



TOWN OF HUDSON

Library Board of Trustees



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

Hudson Library Board of Trustees Approved Regular Meeting Minutes October 17, 2018

Present:

Trustee Robin Rodgers
Trustee Kara Roy
Trustee Barbara Blue
Trustee Donna Boucher
Trustee Linda Kipnes
Linda Pilla, Library Director
Angela Routsis, Selectmen’s Liaison

Called To Order:

Trustee Rodgers called the meeting to order at 6:00 p.m. and Director Pilla led the Pledge of Allegiance.

Public Input: None

Reports to the Board:

Motion by Trustee Roy to accept the Public Minutes of September 19, 2018 as written. Seconded by Trustee Blue. All in favor. Motion passed 5-0.

Motion by Trustee Blue to accept the Non-Public Minutes of September 19, 2018 as written. Seconded by Trustee Roy. All in favor. Motion passed 5-0.

Correspondence: None

Treasurer’s Report: It is going very well this year. We did get the verification and a statement from People’s Bank that the Zylonis funds have been transferred. As we move on and figure out how the investments are going to work, we will have more detailed information to report. We did have our budget meeting. We did ask for about a 1.4% increase in our budget. That mostly goes to our electric bill and the liability insurance that the town used to pay. As you know, we have put out a Warrant Article on the Ballot this year for a 2% raise which will help us get into the next phase of our Step Program which is a 5 year plan.

Trustee Rodgers would like to see everyone at the Budget Committee meeting which has been scheduled for November 26, 2018 at 7p.m.

Selectmen’s Liaison: Good job on presenting the library budget and hopefully budget gets passed.

Director’s Report: See attached.

Acceptance of Donations:

Motion by Trustee Kipnes to accept 1 book for the month of September. Seconded by Trustee Roy. All in favor. Motion passed 5-0.

Friend's Report: Tea with Queen Victoria went very well. The Friends had their pumpkin sale last Sunday. Unfortunately Connie Owen fell and was taken to the hospital. She is doing well, but won't be venturing out any time soon.

Department Heads Staff Meeting: Trustee Blue will attend this month's meeting.

Old Business:

IT Renovations: We met with Gary from Northpoint and he is very nice. He drew out a gorgeous design for the downstairs. There will be three work stations and a conference table area, lots of shelving, plugs, etc. This is a top-of-the-line design. Once the job has begun, it should only take about 3 weeks to complete. This space will be for the IT Department as well as having a place for other staff members to work off desk. Trustee Rodgers informed the Board if there were any changes that need to be made, now is the time to do it. We are still waiting for a price from Northpoint.

Hills Memorial Library Update: When we had the first initial meeting stating we wanted all the players to come in and make this a self-sufficient building, people came to the meeting from all different parts of the Town and it was wonderful. When we had the actual meeting to make this happen, it was library people and Angela Routsis, Selectmen's Liaison. I got to thinking that it is not really fair and I called the State Library Trustees Association and asked them, "Could the Budget Committee force us to fundraise to support this building"? Their answer was, "Absolutely not". They stated that it would need to be a "friend". Trustee Rodgers asked if there is anyone out there who wants to be our friend to come in and help make this building self-sufficient, we are very open to that. Last night at the Selectmen's meeting, Chairman Coutu stated it was working fine and why are we messing with it. Trustee Rodgers is unsure what the Budget Committee is going to say.

New Business

Trustee Calendar - Trustee Boucher looked at last year's operating schedule and looked at the calendar for 2019 and made the adjustments. New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day is a staff training day so the library is closed, the Wednesday before Thanksgiving is a 5:00 close, but not a holiday, Thanksgiving, the day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve 5:00 close. For the winter hours, Sundays 1-5, starting January 6 and running until April 14 because Easter is on April 21 this year.

Trustee Rodgers would like to discuss having the library's Sunday schedule follow the school calendar. This would mean starting Sundays in September and go through the school year then going right into the summer hours. If we are only open a dozen Sundays in the year, patrons are confused as to whether the library is or is not open. The reason we would want to have the library open on Sundays during the school year is because that is when kids have projects due. If we could afford it, could we next year follow the school calendar.

