



# 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 January 17, 2018

**Present:**

- Trustee Robin Rodgers
- Trustee Kara Roy
- Trustee Barbara Blue
- Trustee Steve Middlemiss
- Trustee Linda Kipnes
- Charles Matthews, Director
- David Morin, Selectman’s Liaison

**Called To Order:**

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

**Public Input:** No public input.

**Reports to the Board:**

*Motion by Trustee Blue to accept the Public Minutes of December 20, 2017 as written. Seconded by Trustee Kipnes. All in favor. Motion passed 5-0.*

*Motion by Trustee Kipnes to accept Non-Public Minutes of December 20, 2017 as written. Seconded by Trustee Blue. All in favor. Motion passed 5-0.*

**Correspondence:** None

Selectman’s Liaison Report: At this time the process of the budget moves into the Deliberative Sessions and then voting. The public hearing was held and the Warrant was signed today to be posted. We will move on to February 3, 2018 for the school’s budget and February 10, 2018 for the town’s budget at 9:00 a.m.

Director’s Report

See attached.

**Treasurer’s Report:** We are in the second half of our fiscal year and have received our second appropriation check from the town. We are on track with the percentage that has been spent and we have only gone over on one line item which was discussed at our last Board meeting. Last month the Treasurer’s Report was updated and now details the TD Bank Building fund and Brick fund accounts.

There has been some confusion regarding the transfer of the Zylonis funds. It was my understanding that the Trustees of the Trust Fund would administer this account as well as manage it for us. The Trustee of the Trust Fund said that was not his intent. He just wanted to bundle the funds with the town funds in that account in order to get a better rate/return. We would continue to balance the account. I want to discuss it with everyone again to make sure everyone is on board and I'm following the intent of the Board to have the Zylonis funds transferred to the Trustee of the Trust Fund. All Board members support to move the Zylonis funds to the Trustees of the Trust Fund account.

**Acceptance of Donations:**

*Motion by Trustee Kipnes to accept 1 book and 4 DVDs for the month of December. Seconded by Trustee Middlemiss. All in favor. Motion passed 5-0.*

*Motion by Trustee Kipnes to accept \$100 from Baha'i, \$325 for Brick donations, \$450 from Humanities Council and 1 American Girl magazine subscription in the amount of \$22.95. Seconded by Trustee Roy. All in favor. Motion passed 5-0.*

*Motion by Trustee Roy to accept \$335.00 from The Friends for Movie Licensing and a picture of Alvirne Chapel from Adina White. Seconded by Trustee Middlemiss. All in favor. Motion passed 5-0.*

**Report From Friends**

The Friends thought the visit with Santa went very well. There are planning an event in October for National Friends of the Library week. They need to get started on the scholarships they give out in May. The deadline to apply for scholarships is May 1 and you need to be a Hudson resident in order to apply. The Friends will be supporting the Wildlife Encounters event at the library. The Friends voted last month to support the banners that will be installed on the light poles in the parking lot. Director Matthews informed the Board that the staff is currently looking into different designs for the banners and is hoping to have them ready for installation in the Spring of 2018.

**Strategic Plan** – The Strategic Plan Committee will be meeting on September 24, 2018 from 3-4 p.m. at the Hills Library Building. The Committee went over the previous survey and have decided not to use any of the questions. They have decided on 4 questions and will be visiting condo complexes with community rooms, etc. to meeting with people in the community and interview them. The questions can also be answered on line.

**Department Heads Staff Meeting** – The Department Heads will be meeting tomorrow, January 18, 2018, at 1:30 p.m. Trustee Blue and Trustee Kipnes will attend this month's meeting.

**Old Business:**

**Letters to Hudson Litchfield News-** Trustee Rodgers and Trustee Roy went to HLN on Monday and worked out a schedule with Len about having a letter, advertising and stories published each week in support of the Library's Warrant Articles. Binders with Hills Memorial Library history have been made up by Terri. Each Board Member will get a few binders to hand out to local organizations such as doctors' offices, senior centers, etc. That way people are thinking about the Hills Building and when we make the Committee to support the Hills Building financially, people will be more knowledge about its history and value to the community.

