



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 June 21, 2017

Present:

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

Excused:

Trustee Arlene Creeden, Member At Large

Called To Order:

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

Public Input:

There was no public input.

Report To Action:

Motion by Trustee Kipnes to accept the Public Minutes of May 17, 2017 as written.

Seconded by Trustee Roy. All in favor. Passed 4-0.

Motion by Trustee Kipnes to accept Non-Public Minutes of May 17, 2017 as written.

Seconded by Trustee Roy. All in favor. Passed 4-0.

Correspondence:

Letter from Christopher Leonard, who is our summer work study student from Holy Cross.
Correspondence from Director to Digital Credit Union thanking them for their donation and letting them know exactly how we are using their donation.

Reports to the Board:

Treasurer's Report: Year end preparations are being made for upcoming Audit.
Encumbrances for year end in the amount of \$2,186.08 have been sent to Town Hall. Several book orders were paid out of the Trustees Account. The Zylonis has stayed relatively the same as have the two building funds held at TD Bank.

Motion by Trustee Roy to accept the line item changes as outlined in the handout, FY 2016-2017 Year End Budget (document attached). Seconded by Trustee Blue. All in favor 4-0.

Going forward, Trustee Roy would like to see more accuracy on individual line items in order to eliminate the need to move money between line items at year end.

Treasurer's Report will be posted for Audit.

Selectman's Liaison Report

No liaison Report.

Director's Report

See attached.

Acceptance of Donations:

Motion by Trustee Kipnes to accept for the month of May, 20 books and \$100.00 from GFWC, Jr. Seconded by Trustee Roy. All in favor. Passed 4-0.

Report From Friends:

The Friends are getting some new members. Jane Bowles wrote a nice letter to the Editor of the HLN. Trustee Kipnes, on behalf of The Friends of the Library, would like to thank the donor of the \$1,000.00 they received. The Friends forgot to make their Summer Reading Program donation. Trustee Kipnes will contact The Friends to discuss donation.

Old Business:

Credit Card Services – PayPal and Square were compared and PayPal is 2.7% per transaction versus Square at 2.75% per transaction. PayPal requires no up-front costs to set up an account and PayPal will supply a card swipe at no charge. There is a \$79.00 fee for a chip reader, but a chip reader is not required in order to use PayPal. A separate account will need to be set up in order to transfer funds from the PayPal account on a monthly basis. The minimum amount that can be charged will be set at \$5.00 per transaction and there will not be any charges to patrons for using this service. This service will not be implemented until Fiscal Year 2017/2018. We do have an iPad 2 that would be used for the present time, but may need to be upgrade at some point in the future.

Motion by Trustee Roy that we set up a PayPal account with a chip reader at a cost of \$79.00. Seconded by Trustee Kipnes. All in favor passed 4-0.

By-laws - First page of By-laws need to be revised with names of newly appointed Trustees and their titles. Once updated, Trustees will need to review changes and sign where indicated.

Light Pole Signs –Current cost for banners is \$1,118.00. There are concerns as to who will be installing the signs on the light poles. It will still need to be determined if there is a cost associated with the installation of the signs. Trustee Kipnes will speak with The Friends to see if they would like to donate funds for the purchase of light pole signs. If The Friends require more information than provided before they can take a vote, it will have to wait until their regularly scheduled meeting in September.

IT Move – There will be no renovations to the IT space.

Shed – The shed will be delivered sometime this summer.

Phones – Director Matthews contacted Inet and told them we would be terminating our contract because they were not meeting their system level agreement that was promised in the contract. They came back to him and informed him that it was not their problem. Dan Boynton, the Vice President of Inet came to the Library and found that our router was connecting over Fairpoint which was randomly dropping calls due to overloaded circuits. The calls are being routed to our building router and our router was somehow dropping our calls. He diagnosed the problem being the crossover which was not working properly, and switched to Comcast connection. Phone system is now working properly.

New Business:

Encumbrances – Current encumbrances are as follows: Eversource \$1,450.53, Inet \$183.92, Liberty Utilities \$82.00, Protection One \$110.25, Fairpoint \$104.42 and Fairpoint \$254.96 for a total of \$2,186.08.

