



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 Regular Meeting January 18, 2017

Present:

Trustee Robin Rodgers, Chair
Trustee Steven Middlemiss, Vice Chair
Trustee Kara Roy
Trustee Linda Kipnes
Charles Matthews, Director
Pat Nichols, Selectman's Liaison

Via Skype:

Trustee Arlene Creeden, Treasurer – Via Skype, Out of Town. Trustee Roy asked, for administrative purposes, for Trustee Creeden to confirm she was by herself during this meeting. Trustee Creeden confirmed she was.

Called To Order:

Trustee Rodgers, Chair, called the meeting to order and Selectman's Liaison Nichols lead the Pledge of Allegiance at 6:07 p.m.

Report to Action:

Discussion to make grammatical changes only to Minutes of Non-Public Meeting of October 19, 2016 as well as December 21, 2016 Public and Non-Public Minutes.

Motion was made by Trustee Kipnes to accept the Minutes of Non-Public Minutes of October 19, 2016 (Amended) and Minutes of December 21, 2016 Public and Non-Public (Amended). Seconded by Trustee Middlemiss. All in favor, motion passed 5-0.

Since Non-Public Minutes of December 21, 2016 were not attached to Public Minutes of December 21, 2016, Motions were made separately to accept.

Motion by Trustee Kipnes to Accept Public Minutes of December 21, 2016 (Amended). Seconded by Trustee Middlemiss. All in favor, motion passed 5-0. Motion by Trustee Kipnes to Accept Non-Public Minutes of December 21, 2016 (Amended). Seconded by Trustee Middlemiss. All in favor, motion passed 5-0

Public Input:

There was no Public Input.

Correspondence:

Director Matthews reported the following correspondence: (2) Emails from patrons complementing Rodgers Library on the Children's Programs as well as a note from one of our long-time patron thanking us for hosting holiday decoration making through the years. Their family is still enjoying the decorations on their Christmas tree. He also received a note from Justine Ferrara who shadowed Director Matthews thanking the Library for the opportunity and she is studying to be a public librarian.

Reports to the Board:

Treasurer's Report

Trustee Creeden reported that business for the Library was running as usual and there was nothing special to report. A little over 52% of the budget has been spent which indicates that we are doing well. Treasurer's Report will be on file for audit.

Selectman's Liaison Report

No Report.

Director's Report (see attached):

Director Matthews reported on the following:

Amanda Ellis was hired on 12/29/16 as our new Assistant Librarian.

Terri Cicia was hired on 12/30/16 as the new Administrative Assistant/Bookkeeper.

Special Programs for Adult Services were a success with Dr. Ernest Caldwell's Chiropractic demonstration having 34 total attendees.

Holiday Floral Workshop had 22 attendees. This program has always been successful.

The Red Cross Blood drive was held on December 28, 2016 and there were 29 participants which exceeded expectations. This was the fourth blood drive hosted by the Rodgers Library.

The evening book discussion is going very well and participation is increasing.

Teen Takeover at the Library continues to be the most popular program for teens. 89 teens visited the Library during the month of December and the Library's Community Room was opened at noon to teens during finals week.

The Library was closed a total of 11 hours during the month of December, 2016 due to inclement weather on: December 12th, 17th and 29th. These closings caused circulation to be down from an average of 300 visitors per day down to 260 visitors per day. The highest count was 442 on Saturday, December 3rd for pictures with Santa. The Friends of the Library helped with this program and provided homemade cookies and milk. The lowest count was 36 on Saturday, December 17th when we closed at noon due to inclement weather. There were 6,243 visitors for the month of December, 2016 which was down 4% from the same period last December due to inclement weather.

There are now 4 Notaries staffing the Library. There will generally be a Notary on staff for our patrons whenever the Library is open.

39 new patron cards were issued and we currently have 4 patrons utilizing our Books by Mail program.

Director Matthews was appointed Chairman of the NHLA's Urban Library Administrator's Consortium (URBANs) for 2017 at the December 9, 2016 meeting. Director Matthews previously served as Vice Chairman from 2015-2016.