**NHLTA Regional Meeting** – The NHLTA will be meeting at Rodgers Memorial Library on April 3, 2018. The Library Board of Trustees has approved this meeting. An Agenda has not been set yet.

**Library Renovations** – We have a quote from Stibler & Associates for \$6,800 for designing renovation only. They would not manage the renovation or engineering of the HVAC system. They would work with a construction management firm. Director Matthews did a walk through with North Point. They had some excellent ideas. He has not heard back from them regarding a quote for renovations. We are looking for a third vendor since North Branch will not bid on such a small job. He has contacted Stibler & Associates and they recommended Cobb Hill. Director Matthews has contacted them. They will do a walk through and submit a quote.

### **New Business**

**Budget Committee Update** – Last month we talked about having a Petitioned Warrant Article because the Budget Committee took away the money to fund the Hills Building times 2. A few of us went to the meeting and Dave Morin gave us the opportunity to speak. Trustee Rodgers addressed the Committee and asked them to give us the money back with the stipulation that we meet with the Selectmen and decide what is going to happen with this building. Since the Board is going to be changing, we will put this on the Agenda for the March, 2018 meeting when we can decide to go forward from there. All Board members agree that that is reasonable.

**Fire Panel at Hills Memorial Library Building** – The panel is broken and needs to be replaced and a surge protector needs to be put in place. We currently have one quote from Fire Alarm & Safety Technologies, Inc. in the amount of \$3,179.90. Bob Gagnon contacted Protection 1 and they did a walk through, but the quote has not been received yet. A quote from Tri State Fire Protection was received late in the day today for \$1,965.00, but no copy was available for this meeting. Bob Gagnon will review this quote and speak with Director Matthews about it.

Currently the building has a fire alarm installed, but if there is a fire, there will be no signal sent to the Hudson Fire Department. The only way a fire will be detected is if someone drives by and sees the fire and reports to the Fire Department. Dave Morin has indicated that the design of the building and the papers in the building will cause the fire to progress very quickly through the building before the Fire Department is notified.

***Motion by Trustee Kipnes to preapprove the replacement of the fire panel at the Hills Building on Bob Gagnon's recommendation for a maximum of \$3,200. Seconded by Trustee Blue. Motion passed 4-1.***

**SAU Memo of Understanding** – Trustee Rodgers and Trustee Middlemiss met with Larry Russell and he did not realize that the Memo of Understanding will be up in 1 year from this month. They want to put 3 TV Monitors up. This would involve drilling into the wood to feed wires through. (Proposal to install TVs at Hills Memorial Library attached.)

***Motion by Trustee Roy to allow the Hudson School District to install 3 TV monitors at the Hills Memorial Library building. Seconded by Trustee Middlemiss. Motion failed 0-5.***

Discussion: Trustee Roy believes that it will take away from the integrity of the look and historical significance of the building. Her other concern is we would not be able to undrill the holes. Her

other concern is what is going to happen to the building if the money to support the Hills building is cut from the Rodgers Library budget in fiscal year 2020. The funds to help support the Hills building has been cut from the SAU budget for 2019. Mr. Russell has ensured the Board that we would be able to bill them for the use of the Hills building.

Since the Motion to allow has failed, Trustee Rodgers will contact the School District and propose they revise their request for 1 large TV monitor instead of 3 to be installed in the Hills Building.

**Zylonis Fund** – The Lithuanian Brothers and Sisters of New Hampshire are having their 100<sup>th</sup> anniversary of Lithuanian independence in Rodgers Library February 18, 2018. He has requested that we purchase food for this event.

***Motion by Trustee Roy to spend up to \$500 from the Zylonis fund to support 100 years of Lithuanian independence. Seconded by Trustee Kipnes. All in favor. Motion passed 5-0.***

**HVAC Maintenance Agreement** – Currently we have a quote from H.W. Wells for \$2,410 for HVAC maintenance. Bob Gagnon is working on getting 2 more quotes. Director Matthews will bring additional quotes to the next regularly scheduled Board meeting for discussion.