Motion by Trustee Roy to accept encumbrances as listed above. Seconded by Trustee Kipnes. All in favor. Passed 4-0.

Solar Power – Trustee Kipnes has been in contact with several solar companies and she was told that Hudson’s electric rate is low and they are unable to compete. She is talking with other companies but does not believe they will be able to compete with the low rate either. Trustee Kipnes will continue to monitor solar power and will contact them next year to see if rates, etc. have changed.

Trustee Calendar – Trustee Blue will be responsible for setting the Trustee Calendar.

July Board of Trustees Meeting

Motion by Trustee Roy to cancel the July Board of Trustees Meeting. Seconded by Trustee Kipnes. All in favor. Passed 4-0.

Tuition Reimbursement Request – Vicky Sandin is requesting financial assistance for tuition reimbursement. This issue will be tabled until August 16, 2017 meeting.

Children’s Room – A part time library assistant is required in the Children’s Room. Director Matthews was authorized to interview candidates for this position and will keep the Board posted.

Full Time IT Technician – Kate Butler has given her resignation and 2 weeks’ notice. Director Matthews passed out a proposed job description as well as the existing job description to Board members to be updated and posted.

Milton Cat – Unexpected Cooling System Repair (Generator) - A quote for \$2,325.43 has been submitted by Milton Cat and will expire on July 23, 2017. Trustee Roy to meet with Director Matthews to discuss.

Fine Free September –The last few years we have been doing fine free September to help promote library card signup month. Patrons love this.

Motion by Trustee Roy to have September be a fine free month for the Library. Seconded by Trustee Blue. All in favor. Passed 4-0.

Revised Study Room Policy – Study rooms are very popular and patrons are able to reserve a room for a 2 hours period of time. The Reference Staff would like the flexibility to ask someone to leave before their 2 hours is up if there is someone with a dire need to use study room since there are times that patrons are only watching a movie or playing video games. The phrase, “Should demand for study rooms warrant, a session may be concluded at any time at the discretion of the Reference Staff.” to be added to the policy.

Motion by Trustee Kipnes to accept the new Study Room Policy. Seconded by Trustee Blue. All in favor. Passed 4-0.

Warrant Article – In March there was a Warrant Article passed to give a 2% increase starting July 1, 2017. Director Matthews to prepare the paperwork for Trustee Rodgers to sign.

Trustee Comments:

Trustee Roy – Come visit the Library this summer. There are some wonderful programs going on.

Trustee Kipnes – Libraries are a cool place when it’s hot. Summer reading programs are wonderful. The Library does a wonderful job with their programs. There is something for everyone.

Director Matthews – The Rodgers Library is 8 years old this year. We are having a Cupcake Extravaganza and Patrons are bringing in cupcakes for the celebration on Saturday June 24 between 9:30 and 11:30. The Batman Lego movie will also be playing in the Library.

Non-Public Session:

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

Seconded by Trustee Kipnes.

Chair called for a roll call vote

Trustee Roy – Yes

Trustee Rodgers – Yes

Trustee Kipnes – Yes

Trustee Blue – Yes

Enter Non-Public Session at 7:06 p.m.

Exit Non-Public Session at 7:32 p.m.

Enter Public Session at 7:32 p.m.

Raises –

Motion by Trustee Blue to increase 4 staff members \$0.25 per hour. Seconded by Trustee Roy. All in favor. Passed 4-0.

Motion by Trustee Roy to list the IT Position starting at \$18.00 per hour. Seconded by Trustee Blue. All in favor. Passed 4-0.

Brian Hewey – 20 years of service. Director Matthews to draft a Letter of Appreciation.

Motion by Trustee Roy to give Director Matthews a 2%increase. Seconded by Trustee Blue. All in favor. Passed 4-0

Motion by Trustee Roy to adjourn from Non-Public meeting. Seconded by Trustee Kipnes. All in favor. Passed 4-0.