Building Maintenance:

Johnson's Electric replaced two light bulbs in the parking lot and changed the ballasts and one LED light fixture on December 13th.

Wells & Son replaced a failed induction motor on one of the HVAC roof top units on December 20th that was responsible for no heat in the basement. They also replaced a leaking custom drain pipe in one of our drinking fountains on December 29th. All work has been completed.

Upcoming Events:

The DCU Concert Series Events are scheduled on Saturdays during the months of February through June, 2017.

The Library will be closed February 20, 2017 for Presidents Day.

Trustee Roy informed the Board of Trustees that from this point forward all votes will have to be Roll Call votes due to Skyping.

Acceptance of Donations:

Trustee Middlemiss moved to accept for the month of December, 2016 5 books and 28 DVDs. Seconded by Trustee Kipnes.

Chair called for a roll call vote

Trustee Middlemiss – yes, Trustee Roy – yes, Trustee Creeden – yes, Trustee Rodgers – yes, Trustee Kipnes – yes. Motion passed 5-0

The Friends of the Library gave the Library \$319.00 to cover the cost of Movie Licensing USA for the year 2017.

Motion made by Trustee Kipnes to accept \$319.00 to cover the cost of Movie Licensing USA. Seconded by Trustee Middlemiss.

Chair called for a roll call vote

Trustee Middlemiss – yes, Trustee Roy – yes, Trustee Creeden – yes, Trustee Rodgers – yes, Trustee Kipnes – yes. Motion passed 5-0

Report From Friends:

Trustee Kipnes reported that during The Friends of the Library meeting, there were discussions about the movie licensing donation, voting and trying to get new members for The Friends.

Trustee Kipnes extended an invitation to the public to come and join The Friends' meetings in the Community Room at the Rodgers Library on the 3rd Tuesday of every other month.

Director Matthews stated the 3D printer, funded by The Friends, has arrived and has been installed. The Friends would like to have an open house reception to have a plaque placed on the new 3D printer stating that it was purchased by The Friends. Rob, the Engineer who built the printer, will be on hand to demonstrate how the 3D printer works, as well as explaining other benefits the 3D printer can provide. A date of Tuesday, February 28, 2017 at 7:00 p.m. has been scheduled.

Old Business:

Staff is working on a 3D printer policy which will state the rules for using the 3D printer. The printer is currently being used in demonstration mode by Staff only and will not be available to the general public until the policy has been completed and approved. This policy will be available for acceptance at the February meeting which was agreed to by all. The cost of material for new 3D printer should be low due to the filament lasting a long period of time. The tiered book shelf has arrived and is now set up in the Library lobby.

IT Move:

Kate Butler will be moving to the reference area and has requested a door for that area. Trustee Rodgers indicated that we will see how the move goes and address the issue of a door at a later date.

Policy Manual Updates:

The Department Heads had a meeting on 1/17/17 to discuss changes. The Manual currently has both Policies and Procedures and they would like to see the Manual reduced to individual policies and have the procedures stated separately. This will allow the Library staff the ability to make changes to the procedures to accommodate situations that may come up, i.e., patrons who may need some latitude in borrowing from the Library, etc. Trustee Creeden suggested the draft policy and procedures changes be sent out in email batches for review before finalization as this Manual is currently 100+ pages. A copy of the Manual will be sent to all Board members via e-mail. Trustee Rodgers would like to see this Manual worked on right away. There have been no proposed changes to date, but Library staff is continuing to work on it. Proposed changes will available to the Trustees at the February, 2017 meeting.

Holiday Lunch for Staff Report:

Trustee Rodgers stated the holiday staff party went very well and several patrons came in to have lunch with Library staff.

New Library Brochures:

Trustee Rodgers was concerned the new Library brochures seem vague. Director Matthews is trying to keep the brochures general enough so they won't have to be reprinted frequently. There will be no motion made at this time regarding Library brochures until at least 2 separate quotes are received from Vendors. To date there is no ballpark cost for printing the new Library brochures.

