



# TOWN OF HUDSON

## Library Board of Trustees



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194 Derry Road Hudson, New Hampshire 03051 Tel: 603-886-6030 Fax: 603-816-4501

### Hudson Library Board of Trustees

#### Regular Meeting

#### October 19, 2016

**Present:**

Trustee Robin Rodgers, Chair  
Trustee Steven Middlemiss, Vice Chair  
Trustee Arlene Creeden, Treasurer  
Trustee Kara Roy  
Trustee Linda Kipnes  
Charles Matthews, Director

**Excused:**

Pat Nichols, Selectman's Liaison

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

**Report of Actions:**

Public Meeting Minutes of September 19, 2016 were not available.

Minutes of the Non-Public meeting of September 21, 2016 were presented for acceptance. Contents of the meeting included: Lateral move of Kristen Paradise from Children's Department to Circulation, Vicky Sandin's salary was increased by \$.50 and Ruth's salary was increased by \$.25.

*Motion was made by Trustee Arlene Creeden to accept the Minutes of the September 21, 2016 Non-Public Session, second by Trustee Roy. All in favor, motion passes 5-0.*

**Public Input:**

There was no Public Input.

**Correspondence:**

Director Matthews reported he had several correspondences. (1) Letter from Laurie Jasper submitting her letter of resignation effective October 25, 2016. (2) Letter submitted to Kristen Paradise offering her the position of Assistant Circulation Librarian effective September 23, 2016. (3) Thank you letter from the Hudson Historical Society for taking part in their Lumber Jack Show. (4) Recommendation from the Board of Selectman for lease of 5 replacement copy machines. (5) Letter and check from Digital Credit Union in the amount of \$3,500 in support of Library Programs that make a difference.

Discussion took place to add DCU to the “Donor Wall”.

### **Reports to the Board:**

#### Treasurer’s Report:

Trustee Creeden reported that due to the heating repairs in the month of October, line item #205 in the budget is over drawn by \$1,400. *Trustee Creeden made a motion to allow item #205 to be over spent and make the necessary adjustment at the end of the year. Motion second by Trustee Kipnes. All in favor, motion passes 5-0.*

Trustee Creeden reported that she had a discussion with NH Charitable Trust and they cannot handle the Library’s money because it is considered Town money. The Library would have to apply for 501 C 3 status in order for them to accept the money. She also reported that she is currently locked out of the Schwab Account and will have to go to Manchester to get that resolved.

Trustee Rodgers stated that she had a discussion with the Trustees of the Trust Fund and they can handle the Library money. She will ask them to attend next month’s meeting.

Trustee Creeden made a motion to move the large amount of money in the Building Fund into a CD at TD Bank provided she could find a good rate. It was left that Trustee Creeden would find the current percentage rate and report back.

Trustee Roy stated that she had researched the 2 Hill Wills. There are currently 2 Trust Funds. 1 had \$25,500 from 2010 and the other had \$5,000 from 2010. The file she has did not show any expenditures since 1984. Trustee Creeden stated that up until the time the Rodgers Library was built, money from the Trust had been used, she would receive money from the interest some years. The Trustees then informed Trustee Creeden that in order to receive the interest, an invoice for the amount of money needed would have to be submitted in advance. Trustee Creeden spoke with the Attorney General and was told that she could request the interest from the Trust yearly and did not have to submit any invoices. Trustee Rodgers had a discussion with Len and requested the exact amount they could spend. Trustee Roy stated that they could not spend beyond the base amount.

#### Director’s Report:

Kristen Paradise accepted the position of Assistant Circulation Librarian on September 23<sup>rd</sup> and transferred from the Children’s Department on October 3<sup>rd</sup>. Due to her new responsibilities, Kristen has resigned as President of NHLA’s CHILIS. An opening for an Assistant Children’s Librarian was posted on September 28<sup>th</sup> with applications accepted

through October 12<sup>th</sup>. Charlie Matthews took vacation from September 30<sup>th</sup> through October 9<sup>th</sup> with Linda Pilla serving as Acting Director. Betsey Martel was away on medical leave from September 22<sup>nd</sup> through October 3<sup>rd</sup>. Lauren Young is taking time off from October 3<sup>rd</sup>-17<sup>th</sup> and Laurie Jasper submitted her resignation effective October 25<sup>th</sup>.

