



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 October 18, 2017

Present:

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

Excused:

Trustee Linda Kipnes

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:

Zylonis Fund

Len Lathrop, Trustee of the Trust Fund made a presentation to the Board regarding having Zylonis funds currently held by Charles Schwab added to the town funds for investment purposes.

There are two types of funds held by the town of Hudson: Capital Reserve Funds and Trust Funds. Capital Reserve funds are voted on by the taxpayers for a specific reason. Trust Funds are money, land, property or wealth that is given to the town through a will. As Trustees, we do two things; we watch peoples' money to ensure the money is spent for the specific reason. With Trust Funds, we check the wills to determine the guidelines in which this money can be spent. What we are allowed to do because you are part of the town is take the Library funds and add it to the town's funds. These funds are not managed, they are invested. The Library's funds would sit with the town funds. Over a 38 month period, our return was 4.71%. Over the last 12 months, our return has been 9.72%. This is a risk, these funds are not guaranteed. Because we are one of the largest towns with a Capital Reserve, we get a pretty good rate for what they charge us. As our fiduciaries, we decide who our management company is. They decide what vehicles and instruments to use for the investment. The last three (3) years we have used People's United as our management company. Since this is town money they are unable to invest in foreign investments. There are three (3) Trustees who vote annually how much risk will be taken with these funds.

Mark Levesque – Financial Consultant with Charles Schwab who currently holds these funds, took a look at the account and said the account has been neglected. It has been stagnant for many years. The account holdings have not changed in over 10 years except that last year monies were moved from a money market account which was making .6% and turned into cash making .01% which was not making any money. This does not make much sense and he would not recommend that.

Basically what is in this account is 400 shares of IBM stock which has been in there forever and the rest is in cash which means that at the same time you have a lot of risk in ½ the portfolio and no risk in the rest of the portfolio so it's not making any money. What he would recommend is to use something ½ bonds which has a fixed income, 35% in equities and a small amount in international equities and a small amount of cash. Today the account is worth approximately \$102,800 due to IBM stock going up \$13.00 per share today. Yesterday the value was approximately \$95,000. He would not just stay the course since IBM stock has not done very well the past few years. It has done well since inception, but since we have had this account a very long time, the return has not been particularly good until today and if calculated out, we have had a negative return. He would advocate using a more sensible conservative allocation. The way that it works is Charles Schwab can provide advice and do the trading if they get permission. The way they get paid is very indirectly, they don't charge a fee for giving advice. The only thing that we will pay on that is the cost of the actual trades. Because they are providing the advice and doing the trades for us rather than being the \$4.95 that you would pay yourself doing the trade, it costs an extra \$25 per trade for the broker assist, which is the part that he is doing. The other way we could go is to use an actual money manager and that is not a bad idea because they are going to pay attention to the account and they are going to do things that are consistent with the investment policy is that is going to benefit you. Charles Schwab has the options to do practically anything we want and they are really inexpensive wherein even if we used a paid Manager they are on the low end for costs on that kind of thing.

Linda Pilla – Is addressing the BOT regarding purging public records. We currently have 15,469 registered patrons. Of that number, there are between 6,000 and 7,000 active patrons. Ann produced a report that lists patron cards that expired on or before August 31, 2015. These cards have not been updated and show no activity at all for the last two years. We are already in the process of clearing cards from the system that have expired before August 31, 2015 and have a zero balance due. It is the cards that have a balance on them that we need to discuss. Specifically, shall we leave alone any card with any financial balance? Alternatively, shall we make criteria that enables staff to clear out certain cards, while leaving on the system those cards that reveal a pattern of problems?

Possible criteria for purging cards is:

1. Age of patron - Clear out all cards for patrons of the “minor” type (i.e. under the age of 18).
2. A dollar amount - Any card with a balance of, for example, less than \$5 or \$10 but having no lost items.
3. A type of charge - Any card that has only late fees, but not lost or damaged fees.
4. A date/time criteria – Any card that has shown no activity, for example, for 5 years regardless of balance.

These criteria could be combined to allow us to clear at least some of the thousands of records that are being saved in Evergreen. The reason for purging records in this way:

1. The staff at Rodgers Memorial Library love to say, “Yes”. Every time a patron decides not to go to the library because they remember they have fines is a time when “no” has been heard; and
2. There are many young people who have very old fines that they had no hand in creating. It would be lovely to let them start over.
3. Patrons have moved away or have died. It is irrelevant to keep records for these patrons.

