



TOWN OF HUDSON

Library Board of Trustees



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Hudson Library Board of Trustees Approved Regular Meeting Minutes March 28, 2018

Present:

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

Called To Order:

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

Trustee Rodgers welcomed new Trustee, Donna Boucher

Public Input: None

Reports to the Board:

Trustee Kipnes requested the word “Warrants” on page 3 at the bottom of Public Minutes of 2/28/18, be changed to “articles”.

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

Motion by Trustee Blue to accept Non-Public Minutes of February 28, 2018 as written. Seconded by Trustee Kipnes. All in favor. Motion passed 5-0.

Correspondence: Correspondence from Jerry Gutekunst who has expressed some concerns regarding safety in the library. Interim Director, Linda Pilla, has responded to him and will keep in touch with him via email. Also, we got a lovely letter from DCU in response to some of our patrons’ compliments about the concert series.

Treasurer’s Report: We are quickly coming towards the end of the year. At this point, we are at a spending level of 59.6% for month ending February 28, 2018. We have gone over on a couple of line items. Line 214 – Notices/Newspaper Ads – we typically do not use this line but we did this year to help support our Warrant Articles in the Hudson Litchfield News, line 209 – Heating Oil – Hills Memorial Building heating oil has gone over by 21.9% and we expect 1-2 more invoices before year’s end.

Zylonis Fund – I spoke to the gentleman at Peoples Bank. I have all the paperwork, but one of the things required are the Minutes from the most recent meeting listing all Library Trustees. Over the next week or so, I will be gathering all the required paperwork for the transfer.

PayPal – We still need to set up an account at Citizen’s Bank and are waiting for the card swipe, otherwise everything is in place. Transfers will be made one time per month moving the PayPal funds to the Citizen’s account.

Selectmen’s Liaison – Dave Morin would like to welcome our new Trustee, Donna Boucher, and thank her for her service. I would also like to congratulate the Trustees on their hard work in getting raises for employees at the library. A job well done. Selectmen Coutu has been elected Chairman of the Board of Selectmen. The last thing, which I think is good news, is I have had several people looking for halls. I suggested this building and they said they had called to reserve, but the building was already reserved so that is a very good thing. The Board of Selectmen will be using this building next Tuesday night to hold their meeting. The use of the building is picking up and this is a positive thing.

Interim Director’s Report

Welcome Donna. We are glad to have you as part of the team. I am absolutely delighted to be serving as Interim Director and thank you for the vote of confidence. We are in the middle of our search for a new Director. (Director’s Report is attached).

Acceptance of Donations:

Motion by Trustee Kipnes to accept 2 books, 3 DVDs and 19 books for the month of February, 2018. Seconded by Trustee Blue. All in favor. Motion passed 5-0.

Report From Friends: We had our meeting last week and Charlie was happy about his gift from the Friends which was a bed and breakfast stay in Maine. The Friends will be doing a luncheon at the Rodgers Library for the staff and volunteers on Thursday, April 12, 2018 during National Library Week. Everyone is welcome. We also gave Amy Friedman money for prizes for the Poetry Contest which is an event the Friends sponsor each year.

Strategic Plan: A focus group has been set up for April 11, 2018 at 7:00 p.m. The Strategic Plan Report should be ready by June, 2018. The Mission Statement and the Vision Statement have been written.

Department Heads Staff Meeting: Trustee Blue will attend the Department Heads staff meeting tomorrow at 1:00 p.m.

Old Business:

Library Renovations: We have sent the drawings to Cobb Hill and they are working on a proposal for us. We have not received it yet.

People Counter: The people counter is broken and is not counting people anymore. When Linda Pilla went to the PLA Conference she was hoping to gather more information about what our options are regarding counters, but found that what we are using best suits our needs. The approximate cost to replace the counter is \$900-\$1,000. If the purchase price is more, the Board will be notified prior to purchase.

Policy Re: Driving Patrons: Has been updated and is now complete.

Purchase of 3 Security Cameras: There are currently 3 security cameras that need to be replaced. The new cameras will be installed on 4/3/18 at a cost of \$1,050 and are worked into the budget.

New Business:

Safety Meeting: Terri and Linda have made arrangements for Trustee Rodgers to accompany them to lunch with Officer Mirabella at Checkers to discuss safety and making sure Rodgers Library is in the communication loop should there be a crisis. This will enable Rodgers Memorial Library to have a safety plan in place moving forward.