Musician Lucie Therrien presented this program on Thursday, September 15 at 1:30pm to accommodate seniors in particular, many of whom don't drive after dark. This program, made possible by a grant from NH Humanities, was attended by 52 people and we plan to schedule more afternoon programs.

Sisters in Crime-New England sponsored a workshop on writing true crime with authors Kevin Flynn and Rebecca Lavoie on Saturday, September 24<sup>th</sup>. They charged members and outsiders a fee to cover the cost of the speakers and lunch but allowed our cardholders free entry to the workshop. Sixteen people attended.

We held a raffle for all new card holders for a chance to win a Barnes and Noble gift certificate to promote National Library Card Sign-Up Month. We also entered into a friendly contest with other NH libraries for the Library Card Challenge Cup to see which library could sign up the most new members based on percentage increase from their monthly average of new cardholders and came in second place by 1/100 of a point with a 3.33% increase. The trophy will be delivered to Barrington Public Library where it will remain until next year's challenge!

The Hudson Hannaford supermarket designated us as the recipients of the proceeds from its *Hannaford Helps* reusable "Bags for a Cause" that gives \$1 from each bag's sale to a local organization. We were also the recipients in May and will be again in November. So far we have gotten \$185 donated, \$103 in May and \$82 in September. Thank you Hannaford!

Laurie Jasper coordinates the Genealogy Club which meets the second Friday of each month at 1:30. Sandy Murray, our guest speaker in April, returned to speak more on the topic of DNA testing for genealogy. Forty-eight people attended.

The Nashua Division of Public Health and Community Services visits the third Friday of each month to provide low cost or free immunizations, Hepatitis C and HIV testing and free blood pressure checks. Two people came to their clinic.

Mother Daughter Book Club: This is a new continuing program that will meet the last Wednesday of the month. This initial meeting of the Mother-Daughter Book Club was a success. Three moms and four girls attended our book discussion of the book of the same name *The Mother-Daughter Book Club* by Heather Vogel Frederick. Wednesday, September 28 – Attendance: 7

We celebrated Banned Books Week for the month of September with publicity shots, displays of Banned Books through the Years – a display included books that had been banned and/or challenged, along with a laminated explanation describing the reason for the ban – in an effort to raise awareness not only to continuing efforts of censorship but to an individual's right for freedom to read under the First Amendment. We created a Banned Books Guessing Game, where participants matched the plot of the Banned Book to the title and were eligible to win a \$25 gift certificate from Barnes & Noble. We had several entries, and the winner was picked from the pile of correct entries. Month of September – Number of Game Entries: 72

The library was open 269 hours and closed for 12 hours for the month. Columbus Day was a scheduled staff training day. Overall circulation for September was down by 22% from August 2016 and down 1.5% from September 2015. August numbers have been

somewhat inflated by the discarding of a large pile of staff development journals (somewhere around 500 circs) in August. A more accurate measurement would be a decrease of 17% from August 2016. The 1.5% decrease from September of 2015 would remain the same.

We issued 85 new patron cards and currently have 6 patrons utilizing our Books by Mail program. A total of 64 fax transactions were placed according to the log of transmissions from the Ricoh printer.

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 needed for the job.

Miss Vicky started Books & Babies on September 16 and numbers are still very high.

We had 41 songs downloaded and 332 songs streamed from our Freegal downloadable music service. We continue to promote this new service. Beginning October 12 we are offering access to 2 new databases on a trial basis for the next month: Fold3, containing U.S military records, and Proquest Obituaries, containing over 10 million obituaries and death notices dating back to 1851. The trials will only work in the library via this link: <http://rmlnh.org/trials>

Patrons were having difficulty logging in to our WiFi system due to a security certificate issue. Brian has set up a new login page which should eliminate this problem. WiFi stats in September and October will be affected, as we allowed patrons to bypass the login (and thus being counted) temporarily until the problem was fixed.

Robert Burnham from Turn Key Innovations in Merrimack demonstrated his company's 3D Printer to staff and interested patrons. TKI has supplied a printer and enclosure for the Merrimack Public Library, and the Friends have agreed to provide funds to purchase one for RML. Discussion as to the size and shape of the stand are in process.

Marguerite and Kate revamped the VHS-to-digital conversion station and updated the instructions so the station can now be (re)launched to patrons. Brian believes he has found a solution to the problems we have had using our imaging software on the new computers purchased over the summer.

We averaged 292 visits per day in September.