Next Meeting:

Our next regularly scheduled meeting is August 16, 2017.

Adjourn:

Meeting adjourned at 7:35 p.m. p.m.

Respectfully submitted,

Terri Cicia
Administrative Assistant

**FY 2016-2017 YEAR END BUDGET - PREPARED
6/19/17**

TOTAL APPROPRIATED BUDGET 2016/2017		\$231,495.00
BUDGET OFFSET		\$19,500.00
ACTUAL OPERATING BUDGET 2016/2017		\$211,995.00
CHECK RECEIVED 7/1/2016		\$105,997.50
CHECK RECEIVED 12/23/2016		\$105,997.50
ACTUAL OPERATING BUDGET 2016/2017		\$211,995.00
SCHOOL DEPT CHECK RECEIVED 5/25/17		\$3,679.38
ANTICIPATED SCHOOL DEPT. CHECK		\$281.35
TOTAL MEMO OF UNDERSTANDING CONTRIBUTION (SCHOOL DEPT.)		\$3,960.73
TOTAL REVENUE RECEIVED		\$215,955.73
YEAR TO DATE EXPENSES		\$208,006.61
INTEREST EARNED		\$4.43
RESERVE BALANCE		\$5,675.38
		\$2,278.17
ENCUMBERANCES		
	EVERSOURCE	\$1,450.53
	INET	\$183.92
	LIBERTY UTILITIES	\$82.00
	PROTECTION ONE	\$110.25
	FAIRPOINT	\$104.42
	FAIRPOINT	\$254.96
		\$2,186.08
		\$2,186.08
		\$92.09

LINE ITEM CHANGES FY
2016/2017

LINE ITEMS OVER BUDGET	AMOUNT OVER BUDGET	TO BE TAKEN FROM LINE ITEMS
203	\$833.34	202=638.90 + 206=194.44
204	\$261.33	206=261.33
205	\$2,030.94	206=2030.94
207	\$466.15	206=466.15
217	\$107.00	206=107.00
224	\$146.51	206=146.51
235	\$94.00	206=94.00
241	\$44.95	206=44.95
247D	\$118.20	247E=118.20
247B	\$177.43	247E=177.43
247C	\$58.85	247E=58.85
253	\$225.00	206=225.00
303	\$1,323.42	206=133.84 + 210=1189.58
322	\$245.89	210=119.73 + 250=100.00 + 329F=26.16
327G	\$3,760.00	210=400.17 + 327A=2842.03 + 327C=517.80
329B	\$94.02	329F=94.02
329D	\$75.16	329F=75.16

Rodgers Memorial Library
Director's Report
Activity for May, 2017
June 21, 2017

Personnel

Betsey Martel is serving on Jury Duty May 2-5 and June 6-9th. Christopher Leonard, a Hudson resident, will join us June 19th for a paid summer internship through Holy Cross College. Jessie Hawkes begins working part-time in Greenfield on June 20th, reducing her hours with us to Mondays only. This will leave Children's with a need for 12-14 hours coverage including some Saturdays. Julia Izzo and Jonathan Couser completed their 6 month probationary periods this month. June 25th marks Brian Hewey's 20th anniversary with the Hudson libraries and Lauren Young had a baby boy on June 12th!

Adult Services – Amy Friedman

Special Programs

DCU Free Concert Series: Thanks to a generous grant from Digital Credit Union we host free concerts every month throughout 2017. On May 13, "Ragtime" Jack Radcliffe performed ragtime, blues, and old country favorites on guitar and piano. Fifty-two people attended.

Introduction to Ukulele: Sixteen people attended musician and teacher Amy Conley's beginner class on May 5.

Poetry Reading and Prize Ceremony: April was National Poetry Month when hold our Annual Poetry Contest. First, second and third place prizes are awarded in five age categories: 2nd grade and younger, grades 3-5, grades 6-8, grades 9-12 and adults. People could submit one poem in any format for the contest by April 30. We received 55 poems, a lower number than usual, possibly due to the demands on students from spring testing. Thirty two people attended the reading our prize ceremony and poetry reading on May 9. Prizes were provided by the Friends of the Library.