Annual Meeting (Voting for Board Positions): Next month is our annual meeting and we will be voting in the Board positions. If there is a position you would like or not like, just let Chairman Rodgers know prior to the next meeting.

Selectmen & SAU (Board meeting vs. workshop re: Hills Memorial Building): When we went to the Budget Committee and we spoke with them a second time, I promised them we would meet with the Selectmen and discuss the future of this building. Dave Morin has suggested that we have a plan in place prior to the meeting. After discussion, the Board will hold a separate meeting and invite the Selectmen, the School Board and the Budget Committee. The meeting has been scheduled for April 19, 2018 at 6:00 p.m. at the Hills Memorial Building.

Lithuanian Event: Amy Friedman has asked to have an additional Lithuanian event for adult programming called Armchair Travels. There will be food tasting as well as a presentation of Lithuanian history. The cost for this program is \$500. The consensus of the Board is yes.

NHLTA Meeting: NHLA Regional Meeting is scheduled for April 3 at 6:30 p.m. in the Community Room at Rodgers Library. The topic of the meeting will be, "Writing a Review for the Director".

Linda Pilla would like to request tilted shelving. She has contacted Tucker shelving who provided the current shelving in the library. The Vendor they purchase shelving from is going out of business. They are currently looking for a new Vendor to supply this shelving and will contact us as soon as they find one who manufactures tilted shelving that is compatible with what we currently have. Linda would like to start with the large print books. We would work on the bottom shelving but might conceivably do bottom two shelves. Once a Vendor is found, we will be able to get the cost of this shelving. The Board will revisit this request as soon as a proposal has been submitted.

Banners: Charlie Matthews, was looking to purchase banners for the poles in the library parking lot. The Friends elected to support the cost of the Banners (\$1,118.08). We would have to pay Kevin to put them up. Trustee Rodgers ask the Board if they still wanted to move forward with the banners or if there might be a better use of the money. Linda Pilla mentioned the possibility of purchasing a rolling workstation for the children's' room which would allow for staff members to have a quiet place to work while off the desk. It is the Board's wish to move forward with the banners. Linda Pilla will speak with James Taber to determine if his fiancé, Analise, who has designed our business cards, will be designing the banners or if we need to look for a design firm. Trustee Kipnes will speak with the Friends to see if they would like to donate funds to pay for the design of the banners.

Trustee Kipnes asked who would be going to 2018 Spring Conference & Annual Meeting scheduled for Monday, May 14, 2018. Since she was the only Trustee to receive a brochure, Terri will make copies and email to all Trustees.

Trustee Comments:

Trustee Blue: The library is a wonderful place to go and I love our library.

Trustee Kipnes: I would like to welcome Donna as our new Trustee. We are happy to have you. I agree with Barbara, there are so many wonderful things going on at the library. You can find something for everybody. They have books, newspapers, programs and more. We are so lucky to have a wonderful library. I would also like to thank the voters who supported our Warrant Article for raises. That was wonderful and I'm very excited about it. Thank you.

Trustee Boucher: Thank you for welcoming me to this Board. I know I will be learning lots of stuff and will be following you folks to learn how to do it. I will be open to the training they have out there for new Trustees.

Trustee Roy: Welcome Donna as our new Trustee. I would like to thank the voters for voting for raises. That was terrific and voting in general is very important and we do have one of the best libraries around. Please stop by and see what they have there to enjoy.

Linda Pilla, Interim Director – I do agree, we have a wonderful staff. We love the patrons and the patrons love the staff. Summer reading programs are coming. We have programs for children, young adults and a really fun plan for adults this year.

Our next regularly scheduled meeting is April 18, 2018 at 6:00 p.m.

Adjourn:

Meeting adjourned at 6:44 p.m.

Respectfully submitted,

Terri Cicia
Administrative Assistant

Rodgers Memorial Library Director's Report
Activity for February, 2018
March 28, 2018

Personnel

Linda is delighted to be serving as Interim Director while the Trustees search for a new permanent Library Director. We have currently received 4 applications. The Board will review these and decide which candidates will be invited to interview for the position.

Children's Room Personnel

Amanda Ellis (FT - Assistant Librarian) moved to Washington State to begin a new job: Bilingual Storyteller.

Erin Henderson (PT – Library Assistant) has moved on to Pelham High School Library-her dream job.

Tanya Moesel jumped right in – programming continued.

Melody Balletto and Jenni Ceballos are two new part time staff members. Both are residents of Hudson and bring a lot of connections to the children's room.

Molly Pevna has started as the new FT Assistant Librarian.

