



TOWN OF HUDSON

Library Board of Trustees



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Hudson Library Board of Trustees Approved Regular Meeting Minutes December 19, 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 Trustee Roy led the Pledge of Allegiance.

Public Input: None

Reports to the Board:

Acceptance of the November 14, 2018 Meeting Minutes will be tabled until the next regular meeting due to a computer issue which prevented all Trustees from receiving documents prior to meeting for review.

Correspondence: None

Treasurer's Report: There really isn't much. We are all switched over to People's and we are now receiving statements. Otherwise everything is moving along fine. Electricity line item will potentially be going over, but we knew this at the beginning of the year.

Selectmen's Liaison: None

Director's Report: See attached.

Acceptance of Donations:

Motion by Trustee Roy to accept a \$100 general donation from the Rotary Club, 500 tote bags from the Hudson Lions Club, 5 books, 6 DVDs and 2 CD. Seconded by Trustee Boucher. All in favor. Motion passed 5-0.

Friend's Report: The Friends helped with Santa's visit which was very successful. They also decorated the Rodgers Library for the holidays. The Friends have set aside funds for a few purchases for the library.

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

Old Business:

Personnel Manual: Approval of manual will be tabled until the next regular meeting due to a computer issue which prevented all Trustees from receiving documents prior to meeting for review.

IT Renovation – Trustee Rodgers spoke with Gary and went over the proposal. There are a few items that are not included in the proposal, such as, a backup generator to tie into the new location. Trustee Rodgers stated that this was a must since it is a technology room. Gary stated that he would figure that into the proposal. Carpeting and drywall going down the stairs is not necessary, but when you enter the downstairs area, there will be drywall. There will be a locked door leading into the space with three workstations with all the necessary plugs, a conference area which will allow for continued growth since technology is only going to grow. The price is pretty high, but Gary said they would work with us.

Trustee Roy would like to review the contract prior to taking a vote.

A vote on the IT renovation proposal will be tabled until next regular meeting in order for the Trustees to review proposal prior to vote.

Memorandum of Understanding (MOU): This agreement with SAU is due to expire in January, 2019. Trustee Rodgers and Director Pilla had a meeting with Larry Russell and Karen Brunell and they are 100% with us. They do not want to change anything. Director Pilla will look into the best way to handle the Hills calendar. Currently there is not an on-line calendar. Putting the calendar on-line will possibly increase the usage of the building. Currently Kathy Vallencourt handles the calendar scheduling.

The Memorandum of Understanding currently does not state who is responsible for the inside of the building and who is responsible for the outside of the building. This has always been a verbal communication between SAU and the library. Right now, the SAU takes care of the inside of the building and Rodgers Library takes care of the outside of the building. However, the school department does plow the parking lot. The MOU does not list the users of this building which will need to change since there are many more users of this building now than when the original MOU was drafted. We will list all the people, departments and contact information in the new MOU. Trustees will review the current agreement and get back to Director Pilla with any additions/changes they would like to see and she will notify the SAU so a new MOU can be drafted.

There are new fiber optics in the building and we have been in contact with the cable department and are the next to be upgraded. This will probably take place sometime in January.

The SAU has been made aware of the problem with the heat and it not being turned back down when meetings are concluded. The SAU has assured us they will keep a close eye on this from this point forward. The system in the building is old and will not support a smart thermostat. Director Pilla will look into other options for some type of programmable thermostat.

Accident Report will be addressed in Non-Public session of this meeting.

Advertising Agenda: Last year we were very successful with our campaign to write letters to the Editor for 5 weeks leading up to the vote. Trustee Rodgers will be scheduling a meeting with Len Lathrup at Area News to discuss advertising, but in the meantime, she has created a schedule for Library Trustees to submit their letters to the Editor. Trustee Rodgers would also like to see more

presence on social media. Parents of Hudson and NH 2.0 are pages that have a lot discussion about Hudson issues.

Trustee Comments:

Trustee Blue – I would like to wish everybody a Merry Christmas and Happy New Year and I hope everyone will continue to support our library. Also, I will be missing the next meeting because I will be in Hawaii.

Trustee Kipnes – I would also like to wish everybody a Happy Holiday and keep coming to the library.