Motion by Trustee Roy to change policy for purging patron records to purge any expired cards that have only late fees but no lost or damaged fees and further to purge any expired cards that have shown no activity for 5 years regardless of balance. Seconded by Trustee Blue. All in favor. Motion passed 4-0.

Report To Action:

Motion by Trustee Blue to accept the Public Minutes of September 20, 2017 as written. Seconded by Trustee Middlemiss. All in favor. Motion passed 4-0.

Motion by Trustee Blue to accept Non-Public Minutes of September 20, 2017 as written. Seconded by Trustee Middlemiss. All in favor. Motion passed 4-0.

Motion by Trustee Roy to accept the Strategic Plan Public Minutes of October 4, 2017 as written. Seconded by Trustee Blue. All in favor. Motion passed 4-0.

Correspondence: Thank you note to the Trustees from Arlene Creeden for her plaque recognizing her 22 years of service. Thank you note to the Rodgers Memorial Library staff from Arlene Creeden for the gift card.

Reports to the Board:

Treasurer's Report: We are on schedule and balanced for spending for this fiscal year. With regards to the new budget for FY19; there are 2 significant changes. The payroll portion is missing one (1) employee. We had someone leave and they were taken off the budget, but the new hire for that position was not put on the budget. Because this is a full time position, the cost added was approximately \$73,000. We are now responsible for the cost of Property and Liability insurance for both the Hills and Rodgers Memorial Libraries which will add a total of \$11,200 to our budget.

We now have a new Financial Practices Policy. The first major change to the Policy is any expenditure over \$500 that is not budgeted, must be approved by the Board of Trustees prior to purchase, unless it impedes the operation of the Library facilities. Also, when appropriate, any non-emergency expenditure over \$1,000 must have a minimum of three (3) bids before it is presented to the Board of Trustees for approval. Overspending of a line item must have prior approval from the Board of Trustees. We can't wait until the next meeting to find out that the line item has been overspent. For unanticipated donations in the amount of \$5,000 or more, the Trustees shall hold a public hearing on the donation before accepting said donation.

Another change to the Financial Practices Policy is regarding debit card use. Prior to using the debit card, Treasurer's approval is required along with a Purchase Order. The debit card may be used by the Director, Department Heads, Bookkeeper and Treasurer. If the debit card is lost, it must be reported to the Treasurer immediately. If any authorized staff member should leave the employ of the library, the debit card and/or debit card information must be surrendered immediately.

The Board of Trustees will review the Financial Practices Policy in preparation for a vote to approve this Policy at the next regularly scheduled Board of Trustees meeting.

Selectman's Liaison Report

No report from Selectman's Liaison.

Director's Report

See attached.

Acceptance of Donations:

Motion by Trustee Roy to accept \$119.47 from the Friends of the Library for movie licenses. Seconded by Trustee Middlemiss. All in favor. Motion passed 4-0.

Motion by Trustee Roy to accept 2 books and 12 DVDs. Seconded by Trustee Middlemiss. All in favor. Motion passed 4-0.

Report From Friends:

No report from Friends

Old Business:

Zylonis Funds currently held by Charles Schwab.

Motion by Trustee Blue to move the Zylonis funds from the Charles Schwab account to the town fund and have the Trustee of the Trust Funds maintain it. Seconded by Trustee Roy. All in favor. Motion passed 4-0.

IT Wall – Victoria Sandin has request some type of privacy wall in order to reduce the number of interruptions during the day. Her primary responsibilities are IT related, not patron assisting. This privacy wall will allow her to focus on IT without being interrupted. She has proposed purchasing 2 40” x 60” gray partitions at a cost of \$219 each that will form an L shape effectively giving her the privacy her position requires. The funds for these partitions will come from the furniture line item which has a \$500 budget. Director Matthews indicated that this will be a short term fix and at some point, the IT area will require more space as additional devices are purchased.

Motion by Trustee Roy to purchase 2 partitions to create an office area for the IT section of the Library. Seconded by Trustee Blue. All in favor. Motion passed 4-0.

Warrant Article – Salary increases for full time employees at 4% would be reasonable. This increase would be in preparation for implementing a Step Program in approximately 3-4 years.