Highlights of Special Adult Programs in February & March
Zylonis Programs – Lithuanian Programs

1. Lithuanian Independence Day, 100th Anniversary – 88 people attended
Sunday, February 18 - Lithuanian Brothers & Sisters, LABAS
Lithuanian presentation, folk dances, Lithuanian food. The lobby display case had an exhibit of Lithuanian goods throughout the month.
Zylonis Fund contributed \$500.

2. Tutto a Dio – exceptional award winning classical music trio – 77 people attended

Saturday, March 17 – LABAS connection
Zylonis Fund contributed \$300.

3. Lithuanian Egg Decorating

Sunday March 4 – Amy found an egg decorating class on the Seacoast using authentic Lithuanian techniques. The fee was \$100 plus \$3 per student for materials plus travel and hotel expenses.

2 workshops – 8 people per class. The waiting list was longer than the class list! To be repeated in 2019. She will bring more teachers - larger classes. This would be a popular way to use Zylonis funds in the future.

Music Programs

DCU Concert: The Proper Ladies – 45 people attended

February 10, 2018. "The Proper Ladies" a Victorian costumed duo, were scheduled to do their "Victorian Valentine" program. One of them got the flu so the other one came and sang some solo songs from the era.

DCU Concert: *Oran Mor* – 88 people attended

This Irish music duo plays weekly at Ri Ra in Portsmouth.

NH Humanities Program: *Songs of Emigration: Story Telling Through Traditional Irish Music* – 52 people attended

Jordan Tirrell-Wysocki, a renowned NH fiddle player, presented a history lecture with music. We paid a \$50 application fee and any travel expenses over \$50 (\$10). The Humanities Council sent us a check for \$250 and we wrote him one for \$260 so the program only cost us \$60.

Cookbook Club – 10 people cooked

February 14: Saved by the Soup and Soup Makes the Meal.

Genealogy Club – 23 attended

February 9. Guest lecturer, Rebecca Stockridge from the NH State Library, who discussed genealogical resources at the State Library.

Children's Room Special Programs:

February was hedgehog month, to help promote the hedgehog bags that the Friends of the Library have sponsored. We hosted hedgehog crafts, and the Friends sponsored Wildlife Encounters the first day of school vacation. Wildlife Encounters brought a hedgehog, Brazilian porcupine, scorpion and Flemish giant rabbit. Every attendee had a chance to touch the hedgehog, and pet Daffy (the bunny). We all learned a lot - including the fact that hedgehogs in the wild eat scorpions and cockroaches!

Information Technology

Hoopla – Hoopla has given us two usernames and passwords to use for a month so library staff can play with Hoopla and see what the service has to offer and provide feedback. This will allow staff to better help patrons who will try out the service in March.

Adult Services - Amy Friedman

Special Programs

February is "Love Your Library" Month

402 adults participated in the "Love Your Library" raffle.

Victorian Valentines - 48 people

Patrons made Victorian style valentines with doilies and Victorian stickers and enjoyed Victorian era snacks such as lemonade, shortbread, gingersnaps, and pound cake.

DCU Free Concert Series – 45 people

"The Proper Ladies"

Lithuanian Independence Day, 100th Anniversary – 88 people

Energy Medicine – 2 people

On February 22, Elizabeth Gillis hosted an informational presentation on energy medicine.

Regularly Scheduled Adult Programs

Community Room Art Exhibit: Award winning colored pencil artist Tina Gagnon was our February artist.

Book Discussion Groups – 7 people

Afternoon: “Small Great Things” by Jodi Picoult.

Evening: “Exit Wes”t by Mohsin Hamid **3** people attended.

Cinema Celebration – 10 people

Second Mondays at 2 & 6:30. Victorian and Abdul. The Friends of the Library sponsor the Library films.

Free Family Film – 2 people

The Lego Ninjago Movie

Cookbook & Recipe Club – 10 people

Feb 14. *Saved by the Soup* and *Soup Makes the Meal*.

Drop in Stitchers – 99 people

Genealogy Club – 23 people

The Genealogy club meets on the second Friday of each month at 1:30. Rebecca Stockridge from the NH State Library discussed genealogical resources at the State Library.

Geopolitics in Today’s World – 40 people

Group Singing – 36 people

Publicity/Outreach:

Newspaper, HCTV listing and segment. Calendar, website, newsletter, bulletin boards. Online calendars like NHtodo. Facebook. Kristen visits the memory unit at FairView on a weekly basis. WSMN Radio’s “Books and Crooks” program where the host speaks to a librarian and police officer from Hudson and other area towns. We have a sign with large, changeable letters that we are putting out along Rt. 102 advertising upcoming library events.