CD Collection:

The concern is the music CD collection is not being used and if it should be eliminated or moved to another location within the Library. Director Matthews believes circulation is being affected due to the fact that the collection is not being added to, and there are now many other sources available to download music. If the CDs are moved to another area within the Library the available space will be used to keep Audio CDs on higher shelves for easy access to Senior Library patrons. There were 438 adult CDs circulated in December. Trustee Roy has requested usage data before a decision is made regarding eliminating or moving the music CD collection. Director Matthews will provide figures for declining circulation of CDs at the February meeting.

New Business:

Overdrive Advantage Program for Online Books:

Director Matthews continues to be concerned with being unable to meet the demands if we do not participate in the Overdrive Advantage Program. There were 13,000 downloads last fiscal year. Figures for number of patrons this represents will be provided at a later date. Trustee Rodgers asked if this program would be something The Friends of the Library could help support with a cost of \$700-\$1,500 per year. Trustee Middlemiss was concerned with supporting an ongoing annual gift. Since The Friends of the Library won't be meeting for 2 more months, Trustee Kipnes will send out an email to expedite a decision.

*Motion made by Trustee Creeden, **IF** The Friends of the Library would like to offer this resource to the Library that the Trustees accept their donation as an annual gift. Seconded by Trustee Kipnes.*

Chair called for a roll call vote

Trustee Middlemiss – no, Trustee Roy – yes, Trustee Creeden – yes, Trustee Rodgers – yes, Trustee Kipnes – yes. Motion passed 4-1

Portraits

Trustee Rodgers has found a local artist named Kristine Dion who works in colored pencils. The cost for portraits and frames of both Al and Phil Rodgers would be approximately \$2,000. Trustee Rodgers suggested Trustee Account Donations be used for this expense. Since Kristine Dion will not be able to start this project until February, Trustee Creeden will look into what funds are available and advise at next meeting.

Motion by Trustee Creeden to approve a budget not to exceed \$2,000 for both portraits and frames. Seconded by Trustee Kipnes.

Chair called for a roll call vote

Trustee Middlemiss – yes, Trustee Roy – yes, Trustee Creeden – yes, Trustee Rodgers – yes, Trustee Kipnes – yes. Motion passed 5-0

Interior Design Firm to Review Children's and Reference Desks

Trustee Roy requested these changes be delayed until the next Budget Session since there are no funds available at this time. There also needs to be further discussions about capital improvement, and if improvements are going to be paid for with donations or taxpayer dollars. All Board members agreed.

Next meeting:

Next regular scheduled meeting is Wednesday, February 15, 2017.

Non-Public Session:

Trustee Roy moved to enter into Non-Public Session at 7:02 p.m. under RSA91-A:3 II (d). Seconded by Trustee Middlemiss.

Chair called for a roll call vote

Trustee Middlemiss – yes, Trustee Roy – yes, Trustee Creeden – yes, Trustee Rodgers – yes, Trustee Kipnes – yes. Motion passed 5-0

Entered Non-Public Session at 7:02 p.m.

Returned to Public Session 7:37 p.m.

Motion by Trustee Kipnes to hire 2 new Library Assistants for Children’s Room at \$11.50 per hour. Seconded by Trustee Middlemiss.

Chair called for a roll call vote

Trustee Middlemiss – yes, Trustee Roy – yes, Trustee Creeden – yes, Trustee Rodgers – yes, Trustee Kipnes – yes. Motion passed 5-0

Adjourn:

Trustee Rodgers moved to adjourn Public Meeting at 7:40 p.m.

Respectfully Submitted,

Terri Cicia
Administrative Assistant

Rodgers Memorial Library
Director's Report
Activity for December, 2016
January 18, 2017

Personnel

Amanda Ellis was on unpaid leave from December 14-28 and began her new role as Assistant Children's Librarian on December 29th. Candidates for the Bookkeeper/Administrative Assistant position were interviewed on December 30th.

