



# TOWN OF HUDSON

## Library Board of Trustees



194 Derry Road • Hudson, New Hampshire 03051 • **Tel:** 603-886-6030 • **Fax:** 603-816-4501

### Hudson Library Board of Trustees Approved Regular Meeting Minutes February 21, 2018

**Present:**

Trustee Robin Rodgers  
Trustee Kara Roy  
Trustee Barbara Blue  
Trustee Steve Middlemiss  
Trustee Linda Kipnes  
Charles Matthews, Director

**Called To Order:**

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

**Public Input:** Larry Russell, SAU Superintendent and Kyle, School IT Specialist, requested 3 monitors be installed at the Hills Memorial Library Building. The School Board uses the Hills Building for meetings, presentations, etc. Currently they are projecting these presentations on a large screen from the back of the room. These presentations are not always clearly projected or professional in quality. By having monitors installed, there will be a direct feed from the computer directly to the TV monitor. They are also hoping that at future meetings, everyone will be able to remain seated during presentations. Having 3 TV monitors would accomplish this. This is why they would like to install the monitors while preserving the historical integrity of the building. If the School Board were unable to use the building in the future, they would reclaim the TV monitors.

**Reports to the Board:**

*Motion by Trustee Blue to accept the Public Minutes of January 17, 2018 as written. Seconded by Trustee Kipnes. All in favor. Motion passed 5-0.*

*Motion by Trustee Middlemiss to accept Non-Public Minutes of January 17, 2018 as written. Seconded by Trustee Roy. All in favor. Motion passed 5-0.*

**Correspondence:** None

Selectman's Liaison Report: None

**Treasurer's Report:** We are right where we need to be regarding budget for this time of year. We will be setting up the PayPal account next week. We did receive reimbursement from the School for the Hills expenses. It will appear on the February Treasurer's Report since it was deposited on 2/1/18. On file for audit.

Director's Report

See attached.

**Acceptance of Donations:**

*Motion by Trustee Roy to accept 1 e-toy for the month of January as well as a \$50 donation in memory of Leona Dolloff and \$100 from HPC, Inc. for the use of the Hills building. Seconded by Trustee Kipnes. All in favor. Motion passed 5-0.*

**Report From Friends:** The next Friends meeting will be held in March. The Friends are helping out in the Childrens Room and will be supporting the Wildlife Encounters Program on Monday, February 26, 2018.

**Strategic Plan:** We had a meeting and have had a lot of responses to the survey. We are starting focus groups and Linda spoke with Paul about moderating our focus groups. Quite a few people have expressed a desire to sit on a focus group. Survey Monkey is now up and running.

**Department Heads Staff Meeting:** Both Trustee Blue and Trustee Rodgers will attend the Department Heads staff meeting tomorrow at 1:30 p.m.

Old Business:

**Zylonis Fund:** Treasurer will be making arrangements for the transfer of funds to the Trustee of the Trust Fund once a new Trustee is elected in order to submit accurate names and titles of current Library Board of Trustees.

**Letters to Hudson Litchfield News:** The Letters to the Editor are going very well. We also have a story line in the paper this week. Next week we will have advertising and a final letter published before the vote regarding the library's Warrant Articles.

**Library Renovations:** We just received a quote from North Point Construction. The quote was very expensive, but it gives us a jumping off point. Stibler Associates gave us a quote to design and manage the project. Director Matthews personally likes them and doesn't know of any other firm that works so closely with libraries. Stibler Associates has mentioned Cobb Hill as a possible construction company to use for the library renovations. Cobb Hill came in and did a walk through on Friday, February 16, 2018. Cobb Hill has requested CAD drawings that Director Matthews is working on obtaining.

**Fire Panel at Hills Memorial Library Building:** The fire panel at Hills Memorial Library Building has been replaced at a cost of \$1,965. Protection 1 will be doing their annual inspection on March 1 to identify any additional issues that may exist.