Motion by Trustee Blue to file a Warrant Article requesting a salary increase of 4% for all full-time employees. Seconded by Trustee Roy. All in favor. Motion passed 4-0.

Part-Time Vacation Policy – More information is needed from Director Matthews before a vote can be taken. This issue will be readdressed at our next regularly scheduled Board of Trustees meeting.

2018 PLA Conference – Director Matthews would like to send 3 Department Heads to the 2018 Conference in PA and has requested the Trustees sponsor the trip financially. More information is needed from Director Matthews before a vote can be taken. This issue will be readdressed at our next regularly scheduled Board of Trustees meeting.

Strategic Plan – Trustee Blue has scheduled a Strategic Plan meeting for November 1, 2017. Elaine Brody is unable to Chair this committee because she will be in New Zealand for a 6 month period, but will be helping Trustee Blue get started. John Knowles has expressed interest in possibly sitting on this committee. Trustee Blue has requested a copy of the Survey used when the last Strategic Plan was created.

Director Matthews has informed the Board that library staff member, Erin Henderson, is interested in sitting on this committee.

Trustee Comments:

Trustee Middlemiss would like to extend his gratitude to Arlene Creeden for her years of service and hard work for the benefit of the library.

Trustee Blue – If there is anyone who is interested in sitting on the Strategic Plan Committee please contact her.

Trustee Roy – Come visit us at the library even if you have fines or lost items. We can work this out.

Director Matthews would like to invite everyone to this Saturday, October 21 event, Unlaunched Voices: An Afternoon with Walt Whitman at 2:00 at 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

Enter Non-Public Session at 7:37 p.m.

Exit Non-Public Session at 7:45 p.m.

Enter Public Session at 7:45 p.m.

Motion by Trustee Roy to give Linda Pilla a salary increase to \$19.50/hour. Seconded by Trustee Blue. All in favor. Motion passed 4-0.

Next Meeting:

Our next regularly scheduled meeting is November 15, 2017.

Adjourn:

Meeting adjourned at 7:50 p.m.

Respectfully submitted,

Terri Cicia
Administrative Assistant

Rodgers Memorial Library
Director's Report
Activity for September, 2017
October 18, 2017

Personnel

Children's part-time Library Assistant Jessie Hawkes will be pursuing a Library and Information Studies Masters' degree at the University of British Columbia and left us September 18th. Lauren Young, part-time children's Library Assistant returned September 12, Barbara Boucher, part-time Circulation Library Assistant, returned September 20, and Library Page Brett Richardson is due to return mid-October. James Taber joins us on October 9th as Teen Services and Reference Librarian, replacing Vicky Sandin.

Adult Services – Amy Friedman

Special Programs

DCU Free Concert Series: *High Strung Strummers, Fiddle Tunes and Ballads*: Thanks to a generous grant from Digital Credit Union, the library hosts a concert series on the second Saturday of the month throughout 2017 and 2018. On September 9th fiddlers Sarah Jane Nelson and Cathy Mason performed old time fiddle tunes and Ozark ballads. Fifty-three people attended.

Improving Your Credit Score and Digging out of Debt: Five people attended Jim Naugler of Citizen's Bank's presentation on Friday, September 15th at 1pm. Day programs usually have better attendance but we may try this program again at night.

Rodgers Brothers' Portraits Unveiling and Reception: On Saturday, September 23, the library's Trustees hosted a reception to unveil portraits of library benefactors G. Philip Rodgers and Alvin H. Rodgers by Hudson artist Jason Debow. Cellist David Chang provided entertainment for 55 people.

Retreat to Write: We held an all-day Writer's Retreat Saturday, September 30 facilitated by Master Life Coach Diane MacKinnon. A \$25 workshop fee included morning coffee, a box lunch, and some writer's tools. None of the fee went to the facilitator. Five people attended.

Regularly Scheduled Adult Programs

Art Exhibit: This month Cindy Loranger exhibited her jazz inspired paintings in the Community Room. She scheduled but then cancelled a September 28 reception.

Book Discussion Groups

Afternoon: Amy's afternoon book discussion group meets the third Tuesday of the month at 1:30pm. This month they discussed Anthony Doerr's *All the Light We Cannot See*. Seven people attended.

Evening: Gina's evening book discussion group meets on the first Thursday of the month at 7pm. Two people attended this month's book *Leave Me* by Gail Forman.

