by Trustee Kipnes. All in favor. Motion passed 5-0.

Friend's Report: The Friends of the Library did not meet this month.

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

Old Business:

Personnel Manual Updates:

Motion by Trustee Roy to accept the updated Personnel Manual. Seconded by Trustee Boucher. All in favor. Motion passed 5-0.

IT Renovation:

We received the renovation contract from Northpoint Construction and we had the town attorney look it over. The only change we requested was to have the word "arbitration" changed to "litigation" which they did without question. The contract has been signed and work has begun.

Memorandum of Understanding:

One change to the MOU was removing the section saying the SAU would share the expenses for the utilities for the Hills Memorial Library building. Also, Director Pilla contacted the town departments and requested contact information for everyone who currently uses the Hills Memorial Library building on a regular basis. This information was attached to the Memorandum of Understanding.

Energy Audit:

The energy auditor, Laurence Bleicher, came to Rodgers Library and met with Trustee Kipnes, Director Pilla and Bob Gagnon. He looked at the lights and a number of other things. He is scheduled to come back on Monday with a proposal for replacing all the light bulbs.

New Business:

10th Anniversary:

There are several groups who are coming together to make this celebration happen. Trustee Rodgers suggested forming a Committee that will include a Trustee, a Friend, a staff member and anyone else who would like to participate in the preparations.

Deliberative Session:

All Trustees attended the Deliberative Session. They did not discuss our raises that stayed in the budget. The budget went through without any discussion. When they got to the Petitioned Warrant Article for the capital reserve fund, there was great discussion due to who put the capital reserve Warrant Article forward. The ultimate ending of that conversation was they took \$25,000 from the reserve balance which means there will be no tax impact.

Trustee Comments:

Trustee Blue: I'm glad the library is still going strong and everything is wonderful. It's good to see all the things going on at the library.

Trustee Kipnes: I agree, things are going wonderfully and I'm glad we are fully staffed. I want to remind people that voting is March 12. There will be library trustees running and a lot of Selectmen candidates running so hopefully there will be a pretty good turnout I hope.

Selectman Routsis: It's been a pleasure working with you this year and maybe you will see me again in the future. I do plan on running for Selectman in the future but other than that I might stop by the library now and then. I will miss you Robin. Kara good luck.

Trustee Boucher: I also think it is very important to get out there and vote as Linda has said. There are lots of issues to take care of our town including the library. I am so grateful we are making progress on the construction and look forward to that ending. As always, go out and find a book at the library.

Trustee Roy: Don't forget to vote on March 12 at the Hudson Community Center. I want to thank Angela for her input. I also want to thank Robin. We have made tremendous strides in the last couple of years.

Trustee Rodgers: Thank you. I have learned so much on the Board and have met so many wonderful people. Aside from the ladies here today, there was Connie Owen, Jen Chafe, Steve Middlemiss, and Arlene Creeden that all helped me along the way to create a really strong Board. I think the library is moving in a tremendous, positive way and with Linda Pilla's leadership and a strong Board, it will continue in that vain. I'm really pleased to be leaving it in such good hands. Thank you all.

Non-Public Session:

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

Roll call vote:

Robin Rodgers-yes

Linda Kipnes-yes

Barbara Blue-yes

Kara Roy-yes

Donna Boucher-yes

Adjourn: Meeting adjourned at 6:41 p.m.

Respectfully Submitted,

Terri Cicia, Administrative Assistant

Rodgers Memorial Library Director's Report - Activity for January 2019

Personnel:

2 staff members had annual reviews during this month.

I have hired two new part-time staff to replace a staff member who left in 2018. The person who left was working 24 hours/week. The two new people will be working a total of around 24 hours/week. I have the paperwork with me. We will go into particulars in non-public session,

Special recognition this month to:

Linda Kipnes and Robin Rodgers

Linda is running for re-election to the Board of Trustees. She has served for many years as well as her work on many other committees and boards.

Robin has served 9 years on the Board of Library Trustees – the last 4.5 years as Chair.