New Business

**March Meeting:** Interim Director, Linda Pilla, will be attending the PLA Conference on March 21, 2018. Trustee Rodgers would like to have the next Library Board of Trustees' meeting date changed to March 28, 2018 in order for Linda to be able to attend.

*Motion by Trustee Roy to move the March Library Board of Trustees meeting to March 28, 2018. Seconded by Trustee Blue. All in favor. Motion passed 5-0.*

**Patron Conduct Policy:** There was a situation with a 19 year old patron who was left at the library at closing time in below zero weather, poorly dressed and did not have a ride until 10:00 p.m. Staff was concerned about this so two (2) staff members drove her to Dunkin Donuts, which was closed. They then drove her to the Sunoco station where her mother works. The Policy states that under no circumstances will library staff put a minor child in their car. Director Matthews called Police Chief Avery and he stated that once the library is closed, we have no legal liability for anyone who is still on the premises. He suggested that if anyone is still on the premises after closing to call the Police Department and they will come and speak with the person and give them a ride if necessary. Director Matthews proposes the following changes to the Patron Conduct Policy:

- a. Remove the word “child” and replace it with the word “patron”; and
- b. The Policy states that, “15 minutes after the library closes the Police will be called”. Director Matthews would like to strike “15 minutes”.

***Motion by Trustee Kipnes to approve the Patron Conduct Policy as amended. Seconded by Trustee Roy. All in favor. Motion passed 5-0.***

**Vacation Policy for Part-Time Employees:** After speaking to the Payroll Department at Town Hall, Director Matthews would like to make two changes to the Vacation Policy for Part-Time Employees:

- a. He would like to submit Personnel Change Forms in January 1 instead of on the anniversary of the staff members hire date; and
- b. Staff members who go on leave should not accrue vacation hours during their leave after 1 month leave.

***Motion by Trustee Blue to accept the Vacation Policy for Part-Time Employees as amended. Seconded by Trustee Roy. All in favor. Motion passed 5-0.***

**SAU TV Monitors:** Mr. Russell made his presentation requesting 3 TV monitors be installed in the Hills Building. The Board of Trustees still have concerns about drilling holes in the bookcases and still preserving the historical aesthetic of the building.

***Motion by Trustee Middlemiss to accept the renovations to install TV monitors. Seconded by Trustee Roy. Motion failed 1-3 with 1 abstaining.***

**PayPal** – Trustee Roy will work with Terri to get PayPal account set up this week.

**Library Director Posting** – The job posting for Library Director is ready for posting but still requires a final date for resume submission. A date of March 30, 2018 has been selected and the job description will be posted tomorrow. . The phrase “Salary commensurate with experience” will be added to the job posting. The job will be posted on Simmons Job Line, New Hampshire Job Line and New England Library Association Job Line. Resumes will be collected and organized by Terri for submission to the Board of Trustees for consideration.

**Budget Committee Update** –Several Trustees attended the Deliberative Session and there was no discussion at all. The proposed budget went through. Mr. Trost spoke in favor of our Warrant Articles. As it stands right now, our Articles are on the ballot and our letters to the Editor are being printed. Next week there will be some advertising published supporting our Warrant Articles.

**People Counter** – Director Matthews is getting a quote for a new people counter. Our existing counter is currently working, but is no longer reliable and occasionally loses information.

**Security System Malfunction**– We had another call at the end of January that the motion detector went off and there was an intruder in the library. It was a snowy night and both Bob and the Hudson Police arrived and confirmed there was nobody in the building. They went around the perimeter of the building and there were no footprints in the snow. They also entered the building and everything checked out. This has happened before. We have one people sensor in the adult area that does not work and has been replaced several times. It still does not work and has been turned off. Technicians believe it is a wiring problem. Monadnock came to the library and did a full review of what we have for cameras and sensors. We would like to replace the sensor in the main lobby, which is the one that went off as well as 3 cameras. Currently the cameras have very poor image quality. Monadnock has given us a quote of \$1,050 for the 3 cameras which includes a 2 year warranty on parts and labor as well as the installation of the cameras. We are currently waiting for quotes for the sensors. This issue will be tabled for more discussion once we receive all information and quotes on replacement of the cameras and sensors.