Trustee Boucher – I’m looking forward to reading many books through the holiday season and there are a lot of great holiday titles in the library and I’m looking forward to not having any snow during that time and Barbara gets to have a blue Hawaii.

Trustee Roy – Happy Holidays to everybody. Please keep coming to the library because we have a lot of great things going on. There is a calendar on the website. There is a new suggestion box at the library and we welcome everyone to use it.

Selectmen’s Liaison, Angela Routsis – Happy Holidays and Merry Christmas and I hope everyone has a great New Year.

Director Pilla – I would like to jump ahead a little bit. You guys know how much I value these Trustees hear and two of them have a term which will be ending. On Trustee has indicated she won’t be running again. I’ve heard whispers that the other may or may not be running again. It comes down to we need people who are interested in the library and are willing to run as a Trustee. If this is something that appeals to you, please contact me at the library. I have some documentation I can give you that shows you that kind of things the Trustees are responsible for and you can have a chance to have a voice in running an institution that is truly a wonderful one. Please give me a call. 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

Our next regularly scheduled meeting is January 16, 2019 at 6:00 p.m.

Motion by Trustee Roy adjourn. Seconded by Trustee Blue. All in favor. Motion passed 5-0.

Adjourn:

Meeting adjourned at 7:20 p.m.

Respectfully submitted,

Terri Cicia, Administrative Assistant

Rodgers Memorial Library Director's Report - Activity for November 2018

Personnel:

New Hires: The response to the job listing on Indeed.com was huge – we had 80 applications for the part-time positions. Unfortunately we have yet to find a person who has both the background and the schedule availability – the search continues.

News: Wrap-up hearing with the Budget Committee is scheduled for Wednesday January 2, 2019

Adult Services - Amy Friedman

Special Events

New England Lighthouses and the People Who Kept Them: NH Humanities program sponsored by Friends of Hudson Library. Saturday, November 3, 2018. Jeremy D'Entremont presented this program. **25**

attended

Learn to Zentangle: Zentangle Teacher and life coach Diane MacKinnon presented this workshop on November 8. There is a \$10 materials purchase fee for the special pens and paper. **16 attended**

DCU Free Concert Series: Sponsored by Digital Federal Credit Union. November 10, 2019, Jamie Feinberg and Malcom Ross Boyd presented "Splish Splash: A Journey Through the 50s, 60s, and 70s." **65 attended**

Introduction to Meditation Techniques: Meditation instructor Julie Hartman offered this program free of charge. Thursday, November 29, 2019. We will have another session in February during the day for people who don't drive at night. **19 attended**

Regularly Scheduled Adult Programs

Community Room Art Exhibit: In November mixed-media artist and photographer Rebecca Killeen-Brown and painter Mark Fountain exhibited in the community room. Reception on November 3.

20

attended

Book Discussion Groups:

Amy's Afternoon Group meets on the third Tuesday of each month at 1:30. This month they read "*The Girl with Seven Names*" a memoir of escape from North Korea by Hyeonseo Lee. **6 attended**
It was a snowy morning, some regulars didn't want to come out.

Gina's Evening Group meets on the first Thursday of the month at 7PM. This month they discussed the memoir *Hillbilly Elegy* by J.D. Vance. **4**

attended

Cinema Celebration and Free Family Films are sponsored by the Friends of the Library
Cinema Celebration's November film was *Won't You Be My Neighbor* the documentary about Mr. Rogers. **4 attended in the afternoon and 6 attended in the evening**

Free Family Film for November was *Hotel Transylvania 3*. **2 attended**

Cookbook & Recipe Club: Gina facilitates this club. This month's theme was Thanksgiving side dishes. The participants had two cookbooks to choose recipes from. **8 attended**

Drop in Stitchers: Weekly on Friday mornings from 9:30-11:30. **99 attended**
Genealogy Club: Second Friday of each month at 1:30. Reference Librarian Mark Stawecki now leads this program. This month speaker Cathy Bence from the Dracut Public Library spoke on *Getting the Most Out of Ancestry.com*. **34 attended**

Geopolitics in Today's World: Meets weekly on 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. **35 attended**