Drop in Stitchers: This Friday morning program is very popular. One hundred and thirty-two people attended this month for needlework and to share company. There were 5 Fridays this month and two of them set new record attendance of 31 people.

Genealogy Club: The Genealogy Club meets on the second Friday of the month at 1:30pm with Reference Assistant Roger Schwitalla who plans and facilitates our genealogy programs. Fifteen people attended this month.

Geopolitics in Today's World: In an effort to bring awareness to how geography and economics influence politics and relations between nations, John Penasack, who presents the RISE "Geopolitics and Conflicts" program, facilitates this program Thursdays from 11:30-1:30. Forty one people attended this month.

Group Singing: With copies of the group singing songbook *Rise Up Singing* and Linda playing guitar, we gather at Fairview Healthcare – spending an hour in Laurel Place assisted living and an hour in the memory care unit. Many of our regular participants come by to sing with the residents. The print in the songbooks is too small for many residents so Amy compiled loose-leaf notebooks with lyrics to some of the songs in the book that she and Linda have selected. Thirty two 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 & 6:30pm. Fifteen people attended this month's film *Patriot's Day* in the afternoon and three attended in the evening.

Free Family Film: This month's film was *Smurfs: The Lost Village*. Free Family Films are shown on fourth Saturdays at 1PM. No one attended this movie.

Life Coaching Event: Fourteen people attended this month's topic "How to be Your Own Best Friend" by Master Certified Life Coach Diane MacKinnon, M.D. presents a different life coaching topic on the second Tuesday of the month at 7pm.

Publicity/Outreach

Amy sends out weekly updates to local newspapers with information on programs happening within the next few weeks. All programs have a slide shown on HCTV and Amy also tapes a segment on upcoming events for HCTV. Our programs are listed in our newsletter, on our website, and are posted on the bulletin boards. We post big events like concerts and NH Humanities programs on various online calendars like NHtodo. We also have a Facebook page with over 900 "likes" us. Charlie meets monthly with men at the Senior Center, Kristen reads weekly to residents of Fairview Healthcare, and Charlie and other staff members participate monthly in WSMN Radio's "Books and Crooks" program with Bob Bartis who features a librarian and police officer from an area town – including Hudson every fourth week. We now have a new sign with large, changeable letters out along Route 102 to advertise upcoming library events.

Displays:

Our lobby display features our newest books. This month we also displayed books with “Daughter” in the title which we changed to Investigative Journalism at the end of the month. We also displayed Genealogy books, Fall Getaways, Hikes, Canoeing, Road Trips and other nearby fall activities. Our Staff Picks display continues across from the Reference Desk.

Reference/Teen Services – Vicky Sandin

Regularly Scheduled Programs

Teen Takeover at Your Library (TT@YL): TT@YL seems to be waning but hopefully our new YA librarian can drum those numbers back up. Wednesdays, September 6, 13, 20 – Attendance: **31**.

Button Mashers: The numbers are steady with last year’s with a few new arrivals, including a freshman with a service dog. Thursdays, September 7, 14, 21, 28 – Attendance: **29**

Mother Daughter Book Club: Most of the regulars are back now that school is back in session. Monday, September 18 – Attendance: **4**

Visiting High School Classes

Vicky reached out to all of Alvirne’s English teachers asking them if they were interested in bringing their students for a tour of the library and encouraged their students to apply for a library card, including a library patron registration form with her email message. She coordinated the visits with Linda Pilla so that she could process the applications while Vicky led the tours. We’re hopeful that the new applicants will put us in the running this year towards winning the Granite State Library Card Challenge! Alvirne High School English classes visited on:

- Wednesday, September 6 – **32** students
- Thursday, September 7 – **16** students
- Wednesday, September 13 – **15** students
- Thursday, September 14 – **32** students

Reference Report

September Reference Statistics:

Programs/Room Usage	Number	Attendees
Adult	28	436
Teen	9	69
Community Room Usage	48	556
Study Room Usage	46	119
Tests proctored	3	
Genealogy Requests	3	
Internet Usage (Guest Passes: 225)	672	
WiFi Users	597	
Total Internet/WiFi Users	1,269	

Room Booking Statistics:

- Unable to book (Whenever a patron requests meeting space but is unable to book the space): 2
- 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): 0

NOTE: Now that summer is over, the rooms are becoming popular again with students and private tutoring.