**Transgender Restroom** – Currently we have the family bathroom in the childrens room. Trustee Rodgers would like to see a “Restroom” sign replace the “Men’s Room” sign in the lobby of the library. This would make the most sense since the men’s room only has one toilet and a locking door as opposed to the women’s room which has 2 toilets with no locking door. Trustee Kipnes does not want to refer to this as a transgender restroom. It should be referred to as family restroom or unisex restroom.

***Motion by Trustee Blue to change the men’s room sign to a restroom sign. Seconded by Trustee Kipnes. All in favor. Motion passed 5-0.***

Director Matthews stated there is a lot of concern by a few staff members about their programming money being used for the offset. Trustee Roy, who is the Treasurer, explained to Mr. Matthews that all monies, including donations, fines, copying charges, etc. are classified as revenue. All of this revenue is what makes up the offset. Just because a donation from the Friends, for example, is earmarked for children’s programming does not mean the line item for children’s programming increases by that dollar amount.

### **Trustee Comments:**

Trustee Rodgers – I want to say thank you to Charlie Matthews, who has brought so much to the library which we would not have had without your expertise, your outreach skills and connections in the community. We really appreciate all the work you have done for us and wish you the best with your new puppy and honey do lists. Also I would like to thank Steve Middlemiss for stepping in for the last 6 months and you obviously made a difference in our thought process so, thank you Steve.

Trustee Blue – Special thanks to Charlie and we will miss you.

Trustee Kipnes –We needed something when you came and you were exactly it. You reached out to the town and there is a different feeling now and that is what you have done for us. We really appreciate it. Thank you Steve for stepping in and it is not always easy. We will miss you.

Trustee Middlemiss – I have enjoyed being back on the Board for the short term. I hope I was helpful. Please come out and vote. Thank you Charlie for all your time and commitment to the library and good luck on your new adventures.

Trustee Roy- Wish you well and hope you have happy retirement. Thank you Steve for stepping in and we will miss you. Please come out and vote on March 13..Let your voice be heard.

**Non-Public Session:**

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

**Chair called for a roll call vote**

Trustee Roy – Yes

Trustee Rodgers – Yes

Trustee Middlemiss – Yes

Trustee Blue - Yes

Trustee Kipnes – Yes

**Enter Non-Public Session at 7:10 p.m.**

**Exit Non-Public Session at 7:23 p.m.**

**Enter Public Session at 7:23 p.m.**

*Motion by Trustee Roy to give Roger Schwitalla a \$.25/hour raise on his 6 month anniversary. Seconded by Trustee Middlemiss. Chair called for a roll call vote. Motion passed 4-0.*

Trustee Robin Rodgers - Yes

Trustee Kara Roy – Yes

Trustee Steve Middlemiss – Yes

Trustee Barbara Blue - Yes

Trustee Linda Kipnes – Abstain

*Motion by Trustee Roy to hire Melody Balletto and Jennifer Ceballos as Library Assistants on a part-time basis. Seconded by Trustee Middlemiss. All in favor. Motion passed 5-0.*

*Motion by Trustee Middlemiss to keep Erin Henderson on staff to fill in during the summer when short staffed and to continue updating the library's social media. Seconded by Trustee Roy. All in favor. Motion passed 5-0.*

**Next Meeting:**

**Our next regularly scheduled meeting is March 28, 2018 at 6:00 p.m.**

**Adjourn:**

Meeting adjourned at 7:7:25 p.m.