**Trustee Comments:**

Trustee Kipnes – We are lucky to have such a nice library in town and we need to come out and support it so don't forget February 10, 2018 is the town deliberative session and there will be 2 Warrant Articles about the library so come out and express your opinion and go up to the library and see what we're all about.

Trustee Blue – We are really lucky to have such a nice library in town.

Trustee Middlemiss – No comment this evening.

Trustee Roy – I echo what Linda said. The deliberative session is when you get your say as to how taxpayer dollars are spent. The other thing I would mention is there are vacancies on the ballot for this Board as well as other Boards. If you think you need to do something for your town, please put your name on the ballot.

Dave Morin – No comment this evening.

Director Matthews – We are now open Sundays between now and April 15, 2018 so if you are not a football fan come to the library.

**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 6:50 p.m.**

**Exit Non-Public Session at 7:00 p.m.**

**Enter Public Session at 7:00 p.m.**

***Motion by Trustee Kipnes to give Victoria Sandin a \$.50 per hour raise after her 6 month probationary period as IT Librarian. Seconded by Trustee Blue. Motion failed 2-3.***

Trustee Robin Rodgers – No

Trustee Kara Roy – No

Trustee Steve Middlemiss – No

Trustee Linda Kipnes – Yes

Trustee Barbara Blue - Yes

***Motion by Trustee Roy to give Victoria Sandin a \$.25 per hour raise after her 6 month probationary period as IT Librarian. Not Seconded. Motion failed.***

***Motion by Trustee Kipnes to change the Policy to \$.50 per hour after 6 month probationary period for full time employees and \$.25 per hour for part time employees. Seconded by Trustee Blue. All in favor. Motion passed 5-0.***

***Motion by Trustee Roy to give Victoria Sandin a \$.50 per hour raise after her 6 month probationary period as IT Librarian. Seconded by Trustee Kipnes. All in favor. Motion passed 5-0.***

***Motion by Trustee Roy to allow alcohol to be served at Rodgers Library for Director Matthews' retirement party on February 25, 2018. Seconded by Trustee Blue. All in favor. Motion passed 5-0.***

**Next Meeting:**

**Our next regularly scheduled meeting is February 21, 2018 at 6:00 p.m.**

**Adjourn:**

Meeting adjourned at 7:15 p.m.

Respectfully submitted,

Terri Cicia  
Administrative Assistant

**Rodgers Memorial Library  
Director's Report  
Activity for November, 2017  
December 20, 2017**

**Personnel**

Library Assistant Glenna Rosenstein will be on leave from December 22 through April, 2018. Library Assistant Lauren Young has requested to be taken off our schedule and work "as needed", and Library Page Brett Richardson has resigned. We are currently seeking a Library Assistant and a Page to cover their hours.

**Adult Services – Amy Friedman**

**Special Programs**

**DCU Free Concert Series: *Two Old Friends: Songs Tunes & Stories from Ireland and America.***

Thanks to a generous grant from Digital Credit Union, we host a free concert series the second Saturday of each month at 2:00 throughout 2017 and 2018. Sixty-one people attended our November 11<sup>th</sup> performance by *Two Old Friends*, Emery Hutchins and Jim Prendergast, was sponsored by the Friends of the Library through a grant from NH Humanities. By taking advantage of other grant opportunities, we can spread our DCU grant farther in sponsoring top quality concerts.

**Discover Chinese Oracle Script:** On Saturday, November 18, David Cheng presented a program about life in Ancient China with a focus on the written language, consisting of thousands of symbols or "characters" representing common objects and words. Three people attended

**Regularly Scheduled Adult Programs**

**Art Exhibit:** Photographer Nancy Daniels's exhibit was held over for another month since the November artist originally scheduled had to drop out due to outside commitments.

**Book Discussion Groups**

**Afternoon:** Amy's afternoon book group discussed *Under a Wide and Starry Sky* by Nancy Horan, the story of the relationship of Robert Louis Stevenson and his wife Fanny. Seven people attended.