Group Singing: Meets the third Monday of each month at Fairview Healthcare. We spend one hour in Laurel Place Assisted living and one hour memory care unit. **36 attended**

Life Coaching Event: Meets second Tuesday of each month. Certified Life Coach Diane MacKinnon, M.D. presented "How to Motivate Yourself Effectively". **13 attended**

Lithuanian Cooking Class: Sponsored by the Zylonis Fund. Chef Oonagh Williams offers a monthly Lithuanian Cooking class for up to 50 people. **22 attended**

Monthly Writing Group: Monthly on Friday - Study Room 2. Diane MacKinnon facilitates. **2 attended**

Reading Challenge: The yearlong Reading Challenge continues. The Friends of the Library will donate \$100 towards reading challenge prizes. Already we have patrons enthusiastically plowing through the list.

Displays:

Multi-tier book display - newest books.
Shelf above the newspapers - "I Mustache You to Check out These Books"
BCD stack - WWI materials in honor of the 100th anniversary of the Armistice.
Display shelf facing the circ desk - "Memorable Memoirs"
Small table - fiction and nonfiction books and films about Thanksgiving

Programming Statistics

Community Room: Programs 47, Attendance 615

Adult Programs: Programs 28, Attendance 446

Study Room Use: Sessions: 69 Attendance 138

Reference Report - Mark Stawecki

Databases

Most of the EBSCO databases increased in sessions since October, averaging an increase in the 4-8 range. The largest was Newspaper Source, which went from 36 to 45 sessions. Notably, Access Newspaper Archive increased from 1 to 11. It may be worth comparing these numbers to those in print to see if the print versions are decreasing in use.

The searches have small fluctuations. Both of the Hobbies & Crafts databases decreased significantly from last month. Academic Search Premier increased from 55 to 72.

The following have no use indicated from July to November:

- Book Index with Book Reviews
- Columbia Encyclopedia
- MasterFILE Premier – Publications
- Topic Overviews K-5

If this continues into Spring 2019 we should consider not renewing.

PC Usage: Total session for PCs decreased by 184, but guest pass users increased by 122. It could be that more card holders showed up without their cards and used guest passes instead.

Teen Services/School Outreach – Tanya Moesel

Summary

Makerspace Conference with AHS Librarian

<i>Meetings</i>	<i>1 meetings</i>	<i>2 people</i>
<i>Outreach</i>	<i>19 events</i>	<i>422 people</i>
<i>Teen Services</i>	<i>4 events</i>	<i>27 people</i>

Teen Services

Teen Takeover

Teen Takeover continued on Wednesdays this month. Tanya opens the Community Room for teens to hang out in a safe space with snacks, video games, board games, and a maker activity. Teens who have come have been enthusiastic. Hopefully word will spread about this opportunity, especially through school outreach.

11/7	5 people
11/14	8 people
11/21	Thanksgiving Break
11/28	5 people
Total	18 people

Zombie Doll Program 11/1

Teens gathered in the community room to turn old dolls into zombies. We used acrylic paint to paint the dolls' skin, hair, and clothes. Some teen were really into it--cutting off limbs, shredding clothing, and painting brains. Tanya plans to do this program again next October to coincide with Halloween.

Total **9 people**

Future Programming

Teen takeover will continue on Wednesdays and we will provide at least one other teen program each month.

December	Gingerbread Houses
January	Teen Paint Night (with Caroline Bonsaint, AHS Art Teacher)
February	Looking into a big event during February vacation, possibly laser tag

Collection

Tanya is slowly weeding the collection to allow space for new books as well as displays. This month, the new books were all displayed with book talkers.

School Outreach

Alvirne High School

Meeting 11/26

Tanya met with Suzanne Richards to discuss the possibility of a program outlining the college admission process for college bound students and their families. Tanya is looking into how to draw the intended demographic to the program. Suzanne is working on a firmer outline of what information will be included.

Makerspace Conference 11/6

Tanya attended a conference with Kathy Bouchard, the AHS librarian, entitled "Makerspaces: Creating Motivating, Engaging, Work Spaces for Your Library." Kathy and Tanya hoped to find ways to improve the collaborative makerspace at Alvirne. The time was spent getting to know each other better, establishing common goals, and brainstorming ideas for the AHS makerspace. Tanya and Kathy look forward to continuing this mutually beneficial project.

