



TOWN OF HUDSON

Library Board of Trustees



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Hudson Library Board of Trustees Approved Regular Meeting Minutes April 18, 2018

Present:

Trustee Robin Rodgers
Trustee Kara Roy
Trustee Barbara Blue
Trustee Donna Boucher
Trustee Linda Kipnes
Linda Pilla, Library Director

Called To Order:

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

Public Input: None

Reports to the Board:

Motion by Trustee Roy to accept the Public Minutes of March 28, 2018. Seconded by Trustee Blue. All in favor. Motion passed 5-0.

Correspondence: Thank you notes from the children at Nottingham West School who participated in the poetry and catapult programs headed by library staff member, Tanya Moesel.

Treasurer's Report: Trustee Roy notified the Board that we are on track for this time of year. She is meeting with Terri and Mark Cross-Pointe from Peoples Bank on Tuesday at the library to start the paperwork for the Zylonis transfer. There is one line item, 327G Databases, we will be going over on. Linda and I spoke about this prior to the overage. The budgeted amount for this line item is \$20,500. Currently, the total spent on this line item is \$16,420, leaving a balance of \$4,080. We have agreed to renew Ebsco for Novalist Services offered on the internet at a cost of \$4,536. We also have 3 other databases that will be coming up for renewal by June 30. American Ancesters \$200, Cypress Resumes \$255 and the Transparent Language Program \$750. These purchases will put us over budget \$1,661 by the end of the year. Trustee Roy believes there is room in the budget for these database purchases. The other line item that will probably go over, but has not done so yet, is 247C Museum Passes. The budget for this line item is \$4,700. The balance on this line item is \$45. We would still like to purchase museum passes for The Discover Museum, Imagine That, The New Hampshire Historical Society and a new pass we have not had before, New Hampshire State Parks and The Silver Knights tickets. The cost for these additional funds would be approximately \$1,100-\$1,300.

Trustee Kipnes offered to have The Friends help with expenses for museum passes should there not be enough funds in the budget to cover the overage.

Selectmen's Liaison – Our new Liaison, Angela Routsis, had a prior commitment and was unable to join us this evening. She will be replacing Dave Morin.

Director's Report: See attached.

Cafe Bar – This is a wish list item and we would like to put one where the big window is that looks out on the reading garden at the back of the building. We have no numbers yet but would like to investigate the cost.

Acceptance of Donations:

Motion by Trustee Kipnes to accept 76 books, 8 DVDs, 1 CD and 1 E-Toys. Seconded by Trustee Roy. All in favor. Motion passed 5-0.

Report from Friends: The Friends had the luncheon last week for the library staff and volunteers.

Strategic Plan: Trustee Blue had a focus group that went very well. There was a lot of input and participants were very enthusiastic. John Knowles will be having heart surgery on Tuesday so there will be a few weeks delay in presenting a report to the Board. We have set up another focus group and will be scheduling another Strategic Plan meeting after that date.

Department Heads Staff Meeting: Trustee Rodgers will be attending tomorrow's meeting.

Old Business:

IT/Children's Room Renovation: We received the third bid from Cobb Hill in the amount of \$186,000. Trustee Rodgers thinks this is too much money for the renovations we would like. Upon talking to Director Pilla, we could eliminate the construction and renovations in the Children's Room by getting a portable desk so they can have a laptop computer and workspace that can be moved around. If they have a project they are working on, they will have a place to work off desk. This would meet staff's immediate need for a workspace. Northpoint Construction submitted a bid for the IT Renovation of \$34,500. This would include carpentry millwork, doors, windows, firewall, ceilings, flooring, etc. The Trustees will hold off on Children's Room Renovations until a more definitive plan is put in place with regards to staff needs in Children's Room. Trustee Rodgers will contact Northpoint Construction to schedule an onsite visit to address small changes to plans for IT renovation as needed.

Selectmen vs. SAU Meeting: The Board of Selectmen and the School Committee have been invited to a special workshop scheduled for tomorrow, April 19 at the Hills Memorial Building to discuss the future funding of the Hills Memorial Building. Trustee Rodgers would like all Board members to participate in the discussion at tomorrow's meeting.

Tilted Shelving: We are still waiting for a quote and will revisit this issue when quote is received.

