



TOWN OF HUDSON

Library Board of Trustees



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Hudson Library Board of Trustees Approved Public Meeting Minutes For March 29, 2023

Present:

Trustee, Mary Guessferd, Chairperson
Trustee, Florence Nicolas, Vice-Chairperson
Trustee, Donna Boucher, Treasurer
Trustee, Karen Bohrer, Member-At-Large
Susan Gould, Alternate Trustee
Linda Pilla, Library Director
Kara Roy, Selectman's Liaison

Excused:

Trustee, Erin Henderson, Member-At-Large

Call to Order: Trustee Boucher called the meeting to order at 6:00 p.m. and led the pledge of allegiance.

Election of Officers:

Motion by Trustee Boucher to nominate Trustee Guessferd as Chairperson for the Library Board of Trustees. Seconded by Trustee Nicolas. All in favor. Motion passed.

Motion by Trustee Boucher to nominate Trustee Nicolas as Vice-Chairperson for the Library Board of Trustees. Seconded by Trustee Guessferd. All in favor. Motion passed.

Motion by Trustee Guessferd to nominate Trustee Boucher as Treasurer for the Library Board of Trustees. Seconded by Trustee Bohrer. All in favor. Motion passed.

Public Input: None.

Reports:

Motion by Trustee Boucher to accept the Public and Non-Public Minutes of February 15, 2023. Seconded by Trustee Nicolas. All in favor. Motion passed.

Correspondence: Correspondence from Jennifer Bruneau from NELA informing us that Tanya Moesel has received \$250 scholarship to attend NELLs.

Treasurer's Report: Trustee Boucher reported that there are plenty of funds to support the remaining fiscal year.

Acceptance of Donations:

Motion by Trustee Boucher to accept the sum of \$7,000 in donations. Seconded by Trustee Nicolas. All in favor. Motion passed.

Liaison's Report: Congratulations to all those who are newly elected. The budget passed. I appreciate all the people who ran because I know it is difficult. The clerk's position has been split which is going to be a big help and much more efficient.

Director's Report: See attached.

Friends Report: We had our meeting last week. We are still trying to figure out ways to increase membership. We absolutely love the library.

Department Heads' Meeting: The Department Heads' meeting is scheduled for tomorrow at 1:30 p.m.

Old Business: None

New Business:

By-laws Review and Update:

Trustees reviewed and updated the By-laws.

Motion by Trustee Nicolas to accept the By-laws as amended. Seconded by Trustee Boucher. All in favor. Motion passed.

Trustee Comments:

Trustee Boucher: It's been a wonderful meeting and welcome to Karen Bohrer who has joined the Board. Congratulations to Trustee Guessferd for becoming the new Chairperson for the Board and Trustee Nicolas for becoming the Vice-Chairperson.

Trustee Bohrer: I'm delighted to be here. Congratulations to Trustee Guessferd, Trustee Nicolas and Trustee Boucher for their appointments. I will watch and learn perhaps. I'm looking forward to my orientation at RML.

Trustee Nicolas: Welcome Karen. It's a pleasure to have you. Thank you for joining us. It's a great honor to sit on this Board.

Alternate Trustee Gould: I just want to welcome all those who have been newly elected. I'm still learning every day and thank you all for everything you do.

Trustee Guessferd: Thank you for the appointment and welcome Karen. Everything is going so well at the library and I'm thrilled to see it. There are so many new activities and programs going on. There is something for everybody. Read a book.

Next meeting is scheduled for April 19, 2023.

Consideration to enter into Non-Public Session.

Motion by Trustee Guessferd to enter into Non-Public Session at 6:51 p.m., in accordance with RSA91-A:3 II (a), the dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.

Roll Call Vote

Trustee Boucher – Yes

Trustee Guessferd – Yes

Trustee Bohrer – Yes

Trustee Nicolas – Yes

Returned to Public Session at 7:15 p.m.

Meeting adjourned at 7:20 p.m.

Respectfully submitted,

Terri Cicia
Reporter
Rodgers Memorial Library

Rodgers Memorial Library Director's Report

Activities for January 2023

There has been a substantial amount of activity in the library during these winter months. RML hosted a total of 59 programs with nearly 1,000 people of all ages taking part in them.

Terri and Linda are working through the Personnel policies. Even though they were substantially updated in 2019, there is still quite a lot of work to do.

VITA Tax Assistance kicked off last week. Once again, they faced some technical issues, but ultimately were able to help everyone who had appointments.