Director Pilla prepared a handout outlining Saturday and Sunday traffic in the library for 2017 and 2018. The numbers seem to be steady which merits another look. From a budget point of view, the

minimum number of staff that we can run the library with is 4. That would be 1 staff member in the Children's room, 2 staff members on Circulation desk and one staff member at the Reference desk. Theoretically, we could do 3, but that is really tight. If you got a few patrons who had questions and a phone call, it could be very difficult. Having set the calendar for 2019, this gives us a chance to open this as a dialog and find out what the patrons' needs are. We could go slightly shorter than the school year, from October until Memorial Day. A few possibilities for funding these hours would be to increase the budget. We are already open 65 hours per week which is one of the highest number of hours in the state. We could increase that by 4 hours and go to 69 hours, but the budget would have to go up significantly to pay for staff to come in. Another possibility is to pare back on hours somewhere else. We could do it by having a late opening or an early closing. Early closings would probably not work because that is when people who work during the day can come to the library.

Trustee Roy would like to see some data which would show the best times to possibly scale back on hours. Thursdays are typically quite. We could borrow some hours there by opening at 12:00 instead of 9:00 which would free up 3 hours. We could also open on a Saturday at 10:00 instead of 9:00. Trustee Boucher asked if there was anything prohibiting us from not having to pay staff time and a half for hours worked on Sunday. The decision to pay time and a half for Sunday hours predates the current Director. If we were open 7 days, we would need to be careful of staff burnout.

Trustee Kipnes feels that if we start opening the library at different times, it would get very confusing. We would be better off opening every day consistently.

The library will continue to operate during regular hours already in place and this issue will be readdressed before the beginning of the next fiscal year.

Motion by Trustee Boucher to accept the 2019 operating schedule including winter hours ending April 14, 2019. Seconded by Trustee Kipnes. All in favor. Motion passed 5-0.

Policy Updates: Financial Practices Policy Manual has been updated. A draft of this update has been provided to each Trustees for review. A vote to approve this document will be made at the next regular meeting.

Appreciation Policy: One of the discussions we had in June regarding retaining long term employees and encouraging them in ways alternate to increasing pay was to add on extra vacation days that could be accrued by someone attaining a certain level of seniority. The numbers that you approved back in June were that after someone had completed 5 full years at the library in the year following that 5th year anniversary as starting January 1, the Trustees voted to give 3 extra paid vacation days that have to be used in the calendar year of 2019. They cannot be sold back. They do have to be used in the year they are issued. After 10, 15, 20, etc. in the year following, you would get 5 additional vacation days. Trustee Kipnes made a few changes to that policy. After 5, 6,7,8 and 9 there would be 1 additional day and after 10, 11, 12, 13 and 14, there would be 1 additional day. These days do not get carried over, they do not get accrued, they have to be used in that calendar year and cannot be sold back. Director Pilla proposes that all employees who have worked more than 10 years as of this year would get the 5 bonus vacation days in the year 2019 to be used in that year and not carried over. For scheduling purposes, we would use part-timers to fill in.

Motion by Trustee Roy to approve vacation hours for those employees who meet the above criteria. Seconded by Trustee Blue. All in favor. Motion passed 5-0.

Trustee Comments:

Trustee Roy – I just want to reiterate, on November 6 get out and vote. I hope that the community supports our Warrant Article to help normalize our pay for our wonderful employees. Stop by the library, it is a wonderful place.

Trustee Blue – I would like to remind everyone that November 6 is Election Day. People have given their lives so we have the right to vote.

Trustee Boucher – I'm glad we are through the budget process and we are getting some new staff members and getting them acclimated to the library so they can help our patrons.

Trustee Kipnes – I just want to remind people how wonderful the library is and what a wonderful staff we have. They have wonderful ideas and great stuff for kids and adults alike.

Director Pilla – Hi Connie. We really appreciate the Friends of the Library. You guys are friends of the library as well as Trustees and it's just a wonderful thing. We really appreciate you and I am hoping that this year I get a chance to vote. I am very excited about this immigration process for myself. Thank you.

Non-Public Session:

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

Roll call vote

Trustee Rodgers – yes

Trustee Roy – yes

Trustee Blue – yes

Trustee Boucher – yes

Trustee Kipnes - yes

Motion by Trustee Roy to accept 5 new employees. Seconded by Trustee Kipnes. All in favor. Motion passed 5-0.

Motion by Trustee Roy to approve a \$.25 per hour raise for two Library Assistants who have completed their 6 month probationary period. Seconded by Trustee Kipnes. All in favor. Motion passed 5-0.

Our next regularly scheduled meeting is November 14, 2018 at 6:00 p.m.

Adjourn:

Meeting adjourned at 7:20 p.m.