Respectfully submitted,

Terri Cicia  
Administrative Assistant

**Rodgers Memorial Library  
Director's Report  
Activity for January, 2017  
February 21, 2018**

**Personnel**

Library Assistant Glenna Rosenstein will be on leave from December 22 through April, 2018. Vicky Sandin is out of the office from January 8 through 23. Two new Library Assistants – Melody Balletto and Jennifer Ceballos – start February 20<sup>th</sup> to cover hours in Children's and Circulation. Amanda Ellis has accepted a bi-lingual storyteller position in Pierce County, WA and is leaving February 20<sup>th</sup>. We are currently seeking an Assistant Children's Librarian (full-time) to fill that opening. Erin Henderson is leaving February 28<sup>th</sup> to join Pelham High School as their Librarian and we are also seeking a replacement for her. Charlie's last day is also February 28<sup>th</sup> as he enters retirement and Linda takes over as Interim Director March 1.

**Adult Services – Amy Friedman**

**Special Programs**

**DCU Free Concert Series – Mike Rogers Trio:** Thanks to a generous grant from Digital Credit Union, we are hosting a free concert series on the second Saturday of the month at 2pm through 2017 and 2018. The Mike Rogers Trio performed on January 13<sup>th</sup>. Mike told stories and performed original songs about the people he's met and places he's been as well as showcasing his virtuoso harmonica skills. Several attendees commented that it was "the best concert ever." Thirty seven people attended.

**Writer's Workshop: What We Learned on Our Way to Publication:** Local authors presented a workshop on January 29<sup>th</sup> on why we write, who we write for, what genre suits our message and style best, writing tips, traditional vs. self-publishing, and how to submit for publication. We had twelve attendees and six panelists.

**Retreat to Write:** Diane MacKinnon facilitated an all-day retreat on January 27<sup>th</sup>. There was \$25 fee for this workshop which included morning coffee, a box lunch, and some writer's swag. Ten people attended.

**3D Printing for Adults:** Twelve people attended Linda and Vicky's workshop on January 29<sup>th</sup>.

**Improving Your Credit Score and Digging out of Debt:** Citizen's Bank's financial education department offered this program which had to be cancelled due to lack of interest.

**Regularly Scheduled Adult Programs**

**Art Exhibit:** We had an open slot for January so the Photographers Forum Camera Club continued displaying works with new photographs by various members.

### **Book Discussion Groups**

**Afternoon:** Six people participated in Amy's afternoon book discussion of *The Nightingale* by Kristen Hannah.

**Evening:** Gina's evening book discussion group was cancelled due to weather.

**Cookbook & Recipe Club:** This month Gina's club cooked recipes from *The Hungry Fan's Game Day Cookbook* in anticipation of Superbowl parties. Three people attended January 9<sup>th</sup>.

**Drop in Stitchers:** The weekly Friday morning program drew 79 people, despite snow one week when only 3 attended.

**Genealogy Club:** Reference Assistant Roger Schwitalla facilitates the Genealogy Club on the second Friday of the month at 1:30pm. This month's guest lecturer, Cathy Bence, a Massachusetts librarian, spoke on "Getting the Most Out of Family Search". Seventeen people attended.

**Geopolitics in Today's World:** Presenter John Penasack has been facilitating the popular "Geopolitics and Conflicts" program for the Rivier Institute for Senior Education and brings this related program to the library Thursdays from 11:30am-1:30pm. Thirty-one people attended the three meetings this month; one was cancelled one week due to weather. Twenty nine people attended the three meetings this month.

**Group Singing:** This program takes place at Fairview Healthcare, with an hour in Laurel Place assisted living and an hour in the memory care unit. We bring large print songbooks for this program. Amy had laryngitis so Linda had to lead the group alone. Forty one people participated in the group sing.

**Library Film Series** (sponsored by the Friends of the Library)

**Cinema Celebration:** This program takes place second Mondays at 2 & 6:30. This month's film was *Home Again*. Three people attended the afternoon showing and two people attended in the evening.