Navigating Your Mind: Dr. Ernest Caldwell, DC spoke on this topic on May 11 in two separate sessions: morning and evening. Thirteen people attended the morning session and 10 attended in the evening.

Stained Glass Mosaic Trivet/Wallhanging Workshop: Artist Leslie Doherty from Ways of Color presented a hands-on workshop on May 23. Each participant made a 6" square mosaic. The library paid for the workshop and half of the materials fee, and charged participants \$10. This workshop was much more popular than anticipated and we would charge participants the full materials fee if we do it again. Thirty-six people attended.

New England Quilts and the Stories They Tell: Pam Weeks from the NE Quilt Museum presented this program on May 26. Participants could to bring one quilt for identification

and/or story sharing and many brought antique quilts from home. Fifty-five people attended. This program was made possible by a grant from NH Humanities.

Feasting on 10 Minute Meals: Cooking Demonstration and Tasting with Chef Liz Barbour: Creative Feast chef Liz Barbour returned for another workshop on May 30th after her popular program last year. Her fee included enough food for 35 and more people than that registered weeks in advance, so we opened it up to accommodate as many as possible. Forty-five people attended.

Regularly Scheduled Adult Programs

Adult Fans of Lego: Duane King facilitates this program on the last Tuesday of the month. No one attended this month's meeting so we are discontinuing this program.

Art Exhibit: Alvirne High School students exhibited their work in the Community Room and the lobby case. We reserve each May for them to exhibit their work.

Book Discussion Groups: Amy's afternoon group held a book/film discussion of Jojo Moye's bestseller *Me Before You*. Eight people attended the showed the film showing and book group meeting.

Drop-in Stitchers: This Friday morning program continues to be popular with 84 attendees this month.

Genealogy Club: The Genealogy club meets on the second Friday of the month at 1:30. Jonathan Couser plans the programs and Charlie facilitates the meetings. Rhonda McClure from the New England Historical Genealogical Society in Boston spoke this month on immigration and naturalization records. Forty-two people attended.

Geopolitics in Today's World: John Penasack has been facilitates this program Thursdays at 11:30am based on his RISE "Geopolitics and Conflicts" program. Sixty-nine People attended this month.

Group Singing: Linda plays guitar for this event on the 4th Monday of the month at 1:30pm. Six people attended. We will hold group singing at Fairview Healthcare as an outreach program in June.

Life Coaching Event: Master Certified Life Coach Diane MacKinnon, MD spoke this month on the topic of Making Friends in Adulthood. This program was postponed from March when it was cancelled because of a blizzard. Sixteen people attended.

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

Cinema Celebration: Our films are shown on second Mondays at 2 & 6:30pm. Eight people attended the afternoon showing and 2 attended the evening showing of *Loving*.

Free Family Film: Free Family Films are shown on the fourth Saturday. Nine people attended this month's film *Fantastic Beasts and Where to Find Them*.

Publicity/Outreach:

Amy sends out weekly programming information updates to local newspapers, all programs get 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. We post big events like concerts and NH Humanities programs on various

online calendars like NHtodo. We also have a Facebook page with over 800 “likes”. Amy visits the Senior Center monthly to distribute calendars and announce major upcoming library events. Charlie has a monthly men’s discussion group at the Senior Center and Kristen is reading weekly to residents of Fairview Healthcare.

Displays:

Our lobby’s multi-tier book display features our newest books. This month we had displays for April Fools Day, Earth Day/Arbor Day, and “For Dummies” books. We also had a book to film display with books and their corresponding films. On the small table we had Star Wars books for May the 4th followed by books on JFK in honor of the centenary of his birth. We displayed books on Moms the first half of the month for Mother’s day and on soldiers and wars later in the month for Memorial Day. Our Staff Picks displays continue.