Adult Services – Amy Friedman

Special Programs

The Most Effective Exercises: On December 1st Dr. Ernest Caldwell, DC demonstrated exercises specifically chosen to strengthen and balance your body's muscles based on lifestyles. We offered two sessions: 11am (20 people) and 7pm (14 people).

Holiday Floral Centerpiece Workshop: We held a hands-on centerpiece workshop on December 15th presented by Charlene of Anne's Florals and Gifts. There was a \$30 materials cost for the workshop and 22 people attended. We capped registration at 20 but Charlene was able to accommodate a few last minute walk-ins.

Holiday Music Sing-Along: We held a Holiday Music sing along on December 20th. We printed up holiday lyrics sheets and served holiday cookies. Seventeen people participated.

Red Cross Blood Drive: The Red Cross held a blood drive at the library December 28th from 1-6pm. The turnout exceeded their expectations and 29 people showed up to give blood. They have asked us to host two per year: one in the summer and one at the holidays. This is the fourth we have hosted.

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.

Art Exhibit: Local artists Madeleine LaRose, Patti Ferron and Debbie Auclair displayed their paintings in the community room. Twenty-five people attended their reception on December 3.

Beading Group: The Roving Beaders offer a different project each month and participants pay for a kit to make the project. The group canceled this month due to a snowstorm.

Drop in Stitchers: This weekly Friday morning program continues to be popular. Ninety four people attended this month.

Genealogy Club: Genealogy Club meets on the second Friday of the month at 1:30. Jonathan helps plan genealogy programs but is unavailable to attend the meetings

February-May due to a previous teaching commitment so Charlie facilitates the meetings. This month Charlie showed a film from our subscription to Genealogy Gems. Seventeen people attended.

Group Singing: Group singing was canceled Monday and replaced with the Holiday Music Sing Along because the library was closed on the 4th.

Life Coaching Event: Developing the Skill of Self-Compassion: Master Certified Life Coach Diane MacKinnon, MD presents a different life coaching topic each month on the second Tuesday. Seven people attended.

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

Cinema Celebration: This program has moved to second Mondays at 2 & 6:30. This month's film was Woody Allen's *Café Society*. No one came to either showing possibly because the Hudson schools were closed that day and we were closed until noon due to weather. Our policy is that if schools are closed library programs are canceled.

Free Family Film: Nine people attended this month's film was *Finding Dory*. Free Family Films to second Saturdays to conflict with fewer holidays and school vacations but will be moving again in January to accommodate the DCU Concert Series.

Book Discussion Groups:

Afternoon: Amy facilitates the afternoon book discussion group which meets on the third Tuesday of the month. They held their annual Christmas Book/Film potluck lunch this month where they read a Christmas book and watch the film based on the book followed by discussion during a pot luck lunch. The book and film was Debbie Macomber's *Mr. Miracle*. Nine people attended.

Evening: Gina facilitates a new evening book discussion group which meets on the first Thursday of the month at 7pm. This month's book was *The Girl You Left Behind* by Jojo Moyes. Three people attended this month's discussion.

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 publicized on HCTV and Amy tapes a segment on upcoming events for HCTV. Programs are listed in our newsletter, on our website, and 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 people who "like" us. Amy stops by the Senior Center each month to distribute calendars and announce major upcoming library events. Charlie runs a monthly men's discussion group at the Senior Center.

Displays:

The lobby table displays our newest books. Other displays this month featured materials on the bombing of Pearl Harbor in honor of the 75th anniversary, Christmas Fiction, and non-fiction Christmas books, crafts, cooking, etc. Our "Staff Picks" displays continue.