**Free Family Film:** We cancelled this month's Family Film to accommodate the Writer's Retreat scheduled for the same day.

**Life Coaching Event:** Master Certified Life Coach Diane MacKinnon, M.D. presents a different life coaching topic on the second Tuesday of the month at 7pm. This month's topic was "Make a Vision Board" Twelve people attended.

**Monthly Writing Group:** Diane MacKinnon is facilitating this new monthly group who met December 15<sup>th</sup> in a study room. Four people attended.

### **Publicity/Outreach:**

Amy sends out weekly programming information updates to local newspapers with information on programs happening within the next few weeks. All programs are promoted on HCTV and

Amy also tapes a segment on upcoming events for HCTV. Our programs are listed in our newsletter, on our website, and posted on the bulletin boards. We are posting big events like concerts and NH Humanities programs on various online calendars like NHtodo. We also have a Facebook page with over 900 people “likes”. Charlie offers a monthly men’s discussion group at the Senior Center, Kristen reads weekly to residents of Fairview Healthcare, and Charlie and other staff participate monthly in WSMN Radio’s “Books and Crooks” program featuring a librarian and a police officer from Hudson and other towns on alternate weeks. We have a sign with large, changeable letters that we are putting out along Rte 102, weather permitting, advertising upcoming library events.

### **Displays:**

Our multi-tier book display unit for the lobby displays our newest books. Our other displays highlighted books on writing and getting published to support our special programs on that topic, Adult Graphic Novels, “New Year, New You” with books about diet, exercise, getting organized and other possible resolutions. We also displayed the “Best Books of the Year” selected by major publications. Staff Picks and new games are on the display space across from the reference desk.

## **Reference/Teen Services – James Taber**

### **Regularly Scheduled Programs**

**Teen Takeover at Your Library (TT@YL):** Holidays and snow days continue to take a toll on programming—the 17<sup>th</sup> was a snow day. Additionally, students did not have a regular class schedule during mid-terms the following, which led to the programs that week being cancelled, including TT@YL on the 24<sup>th</sup>. For these reasons we don’t think this month’s numbers are a reliable indicator of interest, since the teens who did attend still seemed to enjoy themselves. The board games James has been putting out seem to help. Attendance (Dec 3, 10, 31): 24

**Button Mashers:** The same problems affecting TT@YL affected Button Mashers – the 4<sup>th</sup> was a snow day, and the 25<sup>th</sup> was mid-terms. The teens who attend are experimenting with other games, including some from the circulating collection and some from home. Some were unaware that they’re allowed to bring their own systems from home (handheld or laptops) and James corrected that misconception with the caveat that the library isn’t responsible for personal property. Attendance (Jan 11, 18): 16

**Tabletoppers:** This was not a great month to introduce new programs and the frequent weather issues and scheduling conflicts—such as mid-terms on the 26<sup>th</sup>—made the Tabletoppers debut lackluster. There seems to be a particular interest in D&D, a program that Danny had some success with, so that may be the way forward. Attendance: (Jan 12, 19): 5

**Fanfiction Club:** Due to conflicting schedules with mid-terms the Fanfiction Club did not meet this month.



### Teen Report: Special Events

**Anime Night:** Advertising for the anime movie night did not meet expectations, as no one showed up. However, it happens that the upgrade of the Community Room computer from Windows 7 to Windows 10 effectively removed the ability to play DVDs so the movie—*Steamboy*—would not play if someone had come.

### Teen Report: Program Planning

It takes effort, time, and no shortage of luck to build the right following for a program, so James continues to reevaluate some programs planned for February and March.

### Teen Report: Community Outreach

James visited Alvirne High School and engaged students in the cafeteria with free chocolate and copies of the teen services calendar. He would like to offer library services on-the-go, such as signing up teens for library cards and having a selection of books for students to check out using a laptop with Evergreen installed. James has scheduled a meeting with the school librarian at the Hudson Memorial School for February 9<sup>th</sup> to discuss ways to get middle school students excited about the public library.