Reference/Teen Services – Vicky Sandin

Regularly Scheduled Programs

Teen Takeover at Your Library (TT@YL): Brett took over TT@YL, and the numbers remained strong. Wednesdays, 2-4:45pm: Attendance (May 4, 11, 18, 25, 31): **96**

Button Mashers: The program will not be offered in the summer, so unless more kids express interest Vicky will replace it with improv theater. Thursdays, 2-4:45pm: Attendance (May 4, 11, 18, 25): **33**

Mother Daughter Book Club: We have three parents with four girls in our club now. All the girls are smart and vocal, but the best part is listening to a mother and a daughter have a conversation about the book – the mother almost always learns something about their child and vice-versa. Wednesday, May 17, 6:30-8pm - Attendance: **7**

OutReach for Summer Reading 2017

On Thursday, May 18, Vicky met with Hudson Memorial School’s Math Department Head Dan Pooler, Language Arts Department Head Lisa Spinelli, and the school’s Library Media Specialist (librarian) Rebecca Orcutt to promote Girls Who Code and this year’s summer reading program. They were all very impressed with what RML had to offer this summer and promoted the program and GWC to the girl students and to parents through May and June.

Summer Reading 2017 – “Build a Better World – with Science!”

Summer Reading is up and running. Below are the events and prizes we’re offering this year! The program will run June 25 – August 5, with registration beginning June 19.

- Coding with Minecraft
- Build a Raspberry Pi Robot
- Laser Tag (of course)
- Girls Who Code summer camp
- Theater Improv camp
- Chocolate Olympics Returns!

- Build a Cardboard Maze
- Build a solar robot
- Play Quidditch with Boston University Quidditch, in honor of Harry Potter’s birthday (there will be cake)
- Program: “Birds of Prey” featuring owls in honor of Harry Potter’s birthday
- The RML Escape Room!

Reference Report

May Reference Statistics:

Programs/Room Usage	Number	Attendees
Adult	40	726
Teen	14	160
Community Room Usage	62	991
Study Room Usage	91	160
Tests proctored	0	
Genealogy Requests	0	
Internet Usage (Guest Passes: 221)	670	
WiFi Users	663	
Total Internet/WiFi Users	1333	

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): 2
- Bumped from room (Whenever a patron or group of patrons is bumped from a room, typically due to elapsed time and other waiting patrons): 7

NOTE: The rooms have been very popular this past month, and we were constantly having to ask folks to vacate the study room after 2 hours.

Circulation Department – Linda Pilla

The library was open **284** hours and closed 12 hours for Memorial Day. Overall circulation for May was up 9.2% from April and down 4% from May 2016. We issued **68** new patron cards and currently have 2 patrons utilizing our Books by Mail program. A total of **60** outgoing fax transactions were sent according to the transmission log from the Ricoh printer. We used 264 stamps for the month: 199 for overdue notices, 60 for bills and 5 for letters. We notarized 30 documents in March. We have discarded our music

CDs (except for Holiday CDs) and selling them to patrons with all proceeds going to the Friends.

3D Printer: The 3-D Printer is available for patrons to have jobs printed. We printed 5 patron jobs this month along with a number of “cupcakes” to be awarded as Cupcake Extravaganza prizes.

Visitor count: We had **7732** visitors in May, averaging **297** visits per day. Our highest count was 398 on Tuesday, May 30th, the day following Memorial Day, and our lowest was 137 on Saturday May 20th. Our visitor count was up 2% from April and down 3% from May 2016.

May Statistics:

Interlibrary Loans	Total
Hudson Patron Requests Submitted	194
Hudson Patron Requests Filled	126
Other Libraries Requests Submitted	217
Other Libraries Requests Filled	172

Children’s Room – Betsey Martel

Activity	Programs	Attendance
Books and Babies	4	44
Bubbles & Books	4	31
Toddler Time	4	56
Little Builders	3	29
Story Time	12	221
Adventure Club	4	32
STEAM Club	3	22
Crochet Slam!	4	11
Lego Brick Club	4	62
Engineering Challenge	4	67
Mystery Bag Crafts	5	59
Total	51	364
Outreach	0	0

Programs:

Books and Babies: Books & Babies continues to be popular. Miss Vicky will be taking a break from the program after the May session ends. This summer Books & Babies will be covered by Miss Tanya and Miss Amy.