Reference/Teen Services – Vicky Sandin

Teen Report: Regularly Scheduled Programs

Teen Takeover at Your Library (TT@YL): Our holiday party was a ton o’ fun! I ordered 5 pizzas and a few bottles of soft drinks, decorated the tables with tablecloths, napkins and bags of chocolate from the Dollar Store. All the kids were very appreciative, and thanked me individually for making it possible. They are such great kids. Wednesdays, 2-4:45. Attendance (Dec. 7, 14, 21 [did not meet the 28th]):**89**

Button Mashers: Vicky had another holiday party with the Button Mashers with the candy and popcorn we had left over from the TT@YL. Thursdays, 2-4:45pm. Attendance (Dec. 1, 8, 15, 12 [did not meet the 29th]): **40**

Girls Who Code: Due to storms and the holidays, the GWC did not get a chance to meet much. Vicky plans to visit Hudson Memorial in 2017 to recruit girls to the program. Mondays, 3-5pm. Attendance (Dec. 5, 19): **6**

Mother Daughter Book Club: The same two moms and three girls attended this month’s MDBC and we discussed the 2009 Caldecott Medal book *The Invention of Hugo Cabret* by Brian Selznick. This was a great book for book group, especially in terms of plot, historical fiction, and history of film. We watched an interview with the author/illustrator, and then watched the 1902 silent film upon which the book is based. Wednesday, December 14, 6:30 - 8pm. Attendance: **5**

Outreach

Vicky visited Alvirne on December 20 at the invitation of Judy King, the school’s business and community liaison. She addressed a marketing class and discussed developing marketing strategies to make teens aware of the many services the library has to offer. Some of the ideas were video game night, movie night, Superbowl party @ the library, and a commercial on our YouTube channel. Vicky also addressed the digital media class, and some kids were excited about creating a video that would build on the marketing points presented by the marketing class. Vicky plans to follow up on her visit in late January/early February in the hopes of creating media that would showcase not only the library, but our summer reading program.

Reference Report

December Reference Statistics:

Programs/Room Usage	Number	Attendees
Adult	26	344
Teen	11	140
Community Room Usage	34	756
Study Room Usage	72	148
Tests proctored	0	
Genealogy Requests	0	
Internet Usage (Guest Passes: 190)	500	
WiFi Users	523	
Total Internet/WiFi Users	1023	

Room Booking Statistics:

- Unable to book (Whenever a patron requests meeting space but is unable to book the space): 4

- 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): 3
- Bumped from room (Whenever a patron or group of patrons is bumped from a room, typically due to elapsed time and other waiting patrons): 6

Circulation Department - Linda Pilla

The library was open **250** hours and closed **28** hours for the Christmas and New Year's holidays and **11** hours on December 12, 17, and 29 due to inclement weather conditions. Overall circulation for December was the same as November and down by 4% from December 2015. We issued 39 new patron cards and currently have 4 patrons utilizing our Books by Mail program. A total of 53 fax transactions were placed according to the transmission log from the Ricoh printer. During December we picked up 213 items from the Big Blue Box. We used 271 stamps for the month: 266 for overdue notices, 3 for bills and 2 for letters. We notarized 7 documents in December. Betsey, Linda and Vicky have officially become Notaries Public and we now have 4 Notaries available for our patrons to use.

December Statistics:

Interlibrary Loans	Total
Hudson Patron Requests Submitted	167
Hudson Patron Requests Filled	73
Other Libraries Requests Submitted	197
Other Libraries Requests Filled	167

Children's Room - Betsey Martel

Activity	Programs	Attendance
Books and Babies	3	45
20 Days of Christmas Crafts	20	483
Pictures with Santa	1	263
Total	24	791
Outreach	0	0

Programs:

Books and Babies: This program is still popular. The moms have a Facebook page and often get together outside of the library!

Pictures with Santa: Pictures with Santa was a hit as usual. We had a steady stream of people from 9:00 (or before) until 11:30 with 263 people attending the event. The Friends provided homemade cookies and we provided milk. Santa gave each kid a

“Peanuts” Christmas dog tag necklace, and our craft was a Snoopy and Woodstock pop up gift.

