



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 December 21, 2016

Present:

Trustee Robin Rodgers, Chair
Trustee Steven Middlemiss, Vice Chair
Trustee Arlene Creeden, Treasurer / Via Phone
Trustee Kara Roy
Charles Matthews, Director

Excused:

Trustee Linda Kipnes
Pat Nichols, Selectman's Liaison

Call to Order: Trustee Robin Rodgers, Board Chair called the meeting to order and Trustee Kara Roy led the audience in the Pledge of Allegiance at 6:00 pm.

Report of Actions:

Motion was made by Trustee Creeden to accept the minutes of September 21, 2106, seconded by Trustee Roy. Motion was made by Trustee Creeden to accept the minutes of October 19, 2016 (Amended), seconded by Trustee Middlemiss. Motion was made by Trustee Roy to accept the minutes of November 16, 2016 and to include the motions made in non-public to the end of that public meeting, seconded by Trustee Creeden. Motion was made by Trustee Creeden to accept the minutes of December 6, 2016 and to include the motions made in non-public to the end of that public meeting, seconded by Trustee Roy. All motions passed 4-0.

Public Input:

No Public Input.

Correspondence:

Director Matthews reported the following correspondences. (1) Email from a patron regarding the Children's Room; concerned with the lack of programming for children and concerned that the area is not fully staffed. (2) Email from patron thanking the Library for the beautiful tree in the Foyer and for the beautiful hand-made ornaments that adorn the tree. (3) Memo from the Town with the scheduled Town Holiday's for 2017. (4) Memo from the Board of Selectman with their scheduled workshops, meetings and budget schedule for 2017. (5) Letter from the Hudson Chamber of Commerce thanking the Library for their renewal.

Reports to the Board:

Treasurer's Report:

Trustee Creeden reported that business for the Library was pretty much business as usual. She still cannot access the Charles Schwab account on line. She did state that she contacted Charles Schwab and would like to take the funding from the Cash Balance and put that funding into another account; before that can be done, a vote is needed to determine how risky the mutual fund should be before transferring the funds.

Trustee Creeden made a motion to convert the funding in Cash Balance (\$37,000.00) to a moderately aggressive Mutual Fund, seconded by Trustee Roy. Trustee Middlemiss recommended a 10% stop. Motion passes 4-0.

Selectman Liaison Report

No Report.

Director's Report:

Director Matthews highlighted the following for the month of November:

An opening for Assistant Children's Librarian was re-posted on October 20th with applications accepted through November 3rd. Karyn Masse, Library Assistant/Bookkeeper, left November 21st. Jonathan Couser joined us as Reference Library Assistant November 22nd and Julia Izzo started as a Library Page on November 29th. Barbara Boucher, Circulation Library Assistant, began an unpaid leave on November 14 and expects to return December 27.

The Nashua Area Artist's Association exhibited art in the Community Room and the lobby display case. Had a problem with some artists coming mid-month to pick up works they wanted to sell. In the future we will make it clear that works must stay for the full month. They held a reception on November 16 and fourteen people attended, including artists. They reported that they had better turnouts on weekend days than weeknights.

The Nashua Division of Public Health and Community Services provides low cost or free immunizations, Hepatitis C and HIV testing and free blood pressure checks on the third Friday of the month. One person came to their clinic. They plan to discontinue monthly outreach clinics here and hold them once or twice a year instead, probably at the beginning of flu season. They have also offered to hold informational programs here, including one on Narcan.

Teen Takeover at Your Library (TT@YL) program continues to be the most popular program for teens.

1109 total Internet/WiFi users for November.

Issued 70 new Library Cards.

Note: Full Director's Report attached to Minutes.

Friends of the Library Report:

Director Matthews reported the following:

Friends purchased a new pre-lit Christmas Tree for the Library foyer. Pictures with Santa went very well.

Acceptance of Donations:

Trustee Creeden moved to accept for the month of November, 10 books and 1 CD. Second by Trustee Roy. Motion passes 5-0. Trustee Creeden also moved to accept the following: Friends donation of \$379.99 for pre-lit Christmas Tree for Library Foyer; Condo donation of \$25.00 for meeting use at Hill and \$1,820.00 from Friends for printer and enclosure. Second by Trustee Roy. Motion passes 4-0.