Bubbles & Books: Each week we do a couple short stories, an activity and bubbles!

Toddler Time: Our Toddler Time themes Mother’s Day, flowers, colors, and spring. Activities were bookmarks, mosaic stained glass flowers, finger paint resist paintings and watercolor spray paints.

Little Builders: Our materials were thistle blocks, magic noodles and Lincoln logs.

Story Time: Our themes were spring, animals, goats, Mother’s Day, flowers and rain. Activities included mosaic stained glass flowers, raindrop magnets, mosaic raindrops, and watercolor resist painting.

Adventure Squad: Our themes were maps, dragons and treasures. They made egg carton dragons, and imaginary treasure boxes.

STEAM Club: Our activities were slime, Rokenbok explorations, magic illusion scopes and marble maze runs.

Crochet Slam!: We have a group of three or four adults who drop in on Mondays to crochet.

LEGO Brick Club: Duane does LEGO Brick club for us. Each week he teaches the kids a new building skill and they build a structure using that skill.

Mystery Bag Crafts: Our crafts were a mix each week as we are cleaning out our craft closet.

Projects:

This month was spent almost entirely on planning for the summer reading program.

Conferences/Meetings:

Amanda and Betsey attended the NHLA spring conference in Portsmouth on May 4th where Betsey & Kate presented a program on STEM and preschool children.

Outreach:

Betsey contacted elementary school teachers to set up dates for school visits.

Volunteers:

Zoe and Kelly volunteered in April. They are always a huge help. Alexis started volunteering this month.

Technical Services – Ann Carle

Ann established teen standing orders with our library materials vendor Ingram for FY18 and updated children's and nonfiction standing orders as well. Marguerite continues to withdraw from Evergreen many outdated materials weeded by staff. Many kudos to our volunteers for their enthusiasm and assistance!

Archives: Lieutenant David Bianchi, of the HPD requested assistance researching Hudson Annual Reports for the 1970s and 1980s for police reports. He could not locate information on the internet about a forger in 1978 but Ann was able to locate 3 online newspaper articles for him. Jonathan is creating an updated genealogy bibliography for the website. Supplies are now available for Jonathan to complete previously delayed projects.

Better World Books: Better World Books accepted 98 books.

Information Technology – Kate Butler

Phone System: The performance of the phone connection has continued to deteriorate. Multiple times a day, people are getting the message 'this phone number has been disconnected'. iNet claims they are routing the calls correctly and are thus fulfilling their contractual obligations. Brian called Statewide who investigated further, testing the equipment at the library which they configured initially. Statewide (and also iNet) agree the issue is the Cisco router which accepts the calls from the internet. This router model was purchased on recommendation from iNet and configured by them. It is unclear why it is periodically failing to respond to calls; iNet claims it is not their issue to fix which we dispute. We attempted to test whether it really was the router by switching to our

failover connection, which uses a different physical router to accept the calls. We discovered this was not working at all, even intermittently, and reported it to iNet and they are investigating.

In the meantime, we are still using the “failing” router to accept such calls as come through. Brian and Kate believe that something obviously has changed with iNet’s configuration (otherwise the failover would not have stopped working, because it had been functional in the past). This change may have made their system less tolerant to slow responses from the router, thus exacerbating the problem we’ve had all along, but we don’t know that for sure. iNet will not admit they have done anything to cause this. Charlie, Brian and Kate are meeting with Dan Boynton, iNet’s VP of Sales, on Monday, June 19.

Brian has gotten a quote from Statewide for a fully hosted system and will go back to them to get a quote for a system comparable to what we have now. However, if we want to get out of the contract with iNet without penalty, we will need to dispute their assertion that it is not their problem.

Credit Cards: PayPal Here is the service PayPal provides which is similar to Square: PayPal will provide a card-stripe reader which will plug in to various devices and use the device’s internet to process transactions over the internet. The fee for swiped transaction: 2.7% and the up front cost is \$0. The card stripe reader will work with an iPad 2 we already have and we can get one card stripe reader for free.