Library Makerspace

The AHS librarian and staff, especially the English department, are very excited about this collaboration opportunity. Tanya is building relationships with high school students through maker activities every Tuesday. The pass system has changed again, so it's hard to evaluate how our numbers relate to the projects we are doing. Tanya is working with Kathy Bouchard to find better ways to promote the projects with students.

11/6	n/a	Makerspace conference
11/13	18 people	bookmarks
11/20	n/a	Tanya @ NWES for Outreach
11/27	5 people	paper snowflakes (Kathy out sick)
Total	23 people	

Hudson Memorial School: Tanya has arranged for an outreach event during FOCUS every other Thursday. Tanya and Rebecca Orcutt, the HMS librarian, are looking for ways to include all students, not just those who frequent the library. Through Joy Whitaker, Tanya arranged for Rebecca Decker's FACS classes to build the gingerbread houses for December's Gingerbread House program.

11/1	22 people	RML promotion & bookmarks (Joy Whitaker, 7th grade English)
11/15	4 people	bookmarks in library (The librarian forgot to promote this activity while she was overwhelmed with the book fair she was running.)
11/29	12 people	paper snowflakes with Rebecca Decker (FACS teacher)
Total	38 people	

Hills Garrison School:

2nd Grade Field Trips

Tanya visited HGS to provide a story and STEM activity connected to the Native American Social Studies unit. Students were learning about the Iroquois. Tanya read an Iroquois folk tale around a pretend campfire. Then students carved a dugout canoe from a bar of soap and floated it on a "pond". All five second grade classes participated.

11/1	55 people	2 1/2 classes
11/2	57 people	2 1/2 classes
Total	112 people	5 classes, 2 programs

3rd Grade Field Trips

All five third grade classes visited the library for an orientation. Tanya talked about the collection and programs, led a scavenger hunt, and read a story. Teachers gave very positive feedback. Tanya and the third grade team are planning a STEM activity to go with the simple machines unit in March.

11/14	20 people	
11/14	21 people	
11/16	20 people	

11/28 21 people
11/21 21 people
Total 103 people 5 classes, 5 programs

Nottingham West Elementary School:

2nd Grade Field Trip

Tanya visited NWES to provide a story and STEM activity connected to the Native American Social Studies unit. Tanya read an Iroquois folk tale around a pretend campfire. Then students carved a dugout canoe from a bar of soap and floated it on a “pond”. All seven second grade classes participated.

11/19-20 146 people 7 classes, 7 programs

Circulation Department- Kristen Paradise

Circulation:

- The adult circulation for November was down by 10% from October and down 1% from November of 2017.
- Total foot traffic for November was **3,033** visitors, and was down 53% from November of last year.
- We issued **55** new patron cards.
- We currently have **2** patrons utilizing our Books by Mail Program.
- A total of **70** outgoing fax transactions were sent according to the log of transmissions from the Ricoh printer.

Downloadable eBooks, eAudiobooks

- Patrons checked out **666** eBooks, **684** eAudiobooks, and **10** ePeriodicals.

Notary Service(s): 39

Hours:

- The library was open **212** hours and closed for **36** hours in observance of the Thanksgiving holiday.

News:

- Wondering if the consistent result of half the foot traffic in the library since the month of June is the result of a change in how we count the number of people entering the building.
- Michele will be updating exercise DVDs.
- Kristen has begun visiting Fairview Nursing Home again.
- Glenna will be wintering in Florida. We are currently in the process of hiring one or two new Library Assistants.

Children’s Services - Betsey Martel

Programs:

Toddler Time
Story Time
Pokémon Club
Sensory Playtime
Playful Pets
Care of Magical Creatures
Nature Storytime
Book-a-palooza
Busy Bees

Comics Club

Totals:

Programs- 45

Attendance-255

Programs: Attendance trickled off quite a bit this November. Story Time continued at a regular level of attendance, as did Hudson Hogwarts. When we start to plan for February we will definitely be reevaluating what worked and what didn't.