Many, many thanks to both of these trustees for the work that they have done on behalf of the Hudson library.

News:

The AARP Tax Aide program has kicked off for 2019. They are meeting Tuesday and Saturdays at Hills Memorial Library. Please call RML to set up an appointment. Thanks to the SAU and Fire Department personnel who are finding alternative parking arrangements so as to leave spaces free for the volunteers and people who are getting their taxes done.

RML was mentioned as a "Winter Superhero" in USA Today on 2/9/2019 by the American Red Cross.

We purchased a color printer for the children's room Lexmark Laser Printer (\$377.16). The goal is to wait until it notifies us to let us know that it needs a new cartridge, pull up the print log to see how many prints have been made and calculate the cost/print. We are looking to come in at under 5cents/copy.

Charging stations cost from \$300 for a 3-station charger to \$600 for an 8-10 station charger.

Adult Services - Amy Friedman

Special Events

Screenwriting Basics: Reference librarian Mark Stawecki held a workshop on the basics of writing a screenplay. Tuesday, January 8 at 2:30. We should consider trying it again in the evening when younger adults might be available. **2 attended**

Zentangle Workshop: White on Black Diane MacKinnon offered a workshop on the art of Zentangle using white ink on black paper on January 9 at 6:30 **10 attended**

DCU Free Concert Series: Thanks to a generous grant from Digital Credit Union Deborah & Giovanni Rocha performed American standards mixed with some popular Brazilian music. **32 attended**

Create a Floral Painting: Second Sunday Special Events: The library is open on the second Sunday of each month through May from 1-5. As well as the usual library services, we will be hosting a special hands-on event. On January 13 we had an acrylic painting program. We gave instructions on how to create a floral painting at 1:30, 2:30, and 3:30. People registered for a time slot. Supplies were provided. **25 attended**

Chair Yoga: Get Moving @ Your Library - The library is planning a monthly *Get Moving* program featuring a variety of classes to introduce people to the many ways they can put more physical activity into their life. On January 18 at 1PM, we had Deborah Shaw present a Chair Yoga class. **18 attended**

Eighty Years After the Holocaust: The Duty to Remember – But What?

Hudson resident Mick Grzonka gave a presentation dispelling some commonly held myths about events and social conditions that led to the Holocaust on January 26. **28 attended**

Regularly Scheduled Adult Programs

Community Room Art Exhibit: Hudson Sports Artist Mark Yeaton displayed large paintings of Boston sporting events and athletes as well as some paintings of well-known NH locales.

Book Discussion Groups:

Amy's Afternoon Group meets on the third Tuesday of each month at 1:30. This month's book was *The Distant Hours* by Kate Morton. **12 attended**

Gina's Evening Group meets on the first Thursday of the month at 7PM. They discussed *What We Lose* by Zinzi Clemmons **4 attended**

Mystery Readers Book Group meets the second Thursday of each month at 1p.m. The January book was *Christmas Pudding Murder* by Joanne Fluke. **16 attended**

Cinema Celebration and Free Family Films are sponsored by the Friends of the Library. Cinema Celebration's January film was *Crazy, Rich Asians*

9 attended in the afternoon and 2 attended in the evening

Free Family Film for November was *Incredibles 2* **4 attended**

Cookbook & Recipe Club: Gina facilitates this club. There was no meeting this month.

Drop in Stitchers: Weekly on Friday mornings from 9:30-11:30. **107 attended**

Genealogy Club: Second Friday of each month at 1:30. Reference Librarian Mark Stawecki now leads this program. This month speaker Rebecca Stockbridge from the NH State Library spoke on *Using the State Library's Early Town Transcripts Collection and Name Index* **21 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. **46 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. This month we celebrated by singing Holiday songs. **29 attended**

Life Coaching Event: Meets second Tuesday of each month. This month certified Life Coach Diane MacKinnon, M.D. worked with the group to create vision boards. **6 attended**

Lithuanian Cooking Class: Sponsored by the Zylonis Fund. Chef Oonagh Williams offers a monthly Lithuanian Cooking class for up to 50 people. **23 attended**

Monthly Writing Group: Monthly on Friday - Study Room 2. Diane MacKinnon facilitates. **1 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 - "New Year, New You!"