**Evening:** Gina's evening book group read *The Last Report on the Miracles at Little No Horse* by Louise Erdrich. Three people attended.

**NEW Cookbook & Recipe Club:** Nine people attended Gina's new club which first met November 7<sup>th</sup>, where participants brought recipes they had prepared from *One Bowl Baking*.

**Drop in Stitchers:** This Friday morning program continues to draw record breaking crowds. Seventy two people attended this month through only 3 Fridays that we were open.

**Genealogy Club:** Reference Assistant Roger Schwitalla facilitates the Genealogy Club which meets the second Friday of each month at 1:30pm. This month's guest speaker was Genealogist Gerry Savard of the American Canadian Genealogical Society who spoke about tracing your French Canadian ancestors. Nineteen people attended.

**Geopolitics in Today's World:** John Penasack facilitates this program with the goal of bringing awareness to how geography and economics influence on politics and the relations between nations on Thursdays from 11:30am-1:30pm. Forty people attended this month.

**Group Singing:** With copies of the group singing songbook *Rise Up Singing* and Linda on guitar, we've brought this program to Fairview Healthcare where we spend one hour in Laurel Place assisted living and another hour in the memory care unit. Many of our regular participants come by to sing with the residents. Because the print in the songbooks is small, Amy compiled loose-leaf notebooks with lyrics to some of the songs. Thirty six people participated.

**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 *Churchill*. Five people attended the afternoon showing and three people attended in the evening.

**Free Family Film:** Five people attended this month's film *Cars 3*. Free Family Films are shown on fourth Saturdays at 1pm.

**Life Coaching Event:** Master Certified Life Coach Diane MacKinnon, M.D. presents a different life coaching topic each second Tuesday at 7pm. Five people attended this month's topic "Holiday Happiness".

**Monthly Writing Group:** Diane MacKinnon is facilitating a new monthly writing group which met November 17<sup>th</sup> at 9:30am 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 also getting a slide shown on HCTV and Amy tapes a segment on upcoming events for HCTV. Programs are listed in our newsletter, on our website, and are posted on the bulletin boards and big events like concerts and NH Humanities programs are posted on various online calendars like NHtodo. We also have a Facebook page with over 900 "likes". Charlie has a monthly men's discussion group at the Senior Center and Kristen reads weekly to residents of Fairview Healthcare. Charlie or another staff member participates monthly in WSMN Radio's "Books and Crooks" program which features a librarian and police officer from area communities on alternate weeks. We have a sign with large, changeable letters on Derry Road advertising upcoming library events.

## Displays

Our multi-tier book display unit for the lobby displays our newest books. Other displays highlighted our new cookbook club which started November 7, “A Little “Fall” Reading” (books with fall in the title), National Book Award Winners, Fall Comfort Food, books for Veterans Day, Thanksgiving books, and our ongoing Staff Picks display.

## Reference/Teen Services – James Taber

### Regularly Scheduled Programs

**Teen Takeover at Your Library (TT@YL):** Attendance was better with an extra week this month, but individual attendance was up as well. These numbers reflect total attendance over the course of the program (roughly two-and-a-half hours) and do not necessarily indicate how many teens are in the room at once. TT@YL did not meet on November 22<sup>nd</sup> due to Thanksgiving break. Attendance (Nov 1, 8, 15, 29): 38

**Button Mashers:** Numbers fluctuated a bit more for Button Mashers in November. The teens indicate that this is partly due to scheduling conflicts and the holidays. James may add a non-Smash Bros. game to the lineup would be beneficial. Regarding last month’s report, RML is a *Pokémon Go* gym as well as a Pokéstop. Button Mashers did not meet on November 23<sup>rd</sup> due to Thanksgiving break. Attendance (Nov 2, 9, 16, 30): 27

**Mother-Daughter Book Club:** Five people attended Vicky’s Mother-Daughter Book Club on November 15<sup>th</sup>.

### Teen Program Planning

Regular programs for the first half of 2018 have been planned for patrons in 6<sup>th</sup> to 12<sup>th</sup> grade:

- **Teen Advisory Group (TAG):** A monthly meeting on the first Monday, TAG represents a chance for teens to make their voices heard. We’ll sit down for an hour in one of the study rooms and discuss collection development and programs and services they would like to see at RML. In return for their time, teens can earn community service hours.
- **Fanfiction Club:** Fanfiction Club is a chance for teens to stretch their creative muscles. Participants will be encouraged to write stories inspired by their favorite fandoms, from *Star Wars* to *Minecraft*, share them with each other, and give each other constructive feedback. This will be a semi-monthly event, though the teens may wish to have it more or less frequently.
- **Tabletoppers:** Tabletoppers will be the tabletop gaming equivalent to Button Mashers, meeting every Friday except the second Friday when meetings conflict with Genealogy Club. Teens will have the opportunity to play with the library’s existing catalog of games, including our D&D books. We’re hoping to acquire additional materials, including new and popular board and card games.

In addition we’re planning special one-off events, including an anime night and various crafts.

### Teen Community Outreach

Community outreach activities were slowed this month due to the holidays, giving James the opportunity to develop materials that can be offered and shared while visiting the schools. We



provided a display on a variety of research for Alvirne’s college composition course at the request of the Library Media Specialist. The head of the Foreign Language Department reached out to see if we could screen a movie for his classes, but we were unable to accommodate his request due to licensing issues. Plans were made to collaborate with the Children’s Department on Hour of Code in the first week of December, part of our joint desire to get more “middle grade” (4<sup>th</sup> to 7<sup>th</sup> grade) patrons into the library.

**Teen Social Media**

Outreach via social media continues. Twitter is the easiest to use by far, but Tumblr has a more dedicated user base. Instagram remains elusive—requiring a mobile device newer than James’ current phone for now. James has focused his efforts on Twitter for now, signal-boosting news relevant to teens and YA literature, as well as advertising events at the library. He has also been posting to the blog every week with a list of new materials available in the teen section.

**Reference Report**

**November Reference Statistics:**

<b>Programs/Room Usage</b>	<b>Number</b>	<b>Attendees</b>
Adult	27	372
Teen	9	70
Community Room Usage	46	556
Study Room Usage	83	151
Tests proctored	0	
Genealogy Requests	0	
Internet Usage (Guest Passes: 204)	592	
WiFi Users	564	
Total Internet/WiFi Users	1,156	

**Room Booking Statistics:**

- Unable to book (Whenever a patron requests meeting space but is unable to book the space): 0
- 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): 0
- Bumped from room (Whenever a patron or group of patrons is bumped from a room, typically due to elapsed time and other waiting patrons): 2

**Circulation Department – Linda Pilla**

The library was open 259 hours and closed 25 hours for the Thanksgiving holidays. Overall circulation for November was **down 12%** from October 2017 and **down 14%** from November 2016. We issued 61 new patron cards and currently have no patrons utilizing our Books by Mail program. A total of 52 outgoing fax transactions were sent according to the log of transmissions from the Ricoh printer and we notarized 26 documents.

The Circulation Department continues to delete patron accounts that have no outstanding or damaged materials. The strong storm that hit New England on October 30<sup>th</sup> caused significant power outages in Hudson. The Rodgers Memorial Library fielded upwards of 50 phone calls on Monday October 30 as people were looking for a place to charge their cell phones, check emails and generally have a place to go that had power. This trend continued over Tuesday and Wednesday. We had one serious complaint from a patron who remarked that we have too many good books – how is he supposed to keep up with all the reading and still find time to play golf?

We used the 3-D Printer this month for staff, workshop and patron projects.

**Downloadable eBooks, eAudiobooks, Freegal:** Patrons checked out 541 eBooks and 558 eAudiobooks. Freegal had 185 downloads from 27 different users.