Respectfully submitted,

Terri Cicia, Administrative Assistant

**Rodgers Memorial Library Director's Report
Activity for September 2018
October 12, 2018**

Personnel:

New Hires: Reference Librarian/Library Services Coordinator
2 new pages in Circulation
2 Library Assistants for Children's Room – we are fully staffed
Recommendations in non-public session.

Staff updates: One of our Library Assistants in the Children's Room has had her 6-month review.
Tanya Moesel is our new Young Adult Librarian – she has had groups of high school students coming into the library to write research papers.

NEWS: Budget hearing with Board of Selectmen is next week
Mystery Book Club to start up in November.
The Freegal subscription has been cancelled. It will cease to be available after Oct.31.

Adult Services - Amy Friedman

Special Events

Fantasy Football Workshop: Sep 1, 2018 Jayson Crosby, host of the brand new Fantasy Football Radio show which airs each Sunday at 12:00pm - 1:00pm on Nashua's WSMN 1590AM presented a program on Fantasy Football. We had had a request for a program on the topic but this program was planned last minutes and was held on Labor Day weekend so only 3 people attended. I think we should try again sometime with more notice at a better time.

DCU Free Concert Series: Sep 8, 2018 Anita Best, renowned Canadian folklorist and traditional singer presented songs and stories of Newfoundland. **47 people attended**

Beginning Quilt Making, 5 Week Course: The library is half way through a 5 week beginning quilt making class on Tuesday nights from 6-8 PM starting September 25. The class is being taught by patron Cindy Westhoff. Patrons have paid \$50 to benefit The Friends of the Library of Hudson, NH. Students have brought their own fabric and sewing machine. A group of local quilters made a donation of fabric they had inherited from a member of the group for use by the class. **12 (max. class size) registered**

The Most Effective Exercise: Sep 24, 2018 Dr. Ernest Caldwell, D.C. presented this program to introduce you to a series of exercises specifically chosen to strengthen and balance your body's muscles based on the needs of people in our society today.

Retreat to Write: Sep 29, 2018 9:30-4:30 Diane Mackinnon, Master Life Coach, facilitated this retreat. \$25 fee for this workshop This fee included morning coffee, a box lunch, and some Writer's Swag! **4 people**

attended.

Regularly Scheduled Adult Programs

Community Room Art Exhibit: In September painter Amy Roberts exhibited her work in the community room

Book Discussion Groups:

Afternoon: Amy leads this group. They meet on the third Tuesday of each month at 1:30. September's book was "The Secret Chord" by Geraldine Brooks. The group loved her previous books but many didn't like this one, too violent and not as much character development as usual. **8 people attended**

Evening: Gina leads this group. They meet on the first Thursday of each month at 7PM. They discussed "Lilac Girls" by Martha Hall Kelly. **5 people attended**

Cinema Celebration: Sponsored by "The Friends of Hudson Library." Second Monday of each month at 2:00PM and 6:30PM. This month's film was Chappaquiddick. **8 people attended the afternoon show**
5 people attended the evening show

Cookbook & Recipe Club: Gina leads this club. This month's theme was pizza from *The Elements of Pizza* cookbook. **4 people attended**

Drop in Stitchers: This weekly program on Friday mornings from 9:30-11:30 is hugely popular. People are invited to come to the library community room with their needlework projects to share company and ideas. **111 people attended**

Free Family Film: Sponsored by "The Friends of Hudson Library." Fourth Saturday of each month. This month's was Lego DC superheroes: Aquaman, Rage of Atlantis. **4 people attended**

Genealogy Club: The Genealogy club meets on the second Friday of each month at 1:30. Reference assistant Roger Schwitalla facilitates the genealogy programs. This month they had a speaker from the NH State Historical Society talking about their genealogical resources. **27 people attended**

Geopolitics in Today's World Thursdays from 11:00-1:00. Presenter John Penasack has been facilitating the popular "Geopolitics and Conflicts" program for the Rivier Institute for Senior Education and is now bringing this related program to the library. **41 people attended**

Group Singing: Fairview Healthcare: one hour in Laurel Place assisted living and one hour in the memory care unit. We have created large print songbooks for this program. **37 people participated**

Life Coaching Event: Diane MacKinnon, M.D, Master Life Coach, presents a different life coaching topic each month, on the second Tuesday at 7. This month's topic was "Mindfulness for Pain Relief".