Wells & Son installed a new water heater on September 1<sup>st</sup>. They also performed preventative maintenance on our rooftop HVAC units and boiler on September 8<sup>th</sup> per our contract.

Royal Dion did our annual carpet cleaning on Labor Day weekend September 3-5 and will clean the Children's Room October 2<sup>nd</sup>.

Our Community Read with 8 other libraries and Timberlane Regional High School is in full swing. We are distributing copies of Tim O'Brien's *The Things They Carried* to our patrons and a number of Vietnam Vets have contributed artifacts to our display case and annotated our wall map of Southeast Asia indicating where they have served. Amy has scheduled two book discussions and panels on October 18 at 1:30 and 6:30, and a Vietnam Film Festival on Saturday, November 5 all day, 9-5.

Expense items ordered with encumbered funds at the end of last fiscal year have begun to arrive. Tucker Library Interiors delivered Vicky's desk chair, our 2 study carrels, and installed the book display lips on the end panels in the Adult and Teen areas. Demco delivered the Playpod House for Children's which is currently in place and in use.

### **Upcoming Events**

Oct 21: Public Health Outreach Van, 1:30-3:30pm

Oct 24: Food is Your Best Medicine, 11:00am & 7:00pm

Oct 26: Mother/Daughter Book Club, 6:30pm

Oct 29: Christian Authors' Roundtable (7 New England authors), 1:00-4:00pm

Nov 3: NHLA Fall Conference and Business Meeting, Hooksett

Nov 5: Vietnam War Film Marathon, 9:00am-5:00pm

Nov 15: Friends of the Library Meeting, 7:00pm

Dec 3: Pictures with Santa, 9:00am-12:00 noon

### **Acceptance of Donations:**

***Trustee Creeden moved to accept for the month of September, 24 books, 5 DVD's, \$3,500 from DCU and \$187 from the Friends of the Library. Second by Trustee Kipnes. Motion passes 5-0.***

### **Old Business:**

#### **Part-time/Full time Step Committee Report**

Trustee Rodgers reported that there was not enough information this year to do a Warrant. The goal is to have the new step format in place next year which will clearly demonstrate how the Library will pay staff. A Warrant will then be issued. She also reported that a Warrant Article was issued this year for a 2% raise for full time staff.

#### **Policy Manual Updates**

No report at this time. Director Matthews is working on it.

#### **Budget Committee Report Update**

Trustee Rodgers reported that they met with the Selectman committee in September and presented them with the book. They were invited to go back in October and did meet again. The only question the Selectman had at that time was why not make it one entity instead of splitting with the SAU. Trustee Rodgers replied that the Library was okay with it being the way it is. The Library will present their budget to the Selectman when it is their turn to do so. .

#### **Open House – November 25, 2016 from 3 to 5 PM**

Trustee Rodgers stated that the Hill would open at 2:30 PM with cookies and water and maybe hot chocolate. Chief Buxton would like to partner with the Library. Unfortunately The Fire Station construction will not be finished and the Station will not be opened but the Chief is willing to do a demonstration in the parking lot.

#### **2016/2017 Calendar**

Trustee Creeden presented a rough draft of the calendar. ***Trustee Creeden moved to accept the operating schedule as presented at the October meeting. Second by Trustee Kipnes. Motion passes 5-0.***

#### **Skype from Hills**

Director Matthews is working it out.

Warrant Article for pay increase

Trustee Creeden presented a rough draft of the Article. She did submit the Warrant Article for the pay increase for full time staff. Pay increase for part time staff is in the budget process.

Also, she improved another Warrant Article to change the purpose of the Hudson Library Capital Reserve Fund. Trustee Creeden received a reworded Warrant Article from the attorney. If the rewording from the attorney is submitted then The Warrant Article voted on last month would need a 2/3 vs a simple majority vote. Trustee Rodgers suggested going for the 2/3 vote. ***Trustee Creeden made a motion to take the wording given by the attorney and reword the original Warrant submitted last year. Second by Trustee Kipnes. Motion passes 5-0***

Tile Flooring at Rodgers

Director Matthews reported that the vinyl floors have not been stripped and waxed in 5 years when New England Royal Service in Derry last did them in 2011 for \$797. He has received two quotes for this service: New England Royal Service quotes \$745 and SteriClean of Londonderry quotes \$775.71. Upon discussion, it was decided that further research needed to be done to see if a sealer would help maintain the waxing. Director Matthews will get bidding for the process and will hold having the floors stripped and waxed until the next meeting when he will report his findings.