Programming Report

PROGRAMMING REPORT SUMMARY	Events	Participants	Average
Adult Programming Totals	22	239	11
In-person programming	21	194	9
Passive programming	1	45	45
Virtual programming	0	0	0
Outreach	0	0	0
Children's Programming Totals	16	500	31
In-person programming	12	256	21
Passive programming	4	244	61
Virtual programming	0	0	0
Outreach	0	0	0
Tween/Teen Programming Totals	19	211	11
In-person programming	8	36	5
Passive programming	11	175	16
Virtual programming	0	0	0

Outreach	0	0	0
School Outreach Totals	2	39	20
In-person programming	1	21	21
Passive programming	1	18	18
OVERALL TOTALS	59	989	17

ADULT/ALL AGES PROGRAMMING

Dungeons & Donuts continues to be an extremely successful intergenerational program that brings tweens, teens, and adults together. January's book display was Christian fiction of all genres. The Stitchers Group experienced a loss in attendance due to the poor weather. The adults seem to be having fun engaging with the Hills Garrison Pen Pal Project.

Program # of events	Target Age	Participants (average)	Description
In-Person Programs		21 events, 194 Total	
Stitchers Group	Adults	19 (average 5)	People come in to share their ideas, chat, and work on their current projects. <ul style="list-style-type: none"> • 1/6: 2 participants • 1/13: 7 participants • 1/20: 1 participant • 1/27: 9 participants
Dungeons & Donuts	All ages	47 (average 12)	Patrons of all ages come to the library to play Dungeons & Dragons and eat delicious donuts. <ul style="list-style-type: none"> • 1/7: 9 participants • 1/14: 12 participants • 1/21: 13 participants • 1/28: 13 participants
Evening Book Discussion (1/5)	Adults	10	BYOB (Bring Your Own Book)
Chess Club (1/9)	All ages	2	Patrons come to play and learn chess
Vision Board Workshop (1/10)	Adults	6	Patrons created their own vision board under the guidance of life coach Diane McKinnon

Beekeeping in Southern NH for Beginners (1/11)	Adults	17	Local beekeeper Ted Trost gave a presentation on how to start beekeeping in Southern NH
Access Wisdom Book Club (1/12)	Adults	3	"Daring Greatly" by Brene Brown (self-help)
Genealogy Club (1/13)	Adults	8	Outside presenter Kathleen Kaldis gave a presentation on the Massachusetts Catholic Order of Foresters Mortuary Files.
Guitar Improvisation Workshop (1/14)	Adults	8	Local musician Neil Santos continued his month guitar improv workshop
Afternoon Book Group (1/17)	Adults	9	"Vanished Smile: The Mysterious Theft of the Mona Lisa" by R.A. Scotti (art)
True Crime Podcast Club (1/18)	Adults	5	NBC's "Murder & Magnolias"
Mystery Lovers Book Club (1/23)	Adults	0	"Mango, Mambo, and Murder: A Caribbean Kitchen Mystery by Raquel V. Reyes Snow day - program postponed
Cookbook Club: Soups and Breads (1/24)	Adults	12	"Soup Swap" by Kathy Gunst and "The Panera Bread Cookbook" by Ward Bradshaw.
The Holocaust: Our Duty to Remember (1/28)	Adults	16	Local resident Mick Grzonka gave a presentation the day after International Holocaust Remembrance Day on the importance of remembering and understanding the Holocaust
Books & Booze @ Luk's (1/30)	Adults	17	"The Push" by Ashley Audrain (thriller)
Passive Programs		1 events, 45 people	
Monthly Book Raffle	Adults	45 entries	"I'm Glad My Mom Died" by Jennette McCurdy (trendy memoir)
Virtual Programs		0 Total	
none			
Outreach		Total	

none			
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CHILDREN'S PROGRAMMING

We took a break from programming to get some housekeeping done, but the library was still bustling with patrons. When programming started again, they poured in. We are opening a second session of Movers & Shakers at 9:30 on Wednesday mornings because our waiting list regularly has 6-10 families on it! Gingerbread houses were the highlight for families with elementary and middle school children. We had a great time creating structures from cookies and graham crackers and decorating with candy.

We have planned a few extra programs during February vacation for school age kids, including Pokemon, Tween Mario Kart, and LEGO racers. We will continue preschool programs as usual and put out some toys for elementary age children on the STEM table.

We have been working hard on summer planning. We have most of our big performers and presentations planned, including Mr. Aaron, Wildlife Encounters, and Squam Lakes Nature Center. We will definitely continue the Benson Park storytimes and the art programs for each age group. We're looking forward to a wonderful summer program!