### Teen Report: Social Media

Social media use slowed this month. We're still posting upcoming events and James created Facebook events connected to the library to encourage interest, but the effect on actual attendance is minimal. The blog continues to post regularly with new books.

### Reference Report

#### January Reference Statistics:

Programs/Room Usage	Number	Attendees
Adult	28	324
Teen	8	45
Community Room Usage	48	494
Study Room Usage	85	136
Tests proctored	1	
Genealogy Requests	2	
Internet Usage (Guest Passes: 190)	667	
WiFi Users	412	
Total Internet/WiFi Users	1,079	

#### Room Booking Statistics:

- Unable to book (Whenever a patron requests meeting space but is unable to book the space): 3
- Booked, but not at first choice of date/time (Whenever a patron successfully books meeting space, but not at the original time requested because the time requested is already booked): 1

- Bumped from room (Whenever a patron or group of patrons is bumped from a room, typically due to elapsed time and other waiting patrons): 9

**Circulation Department – Linda Pilla**

The library was open 288 hours and closed 24 hours, including one snow day, and open Sundays from 1pm-5pm. The overall circulation for January was up 11% from December 2017 and down 22% from January 2017. The drop from last year reflects an extremely large count of professional journals that were counted and discarded in January 2017.

We issued 72 new patron cards and currently have 2 patrons utilizing our Books by Mail program. A total of 49 outgoing fax transactions and 2 incoming faxes. We Notarized 26 documents. We used the 3-D Printer this month for staff, workshop and patron projects. The Circulation department is still deleting patron accounts that have no outstanding/damaged materials.

**Downloadable eBooks, eAudiobooks, Freegal:** Patrons checked out 601 eBooks and 626 eAudiobooks. Freegal had recorded 147 downloads from 24 different users and streamed 318 mp3/video format to 17 patrons.

**Visitor count:** We had 6490 library visitors in January, a 1% decrease from December and a 9% decrease from January, 2017. We averaged 224 visitors a day.

**December Statistics:**

Interlibrary Loans	Total
Hudson Patron Requests Submitted	186
Hudson Patron Requests Filled	149
Other Libraries Requests Submitted	166
Other Libraries Requests Filled	166

**Children’s Room – Betsey Martel**

Activity	Programs	Attendance
Books & Babies	4	46
Family STEM Night	4	81
January Fun Days	20	124
<b>Total</b>	28	251
<b>Outreach</b>	4	125

**Programs**

Babies and their caretakers meet with Tanya on Friday mornings for songs, stories, bubbles, and playtime. Attendance is scattered, as expected with little ones--especially in winter. We

average about 10 people total each week, but we've had up to 20 attend at once. Our objective is to connect caretakers to their babies and to each other.

Family STEM Night continues to be a popular program with an average of 20 people each Monday night. On January 29<sup>th</sup>, thirty-two people attended the program to see how quickly different types of salt melt ice. We also made hexbug mazes, tested how snowflake design affects falling speed, and built electrical circuits. Several families come regularly and we have new families every week. Families heard about the programs in a variety of ways--on the library website, from friends, from teachers at school, and from signage in the library. It's fun to watch parents and kids enjoying these educational activities together.

This month of January Fun Days consisted of a different drop in program every day. Our best attended program was the tinker lab on a Saturday – 22 attendees made symmetrical snowflakes. We had a snow clay day, hexbug day, a robot day, a LEGO day and many others.

### **Projects**

We started making some of the changes we had planned. We are creating “zones” aimed at different age groups, to try to make the children’s room more accessible and appealing to patrons. We have moved graphic novels, weeded and moved board books, and moved some shelving. Bob relocated the shelves by the door so that we can actually use them for books. So far the reaction to our changes has been positive.