Old Business:

Policy Manual Updates

Director Matthews reported that staff is working on the updates and he will present the changes to the Trustees in January, 2017.

Bookkeeping

6 applications received and are currently being reviewed.

Tuition Reimbursement

Trustee Creeden will contact the employee directly that is requesting reimbursement.

New Business:

New Library Brochure

Director Matthews handed out a draft of the brochure he would like professionally printed; once it is finalized and approved. He requested that the Trustee's review and mark up the draft with any feedback they have.

Trustee Creeden requested that Director Matthew get quotes for the costs.

Holiday Lunch for Staff will take place on Friday, December 23, 12pm to 1:30pm

Other

Director Matthews continued the discussion on Overdrive from last month. The commitment is for \$1,000.00 yearly. The Library would then buy books against the account. There is no further obligation. If purchases are not made then the money is rolled over. Once purchased, the titles remain in the database. Trustees asked Director Matthew to do more research before moving forward with Overdrive.

Trustee Comments:

Merry Christmas, Happy New Year, and Success for 2017 were the sentiments sent out to Family, Friends, Patrons and Supporters of the Library!

Selection of Next Meeting Date: Wednesday, January 18, 2017

Non-Public Session:

Trustee Creeden moved to enter into Non-Public Session at 7:00 PM under RSA 91-A:3 II (a)

Chair called for roll call vote

Trustee Middlemiss -yes

Trustee Roy -yes

Trustee Creeden - yes

Trustee Rodgers –yes

Motion passes 4-0

Enter Non-Public Session at 7:00 PM

While in non-public, the Trustees discussed the Assistant Children’s Librarian position. Hearing no response from Emily Sennott since an offer was entended to her on December 6thm Trustee Middlemiss moved to rescind the offer. Trustee Roy seconded and the motion passed unanimously.

Trustee Creeden moved to appoint Amanda Ellis to the position of Assistant Children’s Librarian at the rate of \$15.00/hr effective December 27, 2016. Trustee Roy seconded and the motion passed unanimously.

Having completed their probationary periods, Trustee Middlemiss moved to grant Gina Votour and Lauren Young each an increase of \$.25/hour. Trustee Roy seconded and the motion passed 3-1.

Respectfully Submitted,

Mary-Ellen Marcouillier
Transcriptionist

Rodgers Memorial Library
Director's Report
Activity for November, 2016
December 21, 2016

Personnel

An opening for Assistant Children's Librarian was re-posted on October 20th with applications accepted through November 3rd. Karyn Masse, Library Assistant/Bookkeeper, left November 21st. Jonathan Couser joined us as Reference Library Assistant November 22nd and Julia Izzo started as a Library Page on November 29th. Barbara Boucher, Circulation Library Assistant, began an unpaid leave on November 14 and expects to return December 27.

Adult Services – Amy Friedman

Special Programs

Community Stories: Soldiers Home & Away: Nine southern New Hampshire libraries came together to promote community reading and to recognize the contributions of veterans, active military, and their families. The project, **Community Stories: Soldiers Home & Away**, supported in part by New Hampshire Humanities, consisted of over 50 free events between September 16 and November 12. The purpose was to foster understanding of the men and women returning home from deployment; address the experience of war from the perspective of civilians, veterans, and active duty personnel, and open lines of communication. On November 5 we held a Vietnam Film Festival with 4 movies *Full Metal Jacket*, *We Were Soldiers*, *Iron Triangle* and *Platoon*. Only two people attended the film festival. We displayed a map of war era Vietnam in our lobby and asked veterans to put a pin in the map to indicate where they served along with a post-it with their info. Others were invited to put post-its on the map with messages for veterans. We kept the map up through October until our last Community Stories program on November 5 and it is now stored in our Archives. Twenty-four Vietnam veterans and twelve well-wishers posted on the map.