New Business:

Annual Meeting (Voting for Board positions):

Motion by Trustee Blue to nominate Robin Rodgers as Chairperson. Seconded by Trustee Kipnes. All in favor. Motion passed 4-0.

Motion by Trustee Rodgers to nominate Kara Roy as Treasurer. Seconded by Trustee Blue. All in favor. Motion passed 4-0.

Motion by Trustee Rodgers to nominate Linda Kipnes as Vice Chairperson. Seconded by Trustee Roy. All in favor. Motion passed 4-0.

Motion by Trustee Rodgers to nominate Donna Boucher as Secretary. Seconded by Trustee Roy. All in favor. Motion passed 4-0.

Motion by Trustee Rodgers to nominate Barbara Blue as Member-At-Large. Seconded by Trustee Roy. All in favor. Motion passed 4-0.

Trustee Comments:

Barbara Blue – We in Hudson are very lucky to have such a wonderful library and staff so please come and visit the Library.

Linda Kipnes – It was nice to see all the dedicated staff at the Staff Luncheon. Thank you to all the staff.

Donna Boucher – I'm new and learning things quickly. I'm looking forward to learning what is going to happen with the Hills Building and I think it's great that we are having a special meeting tomorrow night so we can get that under way and get it figured out.

Trustee Roy – I'm continually amazed at how many people go to our library. On any random day I will go there and the parking lot will be full so not only do we have wonderful staff but we also have wonderful patrons and please keep coming into the library.

Director Pilla – (Director read a poem written by the children who attended the poetry program at Nottingham West). Spring looks like sunshine on trees and flowers growing and blooming like a red rose. Spring sounds like birds peeping and chirping, bees buzzing and children playing. Spring smells like daisy flowers, fresh dirt and roses. Spring tastes like apple blossoms, pasta salad, hot dogs and sweet clovers. Spring feels like happiness.

Non-Public Session:

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

Chair called for a roll call vote

Trustee Roy – Yes

Trustee Rodgers – Yes

Trustee Boucher – Yes

Trustee Blue - Yes

Trustee Kipnes – Yes

Enter Non-Public Session at 6:44 p.m.

Exit Non-Public Session at 7:36 p.m.

Our next regularly scheduled meeting is May 16, 2018 at 6:00 p.m.

Adjourn:

Meeting adjourned at 7:36 p. m.

Respectfully submitted,

Terri Cicia
Administrative Assistant

Rodgers Memorial Library Director's Report
Activity for March, 2018
April 18, 2018

Personnel

Children's Room Personnel

We are very excited to welcome Melissa Groff on board as a new Part-Time Library Assistant in the Children's Room. Melissa has worked for 16 years at Barnes and Noble and brings all that experience to join our already amazing Children's Program Team

Special Events

Active shooter drill at Alvirne High School.

Live broadcast from RML tomorrow, Thursday from 5pm – 6pm Bob Bartis "Books and Crooks"

CPR Training – 4 staff members attended CPR training at the Hudson PD.

All Staff Meeting was held last Friday – AED usage, RML role in any active event at Alvirne H.S. or Hill Garrison E.S.

Highlights of Special Adult Programs in March & April
Music Programs

DCU Concert: Big Band Idols with Ken Lelen – 56 people attended

Ken Lelen — Sings legendary love songs and plays vintage acoustic guitars

Cookbook Club – 8 people cooked

February 11: The Paleo Kitchen

Genealogy Club – 30 attended

April 13: Professional genealogist Seema Kenny of the Massachusetts Society of Genealogists speak on using Google Search to find vital statistics as well as the historical and social context of our ancestors' lives.

AARP Tax Aide - 453 people have been helped this year – this number does not include the many people who walked in and were helped without scheduling an appointment.

Children's Room Special Programs:

Potions Class – Harry Potter themed science experiments

Crafty Kids - Betsey

Interactive Movie – kids version of Rocky Horror Picture Show

Author Talk – Mark Parisi author of "Mart Pants: Do Not Open" fame will visit on April 26

Information Technology

Hoopla – Despite our best attempts, we have had very little response to Hoopla. We can go one of two ways: Subscribe to Hoopla – it takes a “deposit” to set up (similar to OverDrive Advantage) and notify patrons who are waiting for high demand books on OverDrive that we have a Hoopla account they can use to get instant access if Hoopla has the book. OR Ignore this technology for the time being. We will be behind the technology curve.