Repairs at Hills

Roof will be gutted before the snow and new tiles replaced. Director Matthews reported that building maintenance informed him that the outside windows should be re-glazed.

**New Business:**

Credit Card Use

Discussion took place on whether or not the Library should start accepting credit card payments. It was decided that the expense establishing the process and the time staff would need to dedicate to the process was not beneficial.

**Trustee Comments:**

Trustee Creeden – reminded the public to come to the Open House on November 25<sup>th</sup>.

**Next meeting:**

Next regularly scheduled meeting is Wednesday, November 16, 2016.

**Non-Public Session:**

***Trustee Roy moved to enter into Non-Public Session at 7:12 PM under RSA91-A:3 II (d)***

***Chair called for a roll call vote***

***Trustee Middlemiss -yes***

***Trustee Roy -yes***

*Trustee Creeden - yes*  
*Trustee Rodgers –yes*  
*Trustee Kipness - yes*  
*Motion passes 5-0*

*Enter Non-Public Session at 7:12 PM*

Director's Report Attached

Respectfully Submitted,

Mary-Ellen Marcouillier  
Transcriptionist

**Rodgers Memorial Library**  
**Director's Report**  
**Activity for September, 2016**  
October 19, 2016

**Personnel**

Kristen Paradise accepted the position of Assistant Circulation Librarian on September 23<sup>rd</sup> and transferred from the Children's Department on October 3<sup>rd</sup>. Due to her new responsibilities, Kristen has resigned as President of NHLA's CHILIS. An opening for an Assistant Children's Librarian was posted on September 28<sup>th</sup> with applications accepted through October 12<sup>th</sup>. Charlie Matthews took vacation from September 30<sup>th</sup> through October 9<sup>th</sup> with Linda Pilla serving as Acting Director. Betsey Martel was away on medical leave from September 22<sup>nd</sup> through October 3<sup>rd</sup>. Lauren Young is taking time off from October 3<sup>rd</sup>-17<sup>th</sup> and Laurie Jasper submitted her resignation effective October 25<sup>th</sup>.

**Adult Services – Amy Friedman**

**Special Programs**

**Staying Healthy Naturally with Essential Oils:** Marikaye Garnett offered this program on September 6. Her previous essential oils programs had been well attended but only five people attended this, possibly because our newsletter had only come out the day before.

**First Time Homebuyer's Seminar:** This workshop was hosted by TD Bank on September 10 and promoted by both the library and the bank but no one attended.

**The Music of French Canadians, Franco Americans, Acadians & Cajuns:** Musician Lucie Therrien presented this program on Thursday, September 15 at 1:30pm to accommodate seniors in particular, many of whom don't drive after dark. This program, made possible by a grant from NH Humanities, was attended by 52 people and we plan to schedule more afternoon programs.

**"Breaking into True Crime" Writer's Workshop:** Sisters in Crime-New England sponsored a workshop on writing true crime with authors Kevin Flynn and Rebecca Lavoie on Saturday, September 24<sup>th</sup>. They charged members and outsiders a fee to cover the cost of the speakers and lunch but allowed our cardholders free entry to the workshop. Sixteen people attended.

**National Library Card Sign-Up Month:** We held a raffle for all new card holders for a chance to win a Barnes and Noble gift certificate to promote National Library Card Sign-Up Month. We also entered into a friendly contest with other NH libraries for the Library Card Challenge Cup to see which library could sign up the most new members based on percentage increase from their monthly average of new cardholders and came in second place by 1/100 of a point with a 3.33% increase. The trophy will be delivered to Barrington Public Library where it will remain until next year's challenge!

**Hannaford Helps Reusable Bags:** The Hudson Hannaford supermarket designated us as the recipients of the proceeds from its *Hannaford Helps* reusable "Bags for a Cause" that gives \$1 from each bag's sale to a local organization. We were also the recipients in May and will be again in November. So far we have gotten \$185 donated, \$103 in May and \$82 in September. Thank you



Hannaford!

### **Library Film Series**

**Cinema Celebration:** This series has moved to second Mondays now that teen gaming is on Thursday afternoons. Our film was *Me Before You*; 12 people attended the 2:00pm matinee and 5 people attended the 6:30pm evening showing.