Circulation Department – Linda Pilla

The library was open **261** hours and closed **12** hours for Labor Day in September. Overall September circulation was down 13.6% from August and down 14.2% from September 2016. We issued **112** new patron cards, partly due to a staff effort to encourage children and parents to start the new school year off with a library card. Despite our best efforts Barrington again won this year’s Granite State Library Card Challenge and retains the coveted trophy for another year.

A total of **55** outgoing fax transactions were sent according to the Ricoh printer transmission log and we had 2 incoming faxes. We notarized **19** documents in August. We currently have **2** patrons utilizing our Books by Mail program. We used the 3-D Printer this month for staff and patron projects and September was Amnesty Month which, as always, was greeted with relief and delight by many patrons.

Downloadable eBooks, eAudiobooks, Freegal: Patrons checked out **597** eBooks and **542** eAudiobooks. Freegal had 299 downloads from 30 different users.

Visitor count: We had **7076** visitors averaging 283 per day in September, down 15.9% from August and down 6.9% from September 2016. Our highest count was **390** on Thursday, September 14th, and our lowest was **159** on our last Saturday on Summer Hours.

August Statistics:

Interlibrary Loans	Total
Hudson Patron Requests Submitted	203
Hudson Patron Requests Filled	175
Other Libraries Requests Submitted	243
Other Libraries Requests Filled	159

Children's Room – Betsey Martel

Activity	Programs	Attendance
Books & Babies	3	34
Sensory Playtime	3	13
Toddler Time	3	71
Tinkering Tots	3	20
Story Time	6	150
LEGO Engineering Club	3	20
Drop In LEGO	3	6
Messy Manda	3	57
STEM Challenge	2	27
Homeschool Math through Art	3	50
Super Saturdays	3	87
Accio Yummies	2	12
Total	37	547
Outreach	1	150

Programs:

We did a lot of changing and rearranging programs for the fall session. Tanya and Erin have amazing ideas to add to the schedule. New programs this fall are Sensory Playtime, Tinkering Tots, LEGO Engineering Club, Messy Manda, Accio Yummies and Homeschool Math through Art. We changed our traditional Saturday craft day to be a different activity each week. We have Craft Day, Tinker Lab, Spa Day and LEGO Day and, on months with five Saturdays, Glow Day. More of our programs are drop-in this fall, especially for younger kids. We also added a Tween program, Accio Yummies, to address an age group that we were lacking.

Examples of some themes and activities include balloon splatter painting in Messy Manda, water beads with Sensory Playtime, straw construction with Tinkering Tots and symmetry in Math through Art. Story Time this month had a visit from a local author, Rhonda Moore, who read her book *The Hurt Box* and helped the kids make their own boxes. Renowned children's book illustrator Kevin Hawkes paid us a visit with a book signing and a special Friday evening program on drawing on September 8th.

Projects:

We started weeding the DVD collection as we are completely out of space. We have been working on a plan to circulate Halloween costumes, but have not found the way to do it yet. We also scheduled a time to come in and clean out the basement. Erin created a display that features a Dewey number of the week. Several patrons look forward to seeing the number of the week.

Outreach:

Tanya was invited to a staff meeting at Hills Garrison School, where she briefly talked about what we can offer the schools and emphasized that we are here to help them. She also asked that teachers inform us about topics they are covering during the year so we can purchase and provide things they need.

Volunteers:

Christopher and Crystal continue to volunteer and a new volunteer, Elizabeth, is coming on Mondays to help Tanya set up for her STEM Family nights.

Technical Services – Ann Carle

Ann worked with Terri on the safety manual, splitting it into 2 manuals – one for quick emergency procedures, the other the older manual incorporating the quick emergency procedures. Ann also worked on Terri's computer issues. Her computer had 700 MB of hard drive space left and Ann deleted software to provide 1 GB. Two days later, after a failed update, Ann had to delete more information to provide space and notified Charlie that Terri needed a new workstation. The new computer arrived with none of her usual software and Ann spent part of a morning loading QuickBooks, configuring Outlook (for email) and printer settings.

Archives: Ann continued reorganizing and recording materials in map case 4.

Evergreen Patron Project: Ann created a list of patrons who have not renewed cards since August 31, 2015 and she is working with Linda to delete them as long as there are no fines or lost materials associated with the account.

Better World Books: Better World Books accepted 13 books.