Displays:

“Love Your Library”

Adult Graphic Novels.

“Presidents”

“Blind date with a Book”

Staff Picks

Teen Report: Regular Programs – James Taber

Teen Takeover @ Your Library (TT@YL): As with January, the combination of snow and school vacation greatly interfered with the attendance numbers for TT@YL. The teens continue to enjoy themselves, though the numbers are down slightly from January.

James hopes to reach out to the younger students to make them aware of all our regular programs, but TT@YL in particular. He will continue with school visits and he is looking forward to the Summer Reading Program.

Button Mashers: Button Mashers was not as hard hit this month. The numbers fluctuated, though unlike in the past there was no specific reason for it, aside from individual teens being busy with their own business.

James did fill in as the fourth player on one occasion and is proud to report that, after only a couple of difficult rounds, his *Super Smash Bros.* skills he was able to hold his own against the teens on the virtual battlefield. Now he can tell his parents that all that time spent playing video games when he was a child *did* help his career.

Tabletoppers: Due to scheduling issues, Tabletoppers only met once in February. James thinks the low numbers of attendees in January was partially the fault of the program occurring on Friday. He has moved Tabletoppers to Mondays starting in March.

Teen Advisory Group (TAG): We had no takers this month for TAG.

Fanfiction Club: We had no takers this month for Fanfiction Club.

Teen Report: Special Events

Pour Painting: Low response from the teens. This will probably be better targeted as a family program or part of the Summer Reading Program.

Attendance: 5.

Teen Report: Program Planning

James cancelled scheduled programs that were to occur during school vacation due to lack of response from his teen audience.

James has begun compiling a list of programs and ideas for summer reading and a list of potential prizes and prize categories. He has contacted Nashua Community Music and spoke with Lindsay Rinaldi from the Nashua CMS by phone about program details.

Teen Report: Community Outreach

James visited with Rebecca at the Hudson Memorial School. They decided to have James visit during 6th grade orientation at the start of the school year and give a talk about what the public library can offer them.

Alvirne High School: James is working on how to get the teens there to engage. Pop-up library services, 3D printing some buttons or small giveaway items, having a raffle (probably with a Loot Crate prize, like the Black Panther t-shirt), and running “five minute programs” for groups of three or four students at a time.

James will continue his school visits throughout the remainder of the school year.

Teen Report: Social Media

James plans to consult with a social media expert to develop a plan for fostering meaningful interactions on the various social media platforms.

Circulation Department - Linda Pilla

Circulation:

- The adult circulation for February was down 5% from January and down 7% from February 2017.
- Total foot traffic was down 1% from January and down 10% from February 2017

- We issued **98** new patron cards.
- We currently have **2** patrons utilizing our Books by Mail program.
- A total of **48** outgoing fax transactions were sent according to the log of transmissions from the Ricoh printer. We had **1** incoming faxes.

Downloadable eBooks, eAudiobooks, Freegal

- Patrons checked out **584** eBooks and **554** eAudiobooks.
- Freegal had **109** downloads from **19** different users. Freegal also streamed **261** mp3/video format from **17** patrons.

Notary Service(s): 35

Hours:

- The library was open **256** hours and closed **20** hours. The library is open on Sundays from 1pm-5pm.

News:

- 3-D Printer: Staff, workshop and patron projects.
- One snow day in January – we closed at 1pm on February 7, 2018

February ILL Statistics:

Interlibrary Loans	Total
Hudson Patron Requests Submitted	163
Hudson Patron Requests Filled	165
Other Libraries Requests Submitted	169
Other Libraries Requests Filled	169

Children’s Room - Betsey Martel

Activity	Programs	Attendance
Books & Babies	4	22
Toddler Time	3	21
Family STEM Night	3	58
Sensory Playtime	4	35
Movers & Shakers	4	38
Story Time	7	99
Messy Manda	3	44
Stories with Stuffies	3	11
Super Saturday	2	60
Special Events	16	187
Total	50	575

Programs:

February was hedgehog month for us, to help promote the hedgehog bags that the Friends of the Library had made and are selling. We had a month-long drop in hedgehog craft, and the Friends sponsored Wildlife Encounters the first day of school vacation. They brought a hedgehog, Brazilian porcupine, scorpion and Flemish giant rabbit. Every attendee who wanted to was allowed to touch the hedgehog, and pet Daffy (the bunny). We all learned a lot we didn't previously know- including the fact that hedgehogs in the wild eat scorpions and cockroaches!