Projects: A lot of November was spent planning and preparing for December's holiday activities. We planned one different activity for each week in December.

We were contacted by Hills Garrison to entertain kids during parent teacher conferences again this November. We had about 20 kids participate.

We were invited by Margaret St. Onge of the Lions Club to participate in the activity after the tree lighting for the town. Linda and I attended and gave out books to lots of kids!

Conferences: Molly met with the past treasurer of CLNH and will be attending monthly meetings beginning in December.

Volunteens: With school back in full swing, we do not have any regular volunteens, but the Leo Club from Alvirne High will be volunteering for Pictures with Santa.

Information Technology Report – Vicky Sandin

Maintenance

Routine Maintenance

In September, IT staff responded to **35** staff and patron requests for immediate assistance. **83** additions and changes were made to the website.

Non-routine Maintenance

Large Monitors Purchased - Brian has purchased three new 24" monitors; two for the Children's department and one as a spare. At least one extra monitor is necessary since tech services staff and circulation staff requested two monitors for each desk and spare monitors were used to fill the demand.

New People Counter - The new people counter has been correctly configured. After running some preliminary testing, we plan to have it ready to use at the beginning of the year, in time to calculate January 2019 stats and later.

Patron Services

Library of Things - The new Roomba has arrived, and will be added to the collection. Since the plastic carrying case broke, the library invested in two Pelican cases to transport the Roombas, which will protect and house the Roombas in foam and encase the devices in an airtight and watertight molded heavy-duty plastic carrying case.

Databases - Marguerite has taken over database duties. She is currently following up on several accounts that claim their website can be accessed from a computer outside the library, but that does not seem to be the case. She is following up on these discrepancies with each vendor.

Miscellaneous

Exploring ILS Options - After discussing the myriad issues with the web version of the Evergreen web cataloging module, it was suggested we explore other options. There are several NH libraries that use Koha, another open source alternative to Evergreen. Koha offers several benefits over Evergreen, namely:

- **Created for smaller libraries.** Koha was promoted as an alternative to Evergreen, which was created to meet the demands of large library academic and public consortia. As a stand-alone library, Evergreen is too large, cumbersome and complicated for our current needs, whereas Koha, with its stripped-down features and limited extendability, would meet our needs much more effectively than Evergreen.
- **Local support.** The NH libraries using Koha (the closest being Peterborough, Portsmouth, Pelham, Plaistow, and Litchfield) are members of the local NHAIS and are therefore supported by the state library. Being able to seek advice and support from neighboring libraries regarding any issues with Koha would prove a huge benefit, since presently Rodgers is the only ILS in the area using Evergreen.

Vicky, Ann and Betsey visited the Peterborough Town Library on Nov. 30 and were given a tour of the building and of both the Koha circ and cataloging modules. The circ module offered more features and a more streamlined interface than Evergreen, but Ann was not satisfied with the cataloging module. We plan to visit the Portsmouth Public Library in January to see if the Koha cataloging module can be customized to fit user needs.

Technical Services - Ann Carle

Technical Services:

Karen Nappo has joined our team working roughly 8 hours per week, when she is available. She volunteered for this department in the past so some procedures were familiar.

Chris Sweeney trained Karen how to prescreen withdrawn books on the Better World Books website, repair books and process materials.

The department staff are still struggling with the Evergreen upgrade. Sometimes we have the cloud and XUL versions open at the same time because the cloud version can't handle a task. Marguerite is keeping a log to report problems to Equinox.

Titles added to Evergreen	212
Overdrive titles added to Evergreen	382
Items added to Evergreen	276
Titles deleted from Evergreen	411
Items deleted from Evergreen	694
Changes to records in Evergreen	225
Mending	59
Better World Books	54

Workshops & Meetings:

Nov 1: department heads meeting

Nov 13: special department heads meeting

IT meeting (Linda, Vicky, Ann, Brian, Marguerite)

Nov 15: department heads meeting

Nov. 29: Peterborough Public Library to look at Koha (Vicky, Betsey, Ann)

Nov 14 & 28: Town Department Heads meeting – Linda attended

Nov 14: Merri-Hill-Rock November workshop and meeting – Linda attended

Respectfully submitted
Linda Pilla, Director