**Free Family Film:** There was no family film this month due to other programs scheduled on Saturdays and the holiday weekend. Free Family Films are moving to first Saturdays next month to conflict with fewer holidays and school vacations. Our film licenses are sponsored by the Friends of the Library.

### **Regularly Scheduled Adult Programs**

**Adult Fans of Lego:** Duane King facilitates this program which meets the last Tuesday of each month. No one attended this month.

**Art Exhibit:** Artist Michelle Fontaine she displayed her paintings but did not hold a reception.

**Beading Group:** This program is facilitated by The Roving Beaders who offer a different project each month and participants pay for a kit. Five people attended this month.

**Book Discussion Group:** Amy facilitates a book discussion which meets the third Tuesday of the month at 1:30. This month's book was *Kitchen Privileges*, a memoir by Mary Higgins Clark. Eight people attended.

**Drop in Stitchers:** This Friday morning program continues to be popular. Ninety seven participants brought their needlework projects to our Community Room this month to share company and ideas.

**Genealogy Club:** Laurie Jasper coordinates the Genealogy Club which meets the second Friday of each month at 1:30. Sandy Murray, our guest speaker in April, returned to speak more on the topic of DNA testing for genealogy. Forty-eight people attended.

**Group Singing:** We have 10 copies of the group singing songbook "*Rise Up Singing*" and meet the 4th Thursday of the month from 6-8:30. Instruments are welcome. Five people attended September 22. Next month we are going to offer it Monday afternoon to see if we can attract more of our senior patrons.

**Immunization and Blood Pressure Clinic:** The Nashua Division of Public Health and Community Services visits the third Friday of each month to provide low cost or free immunizations, Hepatitis C and HIV testing and free blood pressure checks. Two people came to their clinic.

**Life Coaching Event: Money Beliefs and How to Change Them:** Master Certified Life Coach Diane MacKinnon, MD presents a life coaching topic on the second Tuesday at 7:00pm. Five 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 receive a slide on HCTV and Amy tapes a segment on upcoming events for HCTV. As always, programs are listed in our

newsletter, on our website, and on the bulletin boards. We are post big events like concerts and NH Humanities programs on various online calendars like NHtoday. 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 the newest books and the other small table displayed school-related books except for the week of *Star Trek’s* 50<sup>th</sup> anniversary when we displayed *Star Trek* books and films. Other displays included a “Rule Britannia” display, featuring all things English, and a Banned Books display Vicky put together with explanations on why books were banned along with a banned books mystery contest where patrons could guess banned books based on a brief description.

### **Reference/Teen Services – Vicky Sandin**

#### **Teen Report: Regularly Scheduled Programs**

**Button Mashers:** Button Mashers is still popular, and started out strong at the beginning of September but have continued to decline since then. However, all the kids who attend are having a great time. Thursdays, 1-4pm – Attendance: 52

**Teen Analog Gaming:** The numbers for this event are also declining somewhat. Thursdays, 4-5pm – Attendance: 18

**Gaming Day:** The second Saturday of each month is Gaming Day at the library. Three people came this month, but we’re not sure if we’ll be discontinuing the program. Saturday, September 10 – Attendance: 5

**Mother Daughter Book Club:** This is a new continuing program that will meet the last Wednesday of the month. This initial meeting of the Mother-Daughter Book Club was a success. Three moms and four girls attended our book discussion of the book of the same name *The Mother-Daughter Book Club* by Heather Vogel Frederick. Wednesday, September 28 – Attendance: 7

#### **Special Events**

**Miss Peregrine’s Home for Peculiar Children Book Discussion and Event:** Unfortunately, only one person signed up for this book discussion scheduled to coincide with the movie of the same name opening that coming weekend, so Vicky chose to cancel it. Wednesday, September 21 – Attendance: 0

**Banned Books Week:** We celebrated Banned Books Week for the month of September with publicity shots, displays of Banned Books through the Years – a display included books that had been banned and/or challenged, along with a laminated explanation describing the reason for the ban – in an effort to raise awareness not only to continuing efforts of censorship but to an individual’s right for freedom to read under the First Amendment. We created a Banned Books Guessing Game, where participants matched the plot of the Banned Book to the title and were eligible to win a \$25 gift certificate from Barnes & Noble. We had several entries, and the winner was picked from the pile of correct entries. Month of September – Number of Game Entries: 72