Mobile Hot Spots – We plan to purchase 5 mobile hotspots – total cost \$660. We have the opportunity to purchase these at an exceptionally low cost because of our non-profit status. The goal is to loan these hotspots out during the spring and summer and then possibly introduce a rental program beginning in September. Think of this as a service charge – we charge for printing and non-resident fees, some libraries charge for faxes/ notary services/ non-resident fees. The user would select the amount of time they want/need and pre-pay for the hotspot.

People Counter – Sencourse \$1684.95 - needs to be installed with wires run above the ceiling in the entry way to a receiver (probably in the AV closet)

Traf-Sys \$1575.00 – wireless system.

Building & Facilities

Fire Alarm System Inspection from Tri State. Because of the age of the sensors in the building, the inspector did a sensitivity inspection. The inspector suggested the following necessary improvements. However, these suggestions are not the result of an engineering survey. They are recommendations based on current code. Replace 5 old smoke detectors and 2 old heat detectors.

Tilting Shelving

Café Bar

Adult Services

Amy Friedman

Lithuanian *Margučiai* Egg Workshop – 16 people attended. Many more were on the waiting list. This event was highlighted in the March Director’s Report

SBA Resources to Help Start or Grow Your Business: 5 people attended US Small Business Administration Economic Development Specialist, Warren Haggerty. Information, tips and resources for starting or growing a small business.

March 6

Souper Soup Contest and Soup Tasting: 26 people participated There was a prize of a soup thermos for the winner.

March 14

DCU Free Concert Series: Oran Mor – 81 people attended. This event was highlighted in the March Director’s Report

Concert, Tutto a Dio Lithuanian Ensemble - 77 people attended. This event was highlighted in the March Director’s Report

Songs of Emigration: Storytelling Through Traditional Irish Music. 52 people attended. A NH Humanities Program. This event was highlighted in the March Director’s Report

Create a Succulent Dish Garden - 14 people participated Anne's Florals and Gifts

presented this workshop. Material cost was \$45
March 27

Free Tax Help at the Library: 210 people had their taxes done this month.

Tuesdays & Saturdays, February 3
April 14

Regularly Scheduled Adult Programs

Community Room Art Exhibit: Our March artist had to cancel so our February artist, Award winning colored pencil artist Tina Gagnon, kept her work up for an additional month.

Book Discussion Groups: 9 people attended

Afternoon: Amy's afternoon book group meets on the third Tuesday of the month at 1:30. This month they read "Killed at the Whim of a Hat" by Colin Cotterill.

Evening: Gina's evening book group meets on the first Thursday of the month at 7PM. No one attended this month, the meeting was during school vacation week and people were away.

Cinema Celebration: 16 people attended. This program takes place second Mondays at 2 & 6:30. This month's film was *Dunkirk*.

Cookbook & Recipe Club: 12 people attended Gina facilitates this group. This month the theme was bread and people made both quick breads and yeast breads March 21

Drop in Stitchers: - 108 people attended

Free Family Film: - 25 people attended 4th Saturday of the month

Genealogy Club – 10 people attended Roger Schwitalla facilitates the genealogy programs. Webinar "Researching Your Native American Ancestors at the New England Historical Genealogical Society."

Geopolitics in Today's World – 25 people attended Thursdays from 11:30-1:30

Volunteer, John Penasack facilitates this program. One meeting was cancelled due to snow.

Group Singing – 31 people participated Fairview Healthcare. Amy and Linda facilitate this program.

Life Coaching Event: Master Certified Life Coach Diane MacKinnon, M.D. presents a different life coaching topic each month, on the second Tuesday at 7. This month she had to cancel due to snow. She rescheduled the topic for May.

Monthly Writing Group

Diane MacKinnon is facilitating this new monthly group. This month she was the only person to come.

Publicity/Outreach:

Weekly programming information updates to local newspapers with information on programs happening within the next few weeks. Slides shown on HCTV. Amy tapes a segment on upcoming events for HCTV. Newsletter, website, bulletin boards, online calendars, Facebook Kristen visits Fairview Healthcare every week. Staff members participate monthly in WSMN Radio's "Books and Crooks" program.