Regularly Scheduled Adult Programs

Adult Fans of Lego: Duane King facilitates this program on the last Tuesday of the month. Two people attended this month's meeting.

Art Exhibit: The Nashua Area Artist's Association exhibited art in the Community Room and the lobby display case. We had a problem with some artists coming mid-month to pick up works they wanted to sell. In the future we will make it clear that works must stay for the full month. They held a reception on November 16 and fourteen people attended, including artists. They reported that they had better turnouts on weekend days than weeknights.

Beading Group: The Roving Beaders offer a different project each month and participants pay for a kit to participate. The group cancelled this month due to a last minute problem for the woman facilitating it.

Book Discussion Groups

Afternoon: Amy facilitates the afternoon book discussion group which meets the third Tuesday of the month at 1:30. This month 6 participants read *The Pearl That Broke Its Shell*.

Evening: Gina facilitates the new evening book discussion group which meets the first Thursday of the month at 7. This month's book was the same as the one for the afternoon discussion. No one attended the first meeting but several people expressed interest in the group. It may take a while for word to get out.

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

Cinema Celebration: This program has moved to second Mondays. This month we showed the Academy Award winner for Best Picture *Spotlight*. Six people attended the 2pm show and 7 people attended the 6:30 evening showing.

Free Family Film: Twelve people attended this month's film *Ice Age Collision Course*. We moved Free Family Films to second Saturdays to avoid conflict with school vacations and several holidays but we will move it again in January to accommodate our upcoming DCU Concert Series on second Saturdays.

Drop in Stitchers: This weekly program on Friday mornings from 9:30-11:30 continues to be popular for needleworkers. Fifty-eight people attended this month, lower than usual because they only met three times this month due to the Thanksgiving holiday.

Genealogy Club: The Genealogy Club meets the second Friday of each month at 1:30. Our new staff member Jonathan Couser will help plan genealogy programs but is unavailable to attend meetings from February through May due to a previous teaching commitment, so Charlie will facilitate these meetings. This month Kate showed a video on "Ultimate Google Search Strategies" from our Genealogy Gems subscription. Fourteen people attended.

Group Singing: We have 10 copies of the songbook "Rise Up Singing" for our Group Singing (instruments are welcome). We moved the meeting to the 4th Monday of the month from 1:30-3:30 to accommodate some of our patrons who expressed interest do not like driving at night. Eight people attended this month.

Immunization and Blood Pressure Clinic: The Nashua Division of Public Health and Community Services provides low cost or free immunizations, Hepatitis C and HIV testing and free blood pressure checks on the third Friday of the month. One person came to their clinic. They plan to discontinue monthly outreach clinics here and hold them once or twice a year instead, probably at the beginning of flu season. They have also offered to hold informational programs here, including one on Narcan.

Life Coaching Event: Tap Into Your Inner Wisdom: Master Certified Life Coach Diane MacKinnon, MD presents a different life coaching topic each month, usually the second Tuesday at 7:00 but she moved this month's meeting to the first Tuesday. Ten 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 along with an upcoming events segment Amy tapes 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 have a

Facebook page with over 800 people who “like” us. Amy stops by the Senior Center monthly 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 the newest books, the other small table had books on writing in conjunction with NANOWRIMO (National Novel Writing Month). Along with our “Staff Picks” other displays included “Political Thrillers”, non-fiction political books labelled “Politics: Left, Right and In-between” and a Thanksgiving display with cookbooks, history, holiday mysteries and more.