### **Reference Report**

**September Reference Statistics:**

<b>Programs/Room Usage</b>	<b>Number</b>	<b>Attendees</b>
Adult	23	321
Teen	15	151
Community Room Usage	38	472
Study Room Usage	101	224
Tests proctored	1	
Genealogy Requests	0	
Internet Usage (Guest Passes: 190)	676	
WiFi Users	n/a	
Total Internet/WiFi Users	n/a	

**Room Booking Statistics:**

- Unable to book (Whenever a patron requests meeting space but is unable to book the space): 0
- Booked, but not at first choice of date/time (Whenever a patron successfully books meeting space, but not at the original time requested because the time requested is already booked): 0
- Bumped from room (Whenever a patron or group of patrons is bumped from a room, typically due to elapsed time and other waiting patrons): 1

**Circulation Department – Linda Pilla**

The library was open 269 hours and closed for 12 hours for the month. Columbus Day was a scheduled staff training day. Overall circulation for September was down by 22% from August 2016 and down 1.5% from September 2015. August numbers are have been somewhat inflated by the discarding of a large pile of staff development journals (somewhere around 500 circs) in August. A more accurate measurement would be a decrease of **17%** from August 2016. The 1.5% decrease from September of 2015 would remain the same.

We issued 85 new patron cards and currently have 6 patrons utilizing our Books by Mail program. A total of 64 fax transactions were placed according to the log of transmissions from the Ricoh printer. In September we picked up 217 items from the Big Blue Box. We used 188 stamps for the month: 154 for overdue notices, 9 for thank you notes, 15 for bills, and 10 for letters. 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 needed for the job.

**September Statistics:**

Overdue notices	154
Overdue bills	15
Notary Service	9

<b>Interlibrary Loans</b>	<b>Total</b>
Hudson Patron Requests Submitted	167
Hudson Patron Requests Filled	107

Other Libraries Requests Submitted	224
Other Libraries Requests Filled	167

**Children's Room – Betsey Martel**

<b>Activity</b>	<b>Programs</b>	<b>Attendance</b>
Books and Babies	3	78
Movers and Shakers	3	36
Toddler Time	3	61
Story Time	6	154
Popcorn Story Time	3	12
Book Bunch	3	56
Library Homework Help	3	12
Crafternoons	3	9
Lego Brick Club	3	20
<b>Total</b>	30	438
<b>Outreach</b>	0	0

**Programs:**

**Books and Babies:** Miss Vicky started Books & Babies on September 16 and numbers are still very high.

**Movers and Shakers:** Themes were movement, fall, and music. The toddlers rolled balls, made fall leaf trees, and enjoyed music with Miss Linda.

**Toddler Time:** Themes were sunshine, peekaboo and everything must go. Activities included sunshine hand paintings, peekaboo animal puppets, and fun games.

**Story Time:** Themes were apples, cats, manners, hugs, and fish. Crafts included testing apple dips, Popsicle stick cat on a fence craft, a rain craft, a fall leaf tree and magnetic fish.

**Popcorn Story Time:** Themes were getting to know you and leaves. Activities for this program included popcorn and games.

**Book Bunch:** Themes were superheroes, silly fish, and apples. They decorated capes, made silly fish, tasted apple pie, and made bookworms.

**Library Homework Help:** This session, we started a new program where kids can sign up for some extra encouragement and help with their homework. Numbers are small so far but we have three regulars.

**Crafternoons:** Friday afternoon crafts included color sunglasses, Pikachu bookmarks, and popsicle stick puzzles.

**Lego Brick Club:** We moved Lego Brick Club to Saturdays this fall. Attendance has been good so far.

**Projects:** Fall programming started this month. Betsey was out for a week and a half with her shoulder surgery and staffing has been extremely limited this month. Kristen accepted the full time job at Circulation and will start on October 3<sup>rd</sup>.

**Volunteers:** Zoe and Harshil volunteered in September. Julia will be starting to volunteer in October.

### **Technical Services – Ann Carle**

**Cataloging/Processing:** Tech Services added over 900 fiction series labels on popular authors' books this month.

**Better World Books:** Nineteen discards were accepted this month.

### **Information Technology – Kate Butler**

**Online Services:** We had 41 songs downloaded and 332 songs streamed from our Freegal downloadable music service. We continue to promote this new service. Beginning October 12 we are offering access to 2 new databases on a trial basis for the next month: Fold3, containing U.S. military records, and Proquest Obituaries, containing over 10 million obituaries and death notices dating back to 1851. The trials will only work in the library via this link: <http://rmlnh.org/trials>

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**Evergreen:** Kate participated in Bug-Squashing Day (sponsored by MassLNC) in preparation for the release of Evergreen version 2.11. We will not update to this immediately, but will wait for another round or two of bug fixes first.