Program # of events	Target Age	Participants (average)	Description
In-Person Programs		12 events, 256 Total	
Gingerbread Houses Thursday 1/26 @ 6	All ages, mostly families with children	26 people	Build houses with graham crackers and cookies, then decorate with candy.
Homeschool LEGO Racers Tuesday, 1/10 @ 2	Homeschool Families	11 people	Design a racecar with LEGO bricks and race it down the track.
Adventurers Preschool Storytime Tuesdays @ 10	3-5 with caregiver	83 people	Songs, stories, and an activity with Ms. Tanya. <ul style="list-style-type: none"> • 1/17/23 Snow 25 • 1/24 Snowmen 23 • 1/31 Groundhogs 35
Movers & Shakers Wednesdays @ 10	1-3 with caregiver	77 people	Songs, story, bubbles, and movement with Ms. Tanya.. <ul style="list-style-type: none"> • 1/18/23 41 • 1/25 36
Curious Kids Thursday @ 10 2 events	2-5 with caretaker	43 people (22 average)	Sensory playtime; three centers with various activities <ul style="list-style-type: none"> • 1/19 melting snowmen 32 • 1/26 Penguin Waddle 11

Fab Lab Thursday @ 6 1 events	Grades K-5	6 people	Activities for elementary kids. • 1/19 Northern lights 6
Songs & Snuggles Friday @ 10 2 events	Birth-1 with caretaker	10 people (5 average)	Songs and playtime • 1/20/23 3 people • 1/27 7 people
Passive Programs		4 programs, 244 Total	
Take & Make 4 projects	Preschool & early elementary	244 people	Bagged craft to do at home. • Yarn wrapped star 75 • Snowman 80 • Cocoa Mug 69 • Penguin 20
Virtual Programs		0 Total	
none			
Outreach		0 event, 0 Total	
none			

TEEN/TWEEN PROGRAMMING

Tanya and Marissa have officially begun planning and running the tween programs. There has been a downtick in tween attendance, but Tanya hopes to remedy this by advertising more heavily to the fifth graders at Hills Garrison. We have finished weeding the tween collection and have added some more Great Stone Face titles, which have been circulating quite well.

As for our teens, they continue to come to the library on a daily basis. January's teen book display was "Woe, What a Read." It featured books that had a *Wednesday* vibe. Xenon and Marissa helped sculpt and paint Thing for this display as well as tombstones. Manga and graphic novels continue to be the most checked out collection in the teen section. Moving Anime Club to Thursday's has proven successful. It is important to note that teens don't come to the library during midterms week for programming. Instead, they come to utilize the quiet spaces such as tables and study rooms to focus on midterm prep. Midterms and snow days are also a contributing factor in the numbers being down for snacks and cocoa. Capri Sun has been very popular with teens. Dino the therapy dog has become very popular with patrons (and staff) of all ages. It is safe to say he has his very own fan club now!

Program # of events	Target Age	Participants (average)	Description
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In-Person Programs		8 events, 36 Total	
Teen Anime Club 3 events	Grades 8-12	17 attendees	<ul style="list-style-type: none"> • 1/5: 6 participants • 1/12: 9 participants • 1/19: 2 participants Teens hang out, watch anime, and eat ramen.
Art Therapy with Mckenzie (1/6)	Grades 8-12	7	
Teen Gingerbread Houses (1/26)	Grades 8-12	7	Teens made their own gingerbread houses using kits that were donated.
Tween Anime Club (1/11)	Grades 4-8	3	Tweens hang out, watch anime, and eat ramen.
Tween T-Shirt Tote Bags (1/18)	Grades 4-8	1	Marissa led a craft making tote bags out of t-shirts.
Tween Graphic Novel Book Club (1/25)	Grades 4-8	1	Graphic novel: "The Witch Boy" by Molly Knox Activity: black cat craft and broomstick snack
Passive Programs		175 Total	
Snacks 5 weeks	Teens	58 (11/week average)	Week 1 (1/2 - 1/6): 7 snacks Week 2 (1/9 - 1/13): 19 snacks Week 3 (1/16 - 1/20): 14 snacks Week 4 (1/23 - 1/27): 10 snacks Week 5 (1/30 - 1/31): 8 snacks
Cocoa 5 weeks	Teens	89 (19/week average)	Week 1 (1/2 - 1/6): 25 cocoas Week 2 (1/9 - 1/13): 30 cocoas Week 3 (1/16 - 1/20): MIDTERMS - NO COCOAS Week 4 (1/23 - 1/27): 19 cocoas Week 5 (1/30 - 1/31): 15 cocoas
Dino the Therapy Dog (1/25)	All ages	28	Dino the Saint Bernard greets teens and other patrons at the library.
Virtual Programs		0 Total	
Outreach		0 Total	

SCHOOL OUTREACH

Hills Garrison School is writing letters to community members as part of a project for their all school read "The Circles Around Us." Patrons are invited to write back to these students. We started a project to allow

students to create a craft with community members (librarians & bus drivers). They would use these crafts to decorate for the winter stroll, a community event planned for 2/23.