**Visitor count:** We had 6615 visitors in November, **down 17%** from October 2017 and **down 3%** from November 2016. We averaged 275 visitors a day with a high of 372 Tuesday, November 14<sup>th</sup>, and a low of 175 Wednesday, November 22<sup>nd</sup> when we closed at 5pm for the Thanksgiving holidays.

**November Statistics:**

Interlibrary Loans	Total
Hudson Patron Requests Submitted	207
Hudson Patron Requests Filled	90
Other Libraries Requests Submitted	199
Other Libraries Requests Filled	154

**Children’s Room – Betsey Martel**

Activity	Programs	Attendance
Books & Babies	4	60
Sensory Playtime	2	19
Toddler Time	2	37
Tinkering Tots	3	26
Story Time	5	99
LEGO Engineering Club	3	19
Squish Balls	3	57
Family STEM Night	4	97
Homeschool Math through Art	3	9
Super Saturdays	3	62
Special Events	1	50
<b>Total</b>	<b>33</b>	<b>535</b>
<b>Outreach</b>	<b>6</b>	<b>200</b>

### Programs

Our regular programs serve children from birth to age 12 and our numbers were on target for programs in November. We had a visit from Josh Judge, the WMUR meteorologist. About 50 people came to hear him talk about the weather and read his new book *Be Nice to the Weather Guy*. Josh was great with the kids and all of their questions. Half the audience were adults who came just to hear him speak.

### Projects

Most of November we spent getting ready for December programs. We also spent time going through the collection to see what we could move to our new "area": the ERC (Educational Resource Center). This corner of the room will house parenting books, homeschooling books, curriculum books and related materials. It's a small collection for the moment, but we are currently updating it.

### Outreach

Betsey, Amanda and Erin went to Hills Garrison on both of their Teacher Conference nights to entertain kids, while parents were in conference. About 60 kids hung out with us those nights, and many parents were so grateful that they could leave their kids with us and both parents could go to the conference. We plan to reach out to Nottingham West and Dr. H.O. Smith and include them next year.

Tanya's efforts to coordinate with the schools is beginning to pay off. One week in November all the second grade kids from Hills Garrison walked over to the library for an enrichment project on Native Americans. They read a few books and made adobe bricks.

### Volunteers

Crystal and Elizabeth continue to volunteer regularly. This month we added a new Volunteer, Kaviya, who has also been a great help.

### Technical Services – Ann Carle

Ann updated the safety manual to include bomb threat procedures. Chris and Ann cataloged 522 items and withdrew 392 items while Marguerite was out for 2 weeks for an emergency.

**Evergreen Patron Project:** Ann is still working with Circulation on the patron deletions in the Evergreen database.

**Archives:** Twenty-nine from the Libraries section in the archives have been added to the Evergreen database.

**Better World Books:** Better World Books accepted 8 audiobooks and 27 books and we shipped 7 boxes to Better World Books.

**Volunteers:** Sue, Seth and Carol, our volunteers, continue to help process materials. Chris trained Wesley, a new Volunteer, to cover books.

## Information Technology – Vicky Sandin

**Routine Maintenance:** In November, IT staff responded to 88 staff and patron requests for immediate assistance. Twenty-two additions and changes were made to the website. The website was updated to version 4.9.1.

### **Non-routine Maintenance**

**Access Point:** Brian installed a new access point for staff. Staff now has its own dedicated password-protected wireless network.

**Virus protection:** Our new virus security is Microsoft Defender, a change from our previous security software Sophos, which was too expensive. After receiving some rejected emails due to a possible virus during the transition to Defender, Brian has reinforced our firewall. Vicky is in the process of cleaning all staff computers with Norton Antivirus protection.

**Security camera feed:** Camera 2 (C2), the camera over the copiers, blinks rapidly when it gets dark outside and the indoor lights are on. This does not happen during the day, nor when the lights are turned off, so recordings after the library is closed are fine. Vicky will look into it later this month.

**Community Room Sound System:** We hired TS Events to replace the busted amplifier that feeds into the projector system in the Community Room ceiling. TS Events is scheduled to replace the amp on Thursday, December 7.