24

people attended

Lithuanian Cooking Class: Chef Oonagh Williams offers a monthly Lithuanian Cooking class, usually on the third Saturday at 1 p.m. The Zylonis family sponsors this program. Oonagh prepares food for up to 50 people. **11 people attended**

Monthly Writing Group: Diane MacKinnon, M.D, Master Life Coach facilitates this group. They meet on a Friday in the study room. **3 people attended**

2018 Reading Challenge: July 1, 2018 to June, 2019. The Friends of the Hudson Library have offered \$100 towards reading challenge prizes

Publicity/Outreach: Weekly programming information updates to local newspapers. HCTV slide show of all programs. Amy tapes a segment on upcoming events for HCTV. Library calendars are posted at the Hudson Senior Center. Programs are listed in our newsletter, on our website and on the bulletin boards. Big events like concerts and NH Humanities programs are on various online calendars and are "boosted" on the RML Facebook page which has over 800 people who "like" us. Staff members participate monthly in WSMN Radio's "Books and Crooks" program.

Displays: Our multi-tier book display unit for the lobby displays the newest titles. One the shelves above the newspapers holds a display on "Answering Life's Big Questions" On the far BCD there was a display of Science Fiction and Fantasy Books. The display shelves facing the Circulation Desk had a display of books about and/or set in Paris.

Programming Statistics

Community Room: Programs 38, Attendance 518

Adult Programs: Programs 25, Attendance 376
 Study Room Use: Sessions: 87 Attendance 205
 Unable to book room: 6
 Booked but not first choice: 1
 Bumped from room: 4
 Genealogy Requests: 0
 Tests Proctored: 1

School Outreach and YA Services – Tanya Moesel

Tanya took over teen services after James left. Teen programming was suspended for August and September. Tanya has used school outreach opportunities to get to know students and assess the types of programs they want and need before kicking off teen programming in October. The D&D group continues meeting independently in a study room. Tanya spent September reaching out to schools to find ways to collaborate and get to know students better. This will help her to assess what teens want and need and how the library can work toward meeting these needs.

School Outreach Events:

Alvirne High School: English classes from Alvirne visited the library **eight** times in September. Several classes came more than once to use databases, laptops, study rooms, and the nonfiction collection. We opened the library early on four occasions to allow students to visit during their class time.

Hudson Memorial School: Tanya visited Hudson Memorial School with a “Make and Take Activity” in the library during FOCUS. Students made magnets for their lockers using the button making machine. It was a big hit--especially considering that no one signed up for the activity. Once they saw the samples, they jumped right in.

Hills Garrison School: Curriculum Night Event 9/20: Betsey provided programming for students while their parents attended Curriculum Night. This event was well received by parents and staff. The principal was especially pleased since parents could come without worrying about childcare. At this event we were able to give out the science books Granite Subaru donated to all the 2nd and 3rd grade teachers.

Nottingham West Elementary School: Curriculum Night Event 9/20: Linda manned a table in the lobby of the school during Curriculum Night and engaged with staff and parents. She was able to give out the science books donated by Granite Subaru to all the 2nd and 3rd grade teachers. The gift was well received by all.

Staff/ Administration Meetings:

Alvirne High School: Tanya met with the AHS librarian to find ways to connect with students. The plan is to highlight the Makerspace in the high school library on Tuesdays in October so as to build relationships with students and let them know about programs and events at Rodgers Library. Tanya will also visit the cafeteria to promote the public library and the Teen Takeover program which will kick-off again in October.

Hudson Memorial School: Tanya met with the school librarian to discuss ways Rodgers Library can support HMS. It seems that afterschool or during the school-wide FOCUS is the best time to plan library collaboration.

Hills Garrison School: Tanya met with the school librarian to discuss ways Rodgers Library can support HGS. The librarian took some ideas to the staff meeting. The second grade team contacted Tanya to set up a field trip in October.

Nottingham West Elementary School: Tanya met with the second grade teachers to discuss ways Rodgers Library can support NWES. The teachers were very pleased with the field trip to Rodgers Library in May and wanted the same field trip for their new second graders, but in the fall. At this meeting, the team planned a librarian visit in November for a story and STEM project related to their Native American unit.

	Events	Attendance	Cards Issued	Staff Meetings	#Staff
High School	8	193	88	1	1
Middle School	1	12	n/a	1	1
Elem. Schools	2	100	3	2	2

Circulation Department - Kristen Paradise

Circulation:

Circulation for September was down 20% from August 2018 and down 13% from September 2017. Total foot traffic for September was 3,374 visitors, an almost 14% decrease from August 2018 and down 52% from September 2017. The new People Counter software has continued to prove challenging to set up. Vicky has recently received new protocols and hopes to get it fully functional in the near future. We issued 147 new patron cards.