Program # of events	Grade	Participants	Description
In-Person Programs		20 Total	
Hill Garrison	2	21	Classes visiting to make decorations with community members (librarians & bus driver) for their winter stroll.
Passive Programs		18 Total	
HGS Pen Pal Letters	2	18	Community members write replies to student letters. Finished Miss Flynn's class
Virtual Programs		0 Total	
None			

Reference Report - Mark Stawecki

MUSEUMS - It was a slow month for museums. We also got our first real snowfall. Only the NE Aquarium was in double digits at 13 checkouts out of 15 reservations. Overall, there were 38 reservations and 29 checkouts for museums.

We are looking into renewing places that open in the spring including Bedrock Gardens and Squam Lakes (renewed).

SOCIAL MEDIA

Rodger That! Google Analytics shows 116 users for average duration of about 10 seconds, 120 sessions. No new reviews were added.

YouTube We have 68 subscribers, three more than last month.

- There were 618 views total, watch time 8.6 hours

- Three new uploads:

- A video highlighting upcoming programs.

- A Libby tutorial for iPad

- A promo video for letter to HS students

Facebook Total followers were 1,627 which is four less than last month.

There were 35 posts.

The post with the most Likes and Reactions (48) was a post showing our entrance in the snow titled "There's something magical about New England libraries in the wintertime!"

Twitter uses a Last 28 Days summary, which was accessed on February 1st. We have 573 followers, one less than last month. This amount is holding steady.

37 Profile Visits

6 tweets total, six less than last month

The top tweet with 22 impressions was generated by Wowbrary.

Instagram Mark started posting again on Instagram though Becca had already been doing it.

236 followers

12 posts in January

The post with the most likes at 28 had several pics of teens

Tiktok Mark is also revisiting this platform. He posted two videos on Tiktok of Dana explaining what he is growing in the library. We currently have 42 followers.

GENEALOGY The event was in-person for “The Massachusetts Catholic Order of Foresters: Mortuary Files” by Kathy Kaldis. Eight people out of 11 registrants showed up. There was one genealogy request, prompted by Mark introducing himself to a regular patron before the club meeting.

OTHER Mark posted his Libby app tutorial on YouTube, and Vicky added it to the Webpage.

There were two test proctors for students studying real estate who said they have other test coming up.

Mark attended a workshop in Derry on Legal Research in Reference. He took notes and shared them with the staff. He also attended a Brainfuse webinar.

Story: the video promoting letters to Hills Garrison had eight comments, which is good for us! I think having a video helped more than just a post. The video was also embedded in our newsletter. Tanya said she had experienced a slight increase in response since the video was made.

Information Technology & Technical Services Report

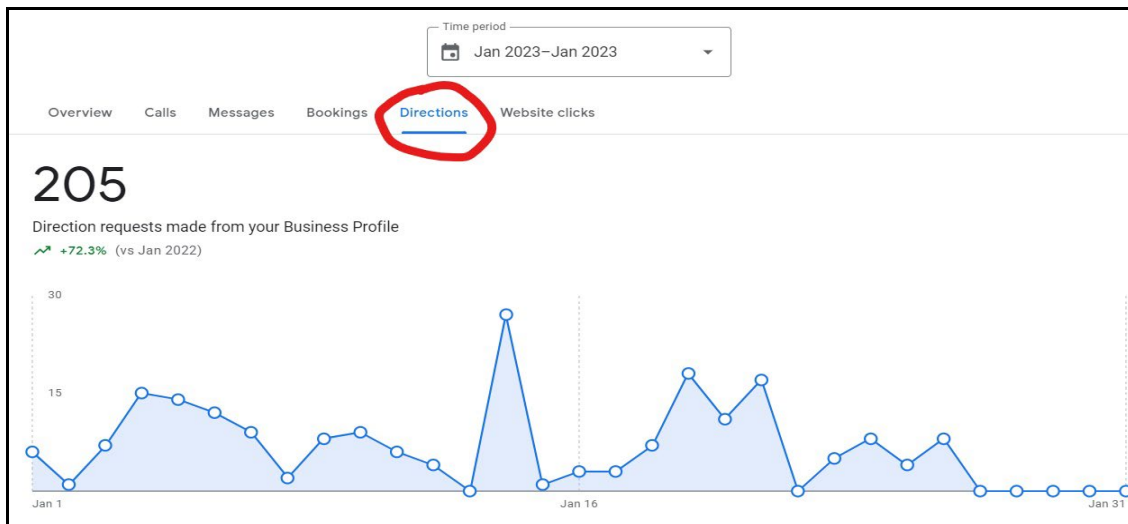