Displays:

“Women’s History Month,” “True crime books,” “Read Me, I’m Irish,” quilting books for National Quilting Month, Staff Picks.

Teen Report: Regular Programs – James Taber

Teen Takeover @ Your Library (TT@YL): Attendance was low this month, which can partly be ascribed to yet another snow day on 3/7. However, as the teens approach the end of the school year, their time is increasingly taken up with extracurriculars. Most of our would-be participants are involved in the drama and improv clubs, both of which conflict with this program.

The teens who do attend seem to enjoy themselves. Molly suggested running a movie during TT@YL.

March 7:	n/a
March 14:	4
March 21:	1
March 28:	4
Total:	9

Button Mashers: The total numbers for Button Mashers were fairly typical for the program. The teens continue to enjoy themselves. There is a degree of physical rowdiness beginning to manifest, but it seems centered around only a couple of participants and has only taken the form of jumping up and running around when they get over-excited. James, “I’m keeping an eye on their behavior.”

Molly watched them on 3/22 and reported a high degree of said rowdiness. I spoke to them at TT@YL and Button Mashers the following week about it; the teens didn’t believe it was more activity than normal, but it was a much larger group, and so the effect might have been amplified. They apologized for alarming her.

March 8:	n/a
March 15:	5
March 22:	10
March 29	2
Total:	17

Tabletoppers: relaunched this month highlighting *Dungeons & Dragons*. The board games were unused, but are available as an option for latecomers or people who aren’t interested in *D&D*. This event happens in the community room, even though that means occasional conflicts with existing programs. The teens understand needing to give up the room on the second Monday of the month for the monthly film.

March 19:	4
March 26:	4
Total:	15

Fanfiction Club: No takers for Fanfiction Club this month. James is considering taking this program “on the road” to Hudson Memorial School as an after-school program.

Teen Advisory Group (TAG): No takers for TAG this month. James feels this is an important program and will continue to schedule it, but will not report unless he has attendees.

Summer Reading Program: James plans to work with both Children's and Adult services to unite the summer kickoff - Beatles concert on June 15. The teens will play Laser tag that same evening. Sign-ups for SRP begin June 18. YA & CR will coordinate an event with the Nashua Community Music School. James is aiming for around 110 participants and 20 events this summer.

Teen Report: Community Outreach

James will visit Alvirne H.S. and the Hudson memorial in April. His plan is to start a book club at the middle school and raffle prizes and pop-up library services at the high school. Regarding the middle school, he is waiting on authorization to do programming there.

Alvirne H.S. teacher, Mr. Cole brings his college composition class to RML to do research and work on their papers on Thursdays from 1 PM to 2 PM. The group has access to study rooms, laptops, and reference assistance.

Teen Report: Social Media

Social media continues as previously reported. New blog posts every week, Twitter updated every day, and Facebook updated as needed. All social media seems to reach adults more than it does teens, unfortunately, but getting information out there is never a bad idea.

Teen Report: Displays

"March for Our Lives" combination of fiction and nonfiction.

"Women's History Month" combination of fiction and nonfiction.

Reference Report: Reference Statistics

Community Room	
Usage: 60	Attendance: 933
Study Rooms	
Usage: 70	Attendance: 151
Adult Programs	
Number: 43	Attendance: 776
Teen Programs	
Number: 10	Attendance: 34

Computer Use	
Cassie/Internet:	699
Guest Passes:	293

Use of Study Rooms	
Unable to Book:	0
Booked, but Not First Choice:	2
Bumped from Room:	7

Reference Report: Miscellaneous

Genealogy requests:	1
Tests proctored:	1

Circulation Department - Linda Pilla

Circulation:

- The adult circulation for March was up 10% from February and down 13% from March 2017.
- Total foot traffic was up 22% from February and down 6% from March 2017
- We issued **63** new patron cards.
- We currently have **3** patrons utilizing our Books by Mail program.
- A total of 56 outgoing fax transactions were sent according to the log of transmissions from the Ricoh printer. We had 0 incoming faxes.