We currently have 2 patrons utilizing our Books by Mail Program.

A total of 82 outgoing fax transactions were sent according to the log of transmissions from the Ricoh printer.

Downloadable eBooks, eAudiobooks, Freegal

Patrons checked out 684 eBooks, 706 eAudiobooks, and 9 ePeriodicals.

Freegal had 618 downloads and streamed 473 mp3s/videos. There were 3 new active Freegal users this month.

Notary Service(s): 25

Hours: The library was open 262 hours and closed for 12 hours in observance of Labor Day.

News: Michele Ricca joined us as the new Interlibrary Loan Librarian. She incorporated Amazon and Goodreads extensions, among others into the ILL request process. These online resources/companies can list selected libraries in the state that own a particular title with links to those libraries. This should streamline the request process.

Children's Services - Betsey Martel

Programs: Toddler Time,
Heroes & Monsters: Tales from Around the World,
Family STEM Night,
Story Time,
Foods of the World,
Pokemon Club,
Sensory Playtime,
Playful Pets,
Care of Magical Creatures,
Nature Storytime,
Book-a-palooza,
Busy Bees
Comics Club

Totals

Programs-57

Attendance-468

Programming started this month. We have added and changed a lot of programs. Some of the new programs are Playful Pets- which culminates with the kids taking a tour of the Nashua Area Humane Society in October, Comics Club- kids drop in to explore graphic novels, comics and drawing; Nature Storytime- takes place outside (weather permitting) and they do nature activities.

So far Pokemon, STEM and Storytimes bring the most kids to the library.

We are trying to get the timing right for programs in the afternoon, but so far have not found the perfect way to make it happen. We had a visit from the local coordinator for afterschool

programs in Hudson, and we talked a bit about collaborating to have us visit them, and how they could get to us.

Projects:

We continue to reorganize our space and collections. We purchased new library cards for Library Sign-up Month- ALA’s spokescharacter is “The Incredibles”. We planned our Halloween programs, **Tiny Tots Parade and Little Goblins Fair** for the day of Halloween this year. We also started working on how to circulate the Halloween costumes we have collected over the past two years.

Christopher, who has volunteered at the library for two years was hired as our new page!

Volunteers:

Kaviya, Kyron and Robert are continuing to volunteer this fall, but they are here less often since school has started.

Information Technology Report - Vicky Sandin

Maintenance

Routine Maintenance:

In September, IT staff responded to 25 staff and patron requests for immediate assistance. 60 additions and changes were made to the website.

Non-routine Maintenance:

People Counter – The new people counter software has been installed, and it appears to be working. Vicky still needs to watch tutorials on how to aggregate data.

Google for NonProfits (GFNP) – After time spent working out the kinks, GFNP is ready to go. Brian is investigating how best to migrate our Outlook email data to Gmail, and also working on pointing our domain to Google.

Evergreen 3.1.5 up and running – We upgraded our ILS to the latest version of Evergreen: 3.1, on Thursday, October 4. Other than some issues with receipt printing, the upgrade has gone fairly smoothly.

Patron Services:

Library of Things: The LoT has proved very popular – the Roomba and hot spots are continuously checked out.

We still plan to add an Echo Dot, the Seed Library, the Telescope, the Kindle Fires and the Makey-Makey kits. Also plan to add the OBD II Scanner/Code Reader and a Roku. We hope to have those added by November.

Technical Services – Ann Carle

Attended interviews for the reference position.

Chris started training Debra (our new volunteer) to process materials. She’s doing very well.

Played with reports to simplify Technical Services monthly statistics.

Cleaning up the Evergreen database records.

Marguerite did a reports overview with Kristen and Tanya-newbies to the Evergreen reports module.

Spent time with patrons having genealogy questions.

Gave Michele Ricca a safety tour of the building.

Titles added to Evergreen	328
Overdrive titles added to Evergreen	861
Items added to Evergreen	630
Titles deleted from Evergreen	91
Items deleted from Evergreen	176
Changes to records in Evergreen	39
Mending	31
Better World Books	43

Sept. 18: IT meeting (Linda, Vicky, Ann, Brian, Marguerite)
Sept. 20: dept. heads meeting

Workshops & Meetings:

NELA Conference: October 21-23, Rhode Island

NHMA Annual Conference: November 14 & 15, Manchester NH

Respectfully submitted,

Linda Pilla, Director