## Building Maintenance – Bob Gagnon

The Hudson Fire Department inspected the Rodgers building on November 7<sup>th</sup>. Steve Dube from Hudson Fire reported on November 21<sup>st</sup> that the Hills building fire alarm panel was not working. Protection One's service tech confirmed that it was dead on November 28<sup>th</sup> and needed replacement. Bob is in the process of securing 3 quotes to replace it. Nashua Outdoor Power Equipment serviced and repaired both of our snow blowers on November 28<sup>th</sup>.

### Other

**Alvirne High School:** Steve Beals spoke to parents and guardians at Story Time on November 14 at 10am and Messy Manda's program on November 16 at 5pm about "Renovations for Generations" – the proposed renovation and expansion of Alvirne High School.

**Processing Patron Credit Cards:** This is not yet implemented pending the purchase of a card reader, development of a rollout plan, and establishment of a separate bank account.

**Alarm Activity:** Our building alarm went off Wednesday, November 15<sup>th</sup> at 9:06:36pm when a patron who was in the restroom at closing set off the alarm when he left. Monadnock Security contacted Bob Gagnon and Hudson Police and both responded to find the library secure. This is the same patron who has set off our alarm on previous occasions. We again reviewed our procedures and I informed the patron in question that we will have to charge him with trespassing if he is unable to leave the building at closing.

### Meetings and Staff Development

Nov 2: Department Heads Meeting; "Books & Crooks" WSMN Nashua (Charlie)

Nov 3: NHLA Fall Conference, Hooksett (Charlie, Linda, Tanya, Erin, Kristen)

Nov 7: IT Meeting (Brian, Vicky, Charlie, Ann, Marguerite)

Nov 8: Town Joint Loss Safety Committee (Charlie)

Nov 16: Department Heads Meeting

Nov 21: Friends of the Library Meeting (Betsey)

Nov 28: Strategic Planning Committee (Charlie, Linda, Erin)

### Upcoming Events

Dec 25: Library closed for Christmas Day

Dec 26: Red Cross Blood Drive, 2:00-7:00pm

Jan 1: Library closed for New Year's Day

Jan 4: Books & Crooks, WSMN, 5:00-6:00pm

Jan 5: All Staff Quarterly Meeting, 8:00-9:00am

Jan 7: Sunday Hours begin

Feb 13: **Town Deliberative Session; DCU Concert: *Mike Rogers Trio***: Roots Music, Blues, Folk & Old Time, 2:00pm

Jan 16: Friends of the Library Meeting, 7:00pm

Feb 10: DCU Concert: *The Proper Ladies*: Victorian Love Songs

Feb 19: Library Closed for President's Day/Washington's Birthday

Mar 10: *Oran Mor*: Traditional Irish Music

Respectfully submitted,

Charlie Matthews, Library Director

**HUDSON SCHOOL DISTRICT**

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**To:** Trustees of the Hudson Library  
**From:** Lawrence Russell, Superintendent of Schools  
**Date:** January 10<sup>th</sup>, 2017  
**Re:** Proposal to install TVs at Hills Memorial Library

The Hudson School District would like to install three TV monitors to be used during School Board presentations at the Hills Memorial Library. The room is currently configured in a “U” shape and we would install one TV on either side of the U and a larger TV at the bottom (behind the Board Chairman and Superintendent’s seats).

The TV’s on either side of the U would require us to drill a hole at the top of each bookshelves to run video and power cables to the TVs. These holes would be placed as discretely as possible at the rear corner of the bookshelf.

The larger TV at the bottom of the “U” would be affixed to a mounting panel which would then be affixed to the bookshelves. Our goal would be to use the existing holes that hold shelves to hold this panel in place. Again, we would need to drill a hole at the top of the bookshelf to run power and video to the TV.

Our goal of this project is to increase the presentation ability of this space so that we can more efficiently provide our board with multimedia presentations. At that same time, we recognize the historical significance of the building and would make every effort to install this equipment in a way that is both professional looking when installed and could be removed leaving as little trace as possible.

We appreciate your consideration in this matter.