20 Days of Christmas Crafts: Due to a staff shortage in December we decided to host one craft a day and 483 kids and parents came in to do the crafts! That number is just about the same as when we have December programs, and everyone loved the crafts. Some examples were Christmas Countdown Calendars, Roly Poly Penguins, Festive Button Wreaths and Snowman Snow Globes.

Projects: Scheduling was difficult this month. Most of the time there was only one staff member in the children’s room so, other than providing the crafts, we didn’t have much time for anything else.

Volunteers: Zoe, Harshil, and Kelly volunteered in December. They are always a huge help.

Technical Services – Ann Carle

Collection Maintenance: Marguerite started the withdrawing of audiobooks (273) and reference books (105) that Linda indicated had little or no circulation statistics. Ann assisted and withdrew 174 audiobooks. Ann pulled 620 fiction books and relabeled them with series information and recorded that information in Evergreen. Chris handled an additional 163 fiction books and mended 85 books.

Archives: Jonathan boxed several years of HLN newspapers and recorded the information in an Excel file. He also began making folders with barcodes for materials in the map cases and recording those barcodes in an Excel file. Ann printed the newspaper Excel file, labeled and barcoded the newspaper boxes. All of this information was entered into the HLN record in our Evergreen database.

Better World Books: The Better World Books vendor accepted 102 books, 121 audiobooks and 5 MP3s for a total of 228 items.

Information Technology – Kate Butler

Software: We installed Microsoft Office 2016 on a number of staff computers so staff can familiarize themselves with the product. After Brian expanded the available space, Kate installed Adobe Lightroom on a virtual PC. This computer will be used to organize, categorize and create metadata for digital photos.

Equipment: The timing software for the lights in the parking lot was causing some of the lights to turn off before the library closed. Kate and Bob investigated and they are now corrected. The new Ricoh staff copier is now set up for scanning as well as other functions. Brian and Kate rearranged the public copier area in hopes of better protecting the cord between the coin box and the copier.

Visitor count: We averaged 260 visits per day in December. Our highest count was 442 on Saturday, December 3rd for Pictures with Santa and our lowest was 36 on Saturday, December 17th when we closed at noon due to inclement weather conditions. We recorded 6,243 visitors for December 2016.

Building Maintenance – Bob Gagnon

Johnson's Electric replaced two light bulbs in the parking lot light poles and changed the ballasts and one LED light fixture on December 13th. Wells & Son replaced a failed induction motor on one of our HVAC roof top units on December 20 that was responsible for no heat in the basement. They also replaced a leaking custom drain pipe in one of our drinking fountains on December 29th.

Other

Appointed Chairman: Charlie was appointed Chairman of the NHLA's Urban Library Administrator's Consortium (URBANS) for 2017 at the December 9, 2016 meeting. Charlie previously served as Vice Chairman from 2015-16.

Meetings and Staff Development

Dec 8: Hudson Chamber of Commerce Charity Buffet (Charlie)

Dec 9: URBANS Meeting, Manchester (Charlie)

Dec 13: Department Heads Meeting; IT Meeting (Charlie, Kate, Ann, Brian)

Dec 23: Staff Holiday Lunch, 12:00-1:30pm

Upcoming Events

Feb 4: Deliberative Session, 9:00am

Feb 11: DCU Concert Series – "Poor Howard" Stith and Mike "Bullfrog" Rogers: Traditional Barrelhouse Blues, 2:00-3:30pm

Feb 20: President's Day (Monday) – Closed

Mar 11: DCU Concert Series – Shannachie: Traditional Irish Music, 2:00-3:30pm

Apr 8: Concert Series – Simona Minns: Lithuanian traditional music to Modern Jazz Standards (sponsored by the Charles Zylonis Trust), 2:00-3:30pm

May 13: DCU Concert Series – Ragtime Jack Radcliffe, Old-Time Music Hall of Fame Inductee: Ragtime, Country Blues, and Jazz, 2:00-3:30pm.

Jun 10: DCU Concert Series: Ramblin' Richard Kruppa: Traditional American Folk Music, 2:00-3:30pm.

Respectfully submitted,

Charlie Matthews