Downloadable eBooks, eAudiobooks, Freegal

- Patrons checked out **531** eBooks and **646** eAudiobooks.
- Freegal had **153** downloads from **35** different users. Freegal also streamed **253** mp3/video format from **21** patrons.

Notary Service(s): 26

Hours:

- The library was open **281** hours and closed **24** hours due to snow. The library is open on Sundays until April 15 from 1pm-5pm

News:

- 3-D Printer: Staff, workshop and patron projects.

March ILL Statistics:

Interlibrary Loans	Total
Hudson Patron Requests Submitted	187
Hudson Patron Requests Filled	163
Other Libraries Requests Submitted	158
Other Libraries Requests Filled	158

Children's Room - Betsey Martel

PAWS to Read: We are currently hosting Elsa (the black lab) and her human parents for Paws to Read on Thursday afternoons. The program has not taken off as well as we had hoped, but the kids who come absolutely love reading to Elsa!

PROJECTS: Spring session of programs and Summer Reading Program preparation. Inventory of collection.

OUTREACH: Tanya continues to connect with the schools. Her STEM program at Nottingham West was very popular.

VOLUNTEERS: Elizabeth, Kaviya, Robert and Christopher continue to volunteer regularly. They are helping with our inventory project by looking at the condition of our items.

Activity	Programs	Attendance
Books & Babies	5	92
Toddler Time	4	23
Family STEM Night	4	94
Sensory Playtime	4	66
Movers & Shakers	5	82
Story Time	3	35
Messy Manda	1	16
Stories with Stuffies	1	4
Super Saturday	3	43
Paws to Read	5	21
School Outreach	6	81
Total	37	534

Information Technology Report – Victoria Sandin

Routine Maintenance

In March, IT staff responded to **26** staff and patron requests for immediate assistance. **71** additions and changes were made to the website.

Kate and Vicky met for an in-depth dive of the website's back end. With more knowledge on how to locate suspicious code, Vicky hopes that the next time there is a breach, she will locate and eliminate the malicious code. However, since Kate built the website, we will still contact her on occasion.

Public Library Association Annual Conference

March 20-24 Vicky attended the PLA conference with Linda Pilla and James Taber. A few take-aways from the conference included:

- Providing affordable and easy-to-use mobile hotspots for patrons who do not or cannot afford internet connection.
- Providing computer classes for seniors, which would require sending a newsletter or bulletin to our patrons on a regular basis (probably quarterly, but ideally every two months). This offers folks without computer access another way they can sign up for programs at the library.
- Installing a "tech bar"- basically a café table equipped with outlets and ports for charging devices, with café chairs. Starbucks provide this service, with the table installed against a window so users can view the outside (usually a parking lot).
- Looking at another electronic database provider:

Non-routine Maintenance

Security System – New HD cameras are scheduled to be installed April 8 in the library foyer, in the DVD stacks (over the copier), and in the Children's Room.

PayPal Account – PayPal account was set up in the iPad. We are currently waiting for PayPal to send us a free credit card slider, which Terri and I will configure and make ready for use. We hope to have PayPal in place by end of April.

Patron Computers – Brian has been made aware that some patron computers will not retain configuration for sound – apparently sound options work for the current user, but disappear once that user has been logged out.

Evergreen 3.0 – Stephen at Equinox set us up with a test model of the web-based version of Evergreen, which is very similar to our current staff-client based version, but with a cleaner interface and improved navigation. We had hoped to implement this by the end of April, but it look like it's best to wait until after Summer Reading Program.

Hoopla – Not many beta testers signed on to Hoopla, so Vicky sent out an additional email in late March asking testers to try the service. She plans to send out a survey assessing use and compatibility in mid-April. So far she's heard from 2 testers who are not satisfied with the selection hoopla has to offer.

Meetings and Staff Development

Quarterly Staff meeting April 13.

Upcoming Events

April is "peeps" month: design a diorama and vote for your favorite

April 21-28: School Vacation Week. Look out for special programs in the Children's Room.

April 25: Cooking and Gardening with Herbs with Chef Liz Barbour. Register by April 18

April 26: Author visit – Mark Parisi

April 28: Free Family Film: *Ferdinand*

Respectfully submitted,

Linda Pilla, Interim Director