Reference/Teen Services – Vicky Sandin

Teen Report: Regularly Scheduled Programs

Teen Takeover at Your Library (TT@YL): This program continues to be the most popular program for teens. Vicky makes it a habit to put out snacks (chips, popcorn, soda) for the kids and the numbers keep increasing. All the girls and now some of the boys seek Vicky out for help in finding materials or just to chat. The guys regularly help with set up and break down, and the boys vacuum the carpet of all popcorn remains. We’re planning a Holiday Party the Wednesday before Christmas, complete holiday goodies and pizza! Wednesdays, 2-4:45. Attendance (Nov. 2, 9, 16, 30): **100 (!)** *[Note: we didn’t meet the Wednesday before Thanksgiving, otherwise, with each Wednesday averaging about 25 kids, we would have had close to 130 kids for the month.]*

Button Mashers: Button Mashers remains steady at an average number of 8-10 boys attending each program who still have some trouble keeping the noise level down, but we’re glad they’re enjoying themselves. Vicky dropped Analog Gaming since all the boys wanted to continue with Wii. Thursdays, 1-4:45pm. Attendance (Nov. 3, 10, 17): **28**

Girls Who Code: GWC is a national nonprofit organization that teams up with schools and libraries to offer girls of all ages a chance to learn about coding and other aspects of computer science in a collaborative and learning environment. Each session is run by our Technology Librarian Kate Butler, with Vicky sitting in when she can. Vicky is working with Hudson Memorial School to increase attendance. Mondays, 3-5pm. Attendance (Nov. 7, 14, 21, 28): **15**

Mother Daughter Book Club: The same two moms and three girls attended this month’s MDBC and we discussed the 2010 Newbery Medal book *When You Reach Me* by Rebecca Stead. Everyone liked it, but one mom found the time-travel theme a bit difficult to understand (and who doesn’t?). Our next book is the 2009 Caldecott Medal book *The Invention of Hugo Cabret* by Brian Selznick. Wednesday, November 30, 6:30 - 8pm. Attendance: **5**

One-Time Event Program

Fantastic Beast and Where to Find Them: Harry Potter Party: We only had 7 kids attend this event, which Betsey and Vicky planned for kids ages 8 and up. Vicky set up a facsimile of Honeydukes, complete with butterbeer and chocolate frogs, and included some yummys from

Fred and George Weasley’s joke shop “Weasleys Wizard Wheezes,” including Fizzing Whizbees and U-No-Poo. Betsey’s crafts were “Create Your Own Dragon Egg,” and “Create Your Own Wand.” Brett and Vicky set up a table Quidditch game and everyone watched trailers from the upcoming movie. Wednesday, November 16, 6:30 - 8pm. Attendance: 7

Reference Report

November Reference Statistics:

Programs/Room Usage	Number	Attendees
Adult	25	266
Teen	15	158
Community Room Usage	40	424
Study Room Usage	78	175
Tests proctored	0	
Genealogy Requests	0	
Internet Usage (Guest Passes: 167)	605	
WiFi Users	504	
Total Internet/WiFi Users	1109	

Room Booking Statistics:

- Unable to book (Whenever a patron requests meeting space but is unable to book the space): 3
- Booked, but not at first choice of date/time (Whenever a patron successfully books meeting space, but not at the original time requested because the time requested is already booked): 1
- Bumped from room (Whenever a patron or group of patrons is bumped from a room, typically due to elapsed time and other waiting patrons): 4

Circulation Department – Linda Pilla

The library was open 259 hours and closed for 25 hours for the Thanksgiving break. Columbus Day was a scheduled staff training day. Overall circulation for November was down by 8% from October 2016 and about the same as November 2015. We issued 70 new patron cards and currently have 4 patrons utilizing our Books by Mail program. A total of 43 fax transactions were placed according to the transmission log from the Ricoh printer. During November we picked up 236 items from the Big Blue Box. We used 203 stamps for the month: 156 for overdue notices, 36 for bills, 9 for “Thank You” notes and 2 for letters.

The Friends of the Library funded the purchase of a new Christmas Tree. A group of the Friends came in on the morning of November 28, to put up the decorations. Betsey, Linda and Vicky have received the paperwork notifying them as to their status as Notaries Public. The next step is for them to take their oath of office and acquire the equipment they need for the job. The new Library Page, Julia Izzo, started work on November 29 and is scheduled to work about 8 hours/week.