If we would like to accept chip transactions or NFC (Near Field Communication, which enables short range communication between compatible devices, e.g. Apple pay, Samsung pay, etc.) transactions, we need PayPal’s more advanced chip card reader, currently \$79. Our iPad 2 is an old device, so we might need to get a new device at some point.

Online Services: We had 191 songs downloaded and 492 songs streamed from our Freegal downloadable music service.

Building Maintenance – Bob Gagnon

A1 Exterminators did the first of two exterior pest control treatments at the Rodgers and Hills buildings on May 9. The next treatment will be in August. Hudson Fire did our annual occupancy and fire safety inspection on May 17th. Regis Earth Products delivered our back mulch on May 25th and Milton Cat performed our annual generator service on May 22nd. Milton Cat will need to replace the coolant and hoses on the generator at a cost of \$2325.43. This has not been performed since the generator was installed.

Other

Hannaford Helps: The Hannaford Cause Bag program at Hudson’s Hannaford store is again supporting Rodgers Memorial Library with the donation of \$1.00 for every reusable Bag for a Cause sold. From June 1-11 Hannaford has sold 22 bags.

Safety: Hudson Fire conducted a fire drill on May 11. Staff and patrons exited the building quickly, stayed out of roadways, and assembled at the RML sign, but we need to improve on using the closest available exit and calling 911 on a cell phone after exiting the

building. Four replacement first aid kits along with gloves have been ordered for the Admin Hall and 3 service desks.

Shed: Matt Somers updated Charlie on June 15th on the shed. It is “98% done” and should be complete by the end of June and delivered this summer.

Meetings and Staff Development

May 2: Department Heads Meeting

May 4: NHLA Annual Conference, Portsmouth

May 10: Hudson School District Benefits Fair, AHS (Betsey, Charlie)

May 16: IT Meeting (Charlie, Kate, Ann, Brian)

May 19: NHLA URBANs, Keene (Charlie)

May 18: Department Heads Meeting

May 23: NHLTA Spring Conference, Concord (Charlie)

May 25: Books & Crooks, WSMN, Nashua (Charlie)

Upcoming Events

Jun 22: Until Help Arrives/Stop the Bleed Training, 6:00-9:00pm

Jun 23: Toe Jam Puppet Band, Children’s Summer Reading Program Kickoff, 5:00pm

Jun 24: Cupcake Extravaganza (for RML’s 8th Birthday)

Jun 29: Children’s Author Mark Parisi *Smarty Pants* visit and signing, 3pm

Jun 30: Laser Tag, Teen Summer Reading Program Kickoff, 7:00-11:00pm

Jul 4: Independence Day (Closed)

Jul 7: DCU Concert Series: Outdoor Concert – The Bel Airs (Doo Wop), 7:00pm

Jul 13: Build a Giant Cardboard Maze (Teen SRP), 6:00pm

Jul 14: Locked in the Library Sleepover

Jul 20: Red Cross Blood Drive, 2:00-7:00pm

Jul 28: Locked in the Library Sleepover

Jul 31-Aug 5: The RML Escape Room

Aug 4: Quarterly Staff Meeting, 8:00-9:00am

Aug 5: SAT Practice Test, 9:00am-1:00pm

Aug 8: Children’s Outdoor Concert – Steve Blunt

Aug 10-13: Hudson Old Home Days

Aug 12: ACT Practice Test, 9:00am-1:00pm

Aug 18: DCU Concert Series: Outdoor Concert – Fallen Houses (Classic Rock), 7:30pm

Sep 1-30: Library Card Sign-up Month

Sep 4: Labor Day (Closed)

Sep 9: DCU Concert Series: High Strum Strummers, 2:00pm

Sep 21: NHLTA Regional Meeting, 6:30pm

Oct 9: Staff Training Day (Columbus Day)

Oct 14: DCU Concert Series: New England Voices in Harmony, 2:00pm

Nov 11: DCU Concert Series: Two Old Friends, 2:00pm

Respectfully submitted,

Charlie Matthews, Library Director