**Equipment:** Marguerite and Kate revamped the VHS-to-digital conversion station and updated the instructions so the station can now be (re)launched to patrons. Brian believes he has found a solution to the problems we have had using our imaging software on the new computers purchased over the summer.

**Visitor count:** We averaged 292 visits per day in September. Our highest count was 398 on Tuesday, September 27<sup>th</sup>, and our lowest was 150 on Saturday, August 13<sup>th</sup>. We recorded 7,604 visitors for September 2016.

### **Building Maintenance – Bob Gagnon**

Wells & Son installed a new water heater on September 1<sup>st</sup>. They also performed preventative maintenance on our rooftop HVAC units and boiler on September 8<sup>th</sup> per our contract. A new heat exchanger and flame sensors were needed and were replaced on September 15<sup>th</sup>. Since a "burn-in" of the new exchanger may smoke, Steve Dube from Hudson Fire put our alarm system on standby for this startup which was completed on September 21<sup>st</sup> before the library opened. A "high fire test" is awaiting two parts due in October. Royal Dion did our annual carpet cleaning beginning Labor Day weekend September 3-5 and will find the Children's Room October 2<sup>nd</sup>.

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### **Meetings and Staff Development**

Sep 9: NHLA CHILIS Board Meeting, Concord (Kristen)

Sep 13: Department Heads Meeting

Sep 15: TKI 3D printing demo (Staff)

Sep 16: Veterans Service Fair, Plaistow (Charlie)

Sep 20: Friends of the Library Meeting (Charlie)

Sep 21: Hudson Historical Society Lumberjack Show (Betsey, Amanda)

Sep 27: Department Heads Meeting; Mission Pointe Book Discussion, *The Good Earth* (Charlie)

### **Upcoming Events**

Oct 20: Selectmen's Budget Review, 7:00pm

Oct 21: Public Health Outreach Van, 1:30-3:30pm

Oct 24: Food is Your Best Medicine, 11:00am & 7:00pm

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Nov 3: NHLA Fall Conference and Business Meeting, Hooksett

Nov 5: Vietnam War Film Marathon, 9:00am-5:00pm

Nov 15: Friends of the Library Meeting, 7:00pm

Nov 16: NHLA Senior Services Group Meeting, Concord

Nov 23: Thanksgiving Eve - Close at 5:00pm

Nov 24: Thanksgiving - Closed

Nov 25: Day after Thanksgiving - Closed; Hills Memorial Library Open House, 3:00-5:00pm

Dec 3: Pictures with Santa, 9:00am-12:00 noon

Respectfully submitted,

Charlie Matthews, Library Director

**Non-Public Minutes**  
**October 19, 2016**

**Present:**

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

**Non-Public Session:**

Roll call to enter Non-Public Session at 7:12 pm.

Chair Rodgers distributed Director Matthews' performance evaluation to the Trustees for review. The Trustees discussed Laurie Jasper's resignation and asked Director Matthews to conduct an Exit Interview.

Having only received 3 applications for the Assistant Children's Librarian opening, the Trustees asked Director Matthews to repost it to the NH Library Jobline for another 2 weeks. The Director will also post an opening for a part-time Library Assistant.

***Trustee Creeden moved to accept Laurie Jasper's letter of resignation. Trustee Roy seconded. Motion passed 5-0.***

Laurie Jasper requested a meeting with the Trustees. Trustees Roy and Middlemiss agreed to meet with her and asked Director Matthews to make the arrangements.

Director Matthews stated that Library Page Brett Richardson will complete his 6 month probationary period on November 9<sup>th</sup> and will be eligible for a salary increase.

***Trustee Creeden moved to grant Brett Richardson an increase of \$.25/hour from \$8.25 to \$8.50/hour effective November 9, 2016. Trustee Kipnes seconded. Motion passed 5-0.***

**Adjourn:**

Non-Public Meeting adjourned at 8:10 pm and the Trustees returned to the Regular Meeting.

Respectfully Submitted,

Charlie Matthews  
Library Director