BCD stack – Authors with January birthdays

Display shelf facing the circulation desk – "Best Books of 2018"

Small table – Martin Luther King and the Civil Rights movement

Programming Statistics

Community Room: Programs 57, Attendance 744

Adult Programs: Programs 33, Attendance 432

Study Room Use: Sessions: 95 Attendance 181

Reference Report - Mark Stawecki

Databases:

HeritageQuest usage jumped to 16. This represents the most use since July 2018. Searches were up from 4 last month to 30. There may be some new users or perhaps users searching multiple times for a project. This and Ancestry Plus Online were the only two databases to increase in both usage and searches. This can be attributed to school not being in session and indicates that genealogy does not slow along with academics.

Some of the databases that have been discontinued were highlighted on the spreadsheet by Ann. These were Freegal and Learning Express.

The following still have zero usage since summer 2018. All are part of EBSCO and are therefore covered by our existing subscription:

- Columbia Encyclopedia
- MasterFILE Premier- Publications
- Topic Overviews K-5

Auto Repair has not been used since August and Image Quick View Collection has not been used since October.

Rooms and Attendance:

Community room attendance and usage increased in January - the first time since October. New programming and several well-attended events account for the increase.

Adult program attendance dipped in January – not unusual since a large number of our regular patrons take a winter break at this time of the year. Young adult attendance jumped from 37 to 132. Tanya restarted her weekly STEM program – this time in the Community Room and is averaging around 25 people each week.

Public Access Computers:

Guest pass usage decreased slightly, numbers reflecting November and December.

Staff Training – Genealogy:

Mark began a six-week online course (free) “Genealogy: Researching your family tree:” presented by the University of Strathclyde. It involves reading articles and watching videos with optional discussion boards.

Teen Services/School Outreach – Tanya Moesel

Summary

Meetings

2 meetings

4 people

Outreach

6 events

100 people

Teen Services 9 events 132 people

Exciting News!

Make-It Labs, a community workshop and non-profit organization located in Nashua, has donated a 3D printer to RML for use in makerspace programs! Not only that, they are interested in partnering with us to share their love of making with our community. We are working toward planning activities that involve drones and showing off a built to scale model of R2D2.

Tanya began her journey as a graduate student this month. Tanya is studying Library and Information Science at University of Rhode Island.

Teen Services

Maker Mondays

Tanya began a new program in January with the intention of providing a makerspace to the community. The program is for all ages. So far it has mostly been attended by families with elementary and middle school aged children. Rotating activities and materials are provided each week. Attendees have made buttons from comic books, built electrical circuits, made cards for chemo patients, programmed robots, used the 3D printer, learned to design in Tinkercad, tried out computer coding, and more. It's been inspiring to see people problem solving and collaborating during this program. Tanya has been in touch with community members that might be interested in supporting this program and promoting their passion for art and technology. Borderline Spinners, Make-It Labs, and Artful Life by Deanna are all interested in possibly providing demonstrations.

- 1/7 25 people
- 1/14 31 people
- 1/21 8 people (holiday + extreme cold + snow = low numbers)
- 1/28 26 people

Total 90 people

Teen Paint Night 1/31

Caroline Bonsaint, an art teacher from Alvirne, led students in creating their own elephant painting. Most of the students who attended heard about the program at the middle school. One heard through Ms. Bonsaint. One was invited by a librarian. Two were invited by friends. It seems school outreach is making an impact on teen program attendance.

Total 11 people

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, and board games. Teens who have come have been enthusiastic. The week of final/midterms (1/23), Teen Takeover started early, since students were released early, and provided pizza, since the school doesn't serve lunch. It was our largest attendance this school year.