Information Technology – Vicky Sandin

Community Room Sound: The sound system in the Community Room has been out of order since the Derry Road power outage on Friday, August 17. Our initial vendor, Single Source Group, is out of business so we contacted Access A/V, recommended by Jim McIntosh. They conducted superficial testing of our media closet computer, our cable connectivity, and the audio system with the microphone during their visit on September 27. Further testing in order to obtain a definitive diagnosis "would involve deeper wire run (the cables in the walls leading up to the projector), possibly testing the equipment with a substitute projector and substitute wall plates." Access A/V is pretty certain that the problem is with a cable and/or connection between the projector and the sound system, which was most likely damaged by a power surge when power was restored on August 17.

Access A/V recommend an upgrade to our current system, which mainly involved replacing the Category 5, or Cat5, cable with an upgraded Cat6 cable, to allow for faster connectivity. Vicky's opinion is that the quote for \$360 for further testing is too high – after speaking with Brian Hewey we initially thought that Access A/V would be performing the details included in their "2nd Service Call" description instead of merely testing the outlets and equipment, which Brian and Bob had already done. Upgrade recommendations, priced at \$2,635 (on top of the \$360 to perform a follow-up service call/diagnostics), seem excessive.

Tyler Soucy, a young man Vicky knows, works in AV and stopped by free of charge to offer his diagnosis on October 10th. He was able to work out a short-term work around to restore some functionality to our system for the PC in the AV closet but not for audio to be played via the drop in the front. Tyler believes that there may be additional hardware elsewhere in the room and will conduct a second inspection before he quoting a repair.

Training: Vicky is currently training with Kate Butler about once a week, and working with Teens, Reference, and IT while we wait for our new Teen Librarian James Taber to start. Once

he's trained, Vicky will revisit the 2015-2018 Technology Plan drafted by Kate, revisit the goals and objectives of our internal infrastructure, our public and staff infrastructure, and further stress the importance of Information Literacy and Technology Education for both patrons and staff.

Reference/Technology Alcove: Vicky urgently requests that the Trustees and Director re-visit the concept of installing a wall or barrier in the Reference Alcove. The Technology Librarian job has a steep learning curve, as almost every aspect of the technological architecture and software was overseen and installed by both Kate and Brian over a period of seven years. Everything from the door counter to Evergreen issues, power failures, and library closings are handled by the Technology Librarian in concert with the Brian, our Systems Administrator. It is imperative that the space be walled/partitioned off so as not to be visible to patrons should the Reference Staff not be available, since Vicky is conducting a very detailed study on how the Rodgers Library functions and operates, and unnecessary interruptions are often disruptive and detract from the work she's trying to accomplish.

Building Maintenance – Bob Gagnon

Roy Dion Cleaning Co. completed our annual carpet cleaning on September 2-4 and 17.
Hampshire Fire Protection did the annual service on the fire extinguishers at both the Hills and Rodgers buildings on September 30.

Meetings and Staff Development

Sep 7: Department Heads Meeting
Sep 12: IT Meeting (Charlie, Ann, Brian)
Sep 21: Department Heads Meeting
Sep 22: Urban Libraries Group Meeting, Laconia (Charlie)
Sep 28: Strategic Planning & Execution for Non-Profits, Rivier (Charlie)

Upcoming Events

Oct 15-22: National Friends of Libraries Week
Oct 19: Board of Selectmen Budget Meeting, 7:00pm
Oct 21: Unlaunch'd Voices: An Afternoon with Walt Whitman, 2:00pm
Oct 22: Baha'i Faith Information Program, 1:00pm
Oct 30: 3D Printing for Adults, 6:30pm
Nov 3: NHLA Fall Conference, "Engaging Your Community, Hooksett Public Library
Nov 6: WMUR's Josh Judge author talk and book signing, Children's Room, 7:00pm
Nov 11: DCU Concert Series: Two Old Friends, 2:00pm
Nov 17,20: Charlie on vacation
Nov 21: Friends of the Library Meeting, 7:00pm
Nov 22: Library closes at 5:00pm
Nov 23-24: Library closed for Thanksgiving holidays
Nov 29: Budget Committee Budget Review
Dec 2: Pictures with Santa, 9:30am
Dec 9: DCU Concert Series: Jazz First Holiday Concert, 2:00pm

Respectfully submitted,

Charlie Matthews, Library Director