November Statistics:

Overdue notices	156
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Overdue bills	36
Notary Service	9

Interlibrary Loans	Total
Hudson Patron Requests Submitted	159
Hudson Patron Requests Filled	93
Other Libraries Requests Submitted	193
Other Libraries Requests Filled	159

Children’s Room – Betsey Martel

Activity	Programs	Attendance
Books and Babies	3	67
Movers and Shakers	3	23
Toddler Time	2	38
Story Time	6	124
Popcorn Story Time	0	0
Book Bunch	3	42
Library Homework Help	0	0
Crafternoons	3	20
Lego Brick Club	3	4
Little Goblins Fair	1	118
Total	23	318
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!

Movers and Shakers: Themes were colors, animals, and active play. The kids painted with water, rolled balls (sharing) and active play with beanbags, balls, a crawl through tunnel and house.

Toddler Time: Themes were Halloween and Leaves. The kids made jack-o-lantern sponge stickers and watercolor resist Leaf Guys.

Story Time: Themes were fables, animals, monsters and Thanksgiving. Activities were scratch art, clothespin pet magnets, make your own monsters, coffee filter turkeys, and collage paper turkeys.

Book Bunch: Themes were surprise ending books, memoirs, and a special guest. The kids made leaf bowls, which was a two-week project. A local college student, John Curtin, is writing picture books and came in to read his newest to the kids. We also made model magic cornucopias.

Library Homework Help: We cancelled this program because no one registered after October.

Crafternoons: Friday afternoon crafts included make your own monsters, clothespin pets and collage turkeys.

Lego Brick Club: We moved Lego Brick Club to Saturdays this fall. Attendance has dropped down to a total of 4 attendees for the whole month. It may be that Fall is not a good season for Lego club and we will decide in January whether it will continue.

Projects: Scheduling has been difficult this month with the loss of Kristen's 40 hours and Karyn's 8 hours. Without enough coverage to conduct our regular December Holiday Programs, we created "20 Days of Christmas Crafts" offering a different holiday or winter craft every day we are open in December.

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

Technical Services – Ann Carle

Evergreen: Ann made statcat changes in Evergreen database to simplify statistics. Marguerite wrote up directions to transfer items between records in the Evergreen database.

Recordkeeping: Ann created staff attendance spreadsheets for 2017.

Archives: Ann wrote brief histories of Hudson libraries for new archives website.

Better World Books: Better World Books accepted 26 books and we shipped 6 boxes of books to Better World Books.

Information Technology – Kate Butler

Online Services: We had 114 songs downloaded and 293 songs streamed from our Freegal downloadable music service. Downloads are tracking upward and we continue to promote this new service.

Software: We have purchased volume licenses for Microsoft Office 2016 through TechSoup. We will be rolling this out to patron computers after the staff has had a chance to become familiar with the changes.

Equipment: Ann and Charlie have had their computers swapped for newer ones which were on hand, due to slow response time and age of computer. The new Ricoh copier has been installed in Children's and set up for network printing and staff copying. The Canon copier is currently being stored in the basement while we work to negotiate no-cost return to the vendor,

3D Printer: The 3D Printer + tabletop enclosure (financed by a generous gift from the Friends of the Library) have been ordered from TurnKey Innovations in Merrimack. It should be here in the latter half of December and staff training will begin.

Visitor count: We averaged 297 visits per day in November. Our highest count was 357 on Thursday, November 10th, and our lowest was 167 on Saturday, November 19th. We recorded 6,615 visitors for November 2016.

Building Maintenance – Bob Gagnon

Royal Dion Carpet & Upholstery Cleaning cleaned the Children's and Community Room chairs on November 4th. Steve Dube from Hudson Fire did our second occupancy inspection at the Hills and Rodgers buildings on November 11th. SteriClean stripped and waxed our tile floors on November 25th.

Other

Hannaford Helps Reusable Bags: The Hudson Hannaford supermarket designated us AGAIN as recipients of proceeds from its Hannaford Helps reusable "Bags for a Cause" for November, which donates \$1 from each bag's sale to a local organization. We were also the recipients in May and September. So far we have received \$208: \$103 in May and \$82 in September and \$23 for November. Thank you Hannaford!