### **Outreach**

Tanya had two Third Grade classes from Hills Garrison visit the library for a read aloud, book talks, and a scavenger hunt. The teachers and students had a great time. We had lots of positive feedback. Eleven children registered for library cards because of the field trips. After meeting a student who just moved to Hudson with her family from Mexico, Amanda spoke to the ESL coordinator for the SAU and found that there are a significant number of Spanish speaking families in our town. She translated the patron registration forms into Spanish to help better serve this population. Amanda is also working on coordinating a bilingual storytime for English and Spanish speakers.

Tanya is working on STEM outreach programs. She met with Mrs. Melizzi-Golja, speech therapist from Hills Garrison and member of NH Project Learning Tree board of directors, to discuss new ways to reach out into the community and educate with the community about STEM related issues. Mrs. Melizzi-Golja has connections with environmental educators and will be a great resource for the library. Tanya also met with Ms. Fredette, Second Grade teacher at Nottingham West. Ms. Fredette has been an advocate for Family STEM Night. She runs a STEM enrichment program at NWES, which Tanya will assist with as library outreach in March.

### **Volunteers**

Kaviya continues to volunteer regularly, I’ve been emailing with Sapir Nachman who lives in Israel. They will be here the month of July and she’s very excited to help us, especially since the summer program theme is music.

### **Technical Services – Ann Carle**

Ann trained Terri to record staff vacation and sick leave in Excel. She is also training Technical Services to record monthly statistics.

**Evergreen:** Tech Services staff withdrew 1588 items, mostly step readers, from the Evergreen database.

**Archives:** Christian Ayer installed a gun case in the foyer for the musket. Bob assisted him and Linda took photographs. Ann added the gun case to the Evergreen MARC record for the musket and established a box in Archives containing files regarding the history of the musket and installation of the case.

**Better World Books:** We shipped 6 boxes (201 books and 91 books on CD) to Better World Books this month.

**Volunteers:** Sue has returned and began creating original MARC records for the collection. Seth, and Carol, and Seth, a Volunteer, continue to help process materials.

### Information Technology – Vicky Sandin

Vicky was on vacation January 9 – 24. Linda, Kate and Brian handled IT duties in her absence.

#### **Routine Maintenance**

In January, IT staff responded to 12 staff and patron requests for immediate assistance and 37 additions and changes were made to the website.

#### **Non-routine Maintenance**

**Door Counter:** Vicky was not receiving people counts, and rebooting the computer which housed the software, changing the batteries in the sensors, and asking Kate to reinstall the software while Vicky was on vacation did not solve the problem. She made an appointment with the vendor SenSource who was able to diagnose the issue. The people counter is now working, and Vicky has asked for a quote to replace the sensors which are now 9 years old.

**Patron Computers:** Six patron computers have been updated to Windows X. The last four will be upgraded in February.

**Security System:** Monadnock replaced the cooling fan in the DSX Systems battery box (located in Terri's office). The old one was making a roaring noise every time it powered up.

**Sundays:** Vicky continues to coordinate the staff Sunday schedule for 2018.

### Building Maintenance – Bob Gagnon

Bob has been gathering proposals for our annual HVAC service for the Rodgers building. The gun case for our musket was installed January 31<sup>st</sup> in the main lobby over the donor wall.

#### Other

We had some unexplained alarm activity Wednesday, January 17<sup>th</sup> at 3:33am. Both Bob and Hudson Police responded, and neither could find any evidence of intrusion. As with our people counter, our alarm system is 9 years old, so we've contacted Monadnock Security to come out to troubleshoot our system and make recommendations.

### Meetings and Staff Development

Jan 4: Senior Center (Charlie)

Jan 10: Strategic Planning Meeting

Jan 12: Quarterly Staff Meeting

Jan 18: Department Heads Meeting

Jan 24: Strategic Planning Meeting

Jan 26: NHLA URBANS Meeting, Manchester (Charlie)

### 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)

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

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

Respectfully submitted,

Charlie Matthews, Library Director