- 1/2 5 people
- 1/9 5 people
- 1/16 6 people
- 1/23 12 people
- 1/30 3 people

Total 31 people

Collection

Tanya is continuing to weed and manage the YA collection. A shift was made to provide more space for book display. There are now two displays in the YA section--one for new books and one for a themed display. The themed displays in January were "Sweet Romance" and "Dystopian Fiction: You think you have it bad?"

School Outreach

Alvirne High School

Field Trip

Lisa Moreau brought a freshman English class over to for a tour of the library. Students also registered for library cards. **12 people**

Library Makerspace

Tanya is building relationships with high school students and staff through maker activities every Tuesday. Tanya is working with Kathy Bouchard to find better ways to promote RML and its programs and services.

1/7	7 people	perler beads (Kathy Bouchard out sick)	
1/15	19 people	cards for chemo patients	
1/22	no program	Midterms/Finals Week	
1/28	16 people	snap circuits and engineering with KAPLA planks	
		Total	42 people

Hudson Memorial School

Tanya has arranged for an outreach event during FOCUS every other week, usually Thursday. Tanya and Rebecca Orcutt, the HMS librarian, are looking for ways to include all students by connecting with specific teachers.

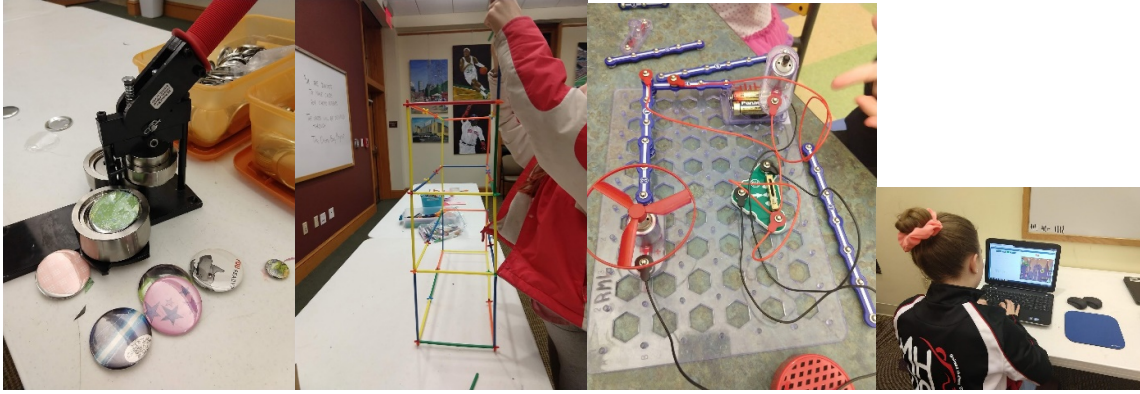
1/10	25 people	cards for chemo patients (Joy Whitaker & Carla Griffin)	
1/25	21 people	teaching students about research resources as they prepare projects for National History Day	
		Total	46 people



Teen Paint Night

Maker Mondays





Circulation Department- Kristen Paradise

Circulation:

- Adult circulation for January was up almost 18% from December and was up 5% from January 2018.
- Total foot traffic for January was **3,369** visitors, up 11% from December. Foot traffic was down 53% from December of last year.
- We issued **91** new patron cards in January.
- We currently have **2** patrons utilizing our Books by Mail Program.
- A total of **79** outgoing fax transactions were sent according to the log of transmissions from the Ricoh printer.

Downloadable eBooks, eAudiobooks, and ePeriodicals

- Patrons checked out **735** eBooks, **732** eAudiobooks, and **13** ePeriodicals.

Notary Service(s): 40

Hours:

- The library was open **288** hours and closed for **12** hours in observance of New Year's Day.

News:

- We are planning to begin quarterly Circulation staff meetings.
- ILL numbers for received items (Sept. through Dec.) have been amended in the ILL spreadsheet. Numbers were inflated due to counting returned RML items in addition to filled patron ILL requests.
- In conjunction with Amy, Michele is going to head up an Edible Book Festival in April.
- The library was open for the first Sunday Craft Day of 2019. Crystal hosted a paint afternoon, enjoyed by all participants. A second paint event is being considered.