Regular scheduled programs began again this month. We added Stories with Stuffies a drop in story time on Tuesday nights. Tanya revamped Sensory Playtime and Movers & Shakers, and both have brought more families in. STEM continues to be very popular and grows every week.

Outreach:

Tanya continues to connect with the schools. One of the teachers who has an afterschool program asked her to visit each week to teach a STEM program. She also visited a couple of teacher staff meetings; at Hills Garrison and Nottingham West.

Volunteers:

Elizabeth & Kaviya continue to volunteer regularly. This month we added a new volunteer, Robert who has also been a great help. Christopher who volunteered last summer and fall will be starting again in March.

Technical Services – Ann Carle

Cleaned up the Evergreen database of MARC fields, from TLC database, that do not function within Evergreen.

Feb 12: Chris assisted with the circulation desk while staff was at the police station for CPR training.

Titles added to Evergreen	324
Overdrive titles added to Evergreen	712
Items added to Evergreen	351
Titles deleted from Evergreen	166
Items deleted from Evergreen	277
Changes to records in Evergreen	117
Mending	3
Better World Books	16 accepted

Workshops & Meetings:

Feb 8: dept. heads meeting

Feb 12: IT meeting

Feb 22: dept. heads meeting

Information Technology Report – Victoria Sandin

Routine Maintenance

In February, IT staff responded to **42** staff and patron requests for immediate assistance.

41 additions and changes were made to the website.

The website crashed late in the month, and after trying several fixes, Vicky had to call Kate. Kate was able to determine that something was wrong with the Wordpress core

files, and reinstalled all the files. Kate and Vicky will sit down for a lengthy session in March to do a deep dive into the website and its backend.

Non-routine Maintenance

Security System – Monadnock checked out all our cameras and video equipment after the system erroneously sent a break-in alert on January 17 at 3am. We should be getting an estimate to replace three aging cameras (in the children's room, lobby, and over the patron copier) with domed cameras, which will provide a sweep view of the area in which they're installed.

Door Counter – The door counter works fine until Vicky shuts off her computer, which seems to 1) disconnect the sensors that send traffic data to the software, which in turn 2) halts all traffic report emails. Vicky is in talks with SenSource to diagnose the problem.

Patron Computers – Patron computers have been updated to Windows X, but patrons could not opt to listen to sound through earbuds/headphones. Brian thinks it is a security issue with Windows X and is working on the problem.

Evergreen 3.0 – Vicky has requested that our Equinox rep update Evergreen, since we are currently running on Evergreen 2.10, so we are several (about 5) iterations behind. Evergreen 3.0 is entirely web-based, and Vicky has been in talks with both Linda and Ann on how best to proceed with the update, which is scheduled to take place April 11.

Hoopla – Hoopla has given us two usernames and passwords to use for a month so library staff can play with Hoopla and see what the service has to offer and provide feedback. This will allow staff to better help patrons who will try out the service in March.

Strategic Planning Survey – We have purchased a month-by-month subscription to Survey Monkey, which allows for 1000 responses per survey, a marked increase over the free version, which only allowed for 100 responses. The survey will be sent out in early March.

Friends of the Library website Page – Vicky worked closely with Connie Owen and Jane Bowles on updating the Friends of the Library page on the RML website. The page copy was updated, and the Leonard A. Smith scholarship forms and the 2017 Report were updated and uploaded to the page.

Building Maintenance – Bob Gagnon

The new sign for the gender-neutral bathroom has been mounted.

We have ordered the new security cameras. They will be installed April 4, 2018.

The people counter will be replaced.

SNOW, SNOW, SNOW

Meetings and Staff Development

Upcoming Events

Mar 10: *Oran Mor*: Traditional Irish Music

Mar 20: Friends of the Library Meeting, 7:00pm

Mar 25: Jason Tirrell-Wysocki "Songs of Emigration: Storytelling Through Traditional Irish Music", 2:00pm (Sun)

Mar 20-24: PLA Conference: Linda, Vicky and James attended

Mar 29: Hudson Chamber of Commerce Awards Dinner

Apr 1: Library is closed

Apr 3: NHLTA Regional Meeting, 6:30pm (Tues)

Apr 12: National Library Week Friends Staff Appreciation Lunch, 12:00-1:30pm

Apr 14: Big Band Idols

Apr 15: The last Sunday hours for 2018

Respectfully submitted,

Linda Pilla, Interim Director