Community Stories Review: We gave away 46 paperback copies of Tim O'Brien's *The Things They Carried*, not including the copies returned to us and were given away again! In addition, our CD Audiobook and hardcover copies each circulated 5 times. The Community Stories committee would like to continue working together on Community Stories on an every-other-year-schedule. Also, it was mentioned that we were too restricted by New Hampshire Humanities to incorporate the "humanities" perspective when choosing speakers, facilitating evaluations, and reporting requirements. Therefore, it was suggested that for the future we may want to consider having this program supported entirely by local businesses and donations. Fifty programs was just too much and a better approach may be to scale it down to a few featured programs offered at the same location, and have book discussions at each of the nine Libraries.

Meetings and Staff Development

Oct 10: Staff Training Day

Oct 11: NHLA Executive Board Meeting, Concord (Kristen)

Oct 12: IT meeting (Charlie, Kate, Ann, Brian)

Oct 14: NHLA CHILIS Board Meeting, Concord (Kristen)

Nov 8: Department Heads Meeting

Nov 9: Archives website meeting (Kate, Ann, Marguerite)

Nov 10: IT meeting (Charlie, Kate, Ann, Brian)

Nov 15: Friends of the Library Meeting (Charlie)

Nov 22: Department Heads Meeting

Nov 30: Joint Loss Safety Committee (Charlie)

Upcoming Events

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

Dec 24: Christmas Eve (Saturday) – Closed

Dec 25: Christmas Day (Sunday) – Closed

Dec 26: Christmas Holiday – Closed

Dec 28: Red Cross Blood Drive, 1:00-6:00pm

Dec 31: New Year's Eve – Closed

Jan 1: New Year's Day (Sunday) – Closed

Jan 2: New Year's Holiday – Closed

Jan 4: "(Not So) Elementary, My Dear Watson: The Popularity of Sherlock Holmes", NH Humanities Program, 7:00pm-8:30pm

Jan 6: Quarterly Staff Meeting, 8:00am-9:00am; Annual Town Report Due

Jan 8: First Sunday opening, 1:00pm-5:00pm

Jan 14: DCU Concert Series, 2:00-3:30

Jan 17: Friends of the Library Meeting, 7:00pm

Feb 4: Deliberative Session, 9:00am

Respectfully submitted,

Charlie Matthews, Library Director

**Non-Public Minutes
December 21, 2016**

Present:

Trustee Robin Rodgers, Chair
Trustee Steve Middlemiss, Vice-Chair
Trustee Arlene Creeden, Treasurer
Trustee Kara Roy
Charles Matthews, Director

Non-Public Session:

Roll call to enter Non-Public Session at 7:00 pm.

The Trustees discussed the Assistant Children's Librarian opening. Director Matthews extended an offer to Emily Sennott on December 6, 2016 and Emily asked for some time to consider it. The Director spoke with Emily again on December 12th at which point Emily was still considering the offer but promised to get back to us by the end of the week but did not. Since the offer was extended 2 weeks ago and the candidate has not yet responded, the Director asked the Trustees to rescind the offer and extend it to Amanda Ellis as previously discussed December 6th.

Trustee Middlemiss moved to rescind Emily Sennott's appointment to the position of Assistant Children's Librarian. Trustee Roy seconded. Motion passed 4-0.

Trustee Creeden moved to appoint Amanda Ellis to the position of Assistant Children's Librarian at the rate of \$15.00/hr effective December 27, 2016. Trustee Roy seconded. Motion passed 4-0.

Director Matthews stated that Library Assistants Gina Votour and Lauren Young have completed their 6 month probationary periods and are eligible for a salary increase.

Trustee Middlemiss moved to grant Gina Votour and Lauren Young each an increase of \$.25/hour. Trustee Roy seconded. Motion passed 3-1.

Director Matthews informed the Trustees that we received several good candidates for the Bookkeeper/Administrative Assistant position and the Trustees directed him to begin scheduling interviews.

Adjourn:

Non-Public Meeting adjourned at 7:26 pm and the Trustees returned to the Regular Meeting.

Respectfully Submitted,

Charlie Matthews
Library Director