Children's Services - Betsey Martel

This January we did not have any programs. We used January to implement the changes that we have been planning for about a year and a half.

There were several purposes behind the rearranging of the children's room. We created two distinct age zones, an upper elementary area, and a younger child "play" area. We were able to have these spots on completely opposite corners of the room, which is very appealing to the older kids.

We were also able to create a large open space, which right now has all our tables and chairs. We can easily move all these pieces to have an open spot for programs. The real benefit of this space is that when we have performers scheduled for outside in the summer, we can just move inside if the weather does not hold up.

Response to the changes has be overwhelmingly positive. We are all still learning where everything is!

Information Technology Report – Vicky Sandin

Maintenance

Routine Maintenance

In January, IT staff responded to **36** staff and patron requests for immediate assistance. **317** additions and changes were made to the website. The majority of the changes were Library of Things updates and changes to the slides that redirect to the library calendar for signup (museum passes, tax appointments). The number represents changes made by both Marguerite Grant and Vicky Sandin

We will be making additions to the website including adding a “New Arrivals” section on the home page which features our most recent book acquisitions, a new museum passes page, and a new database resources page.

Patron Computers - We checked the patron computers and they were all performing as expected at the time.

Non-routine Maintenance

Large Monitors for Children’s and Foyer Received - We received one 70” SmartTV and a 42” SmartTV from Hudson Cable for use in the Children’s Room and the Library foyer. Children’s plans to use the 70” to aid in story times. The 40” will be used to promote events and happenings at the library. Currently we’re discussing where to put the 40”; one option being to hang it over the copier where people can watch while making copies. Another option is to place it where it was originally intended to go when the building was designed, which is to the right of the women’s bathroom door.

New Printer for Children’s Room - In an effort to cut costs, we’ll be installing a small color laser copier in the Children’s Room for use for smaller jobs. The large copier will still be used to print 11” x 17” brochures and calendars.

New Barcode readers - We have depleted our supply of barcode readers and have purchased 2 additional handheld barcode scanners and 2 portable (wireless) barcode scanners. One of each will be used by the Circ Dept, with the portable scanner used primarily for inventory when working in the stacks.

Magazines (Serials) - Began cleaning up the serials in Evergreen; there are literally hundreds of magazine barcodes that need to be deleted, and serial issuances that need to be streamlined. Vicky plans to continue this through February.

Patron Services

Library of Things - We have added the Karaoke player and an On-Board Diagnostic (OBD) to the LOT in January.

Friends GSuite Tutorial - On January 14, Vicky led a GSuite tutorial for the Friends. She introduced them to the various apps on GSuite (Mail, Calendar, Forms, Docs, Slides, etc.) and how to use their email account, and how to “share” documents and other files. As an exercise, we created a document and shared it with everyone, so they could see how editing a doc they’ve shared works in real time with other people they’ve shared the doc with.

Technical Services - Ann Carle

Bookmarks and library of things are ordered by Technical Services and funded by the materials line.

Removed an unnecessary line on all the staff timesheets and corrected formulas.

Determined how to use the Better World Books account on Ingram to order large print books.

Met with Linda to discuss current and future budget lines.

Discovered that Evergreen does not show MARCs unless there’s an item attached. Newspapers and

Overdrive materials are involved. Will add items over time.

No MARCs were sent by the state for new Overdrive titles.

Titles added to Evergreen	170
Overdrive titles added to Evergreen	0
Items added to Evergreen	205
Titles deleted from Evergreen	77
Items deleted from Evergreen	376
Changes to records in Evergreen	130
Mending	43
Better World Books	0

Workshops & Meetings:

Jan 4: staff meeting

Jan 8: IT meeting (Linda, Vicky, Ann, Marguerite, Brian)

Jan 17: department heads meeting

Jan 31: department heads meeting

Respectfully submitted
Linda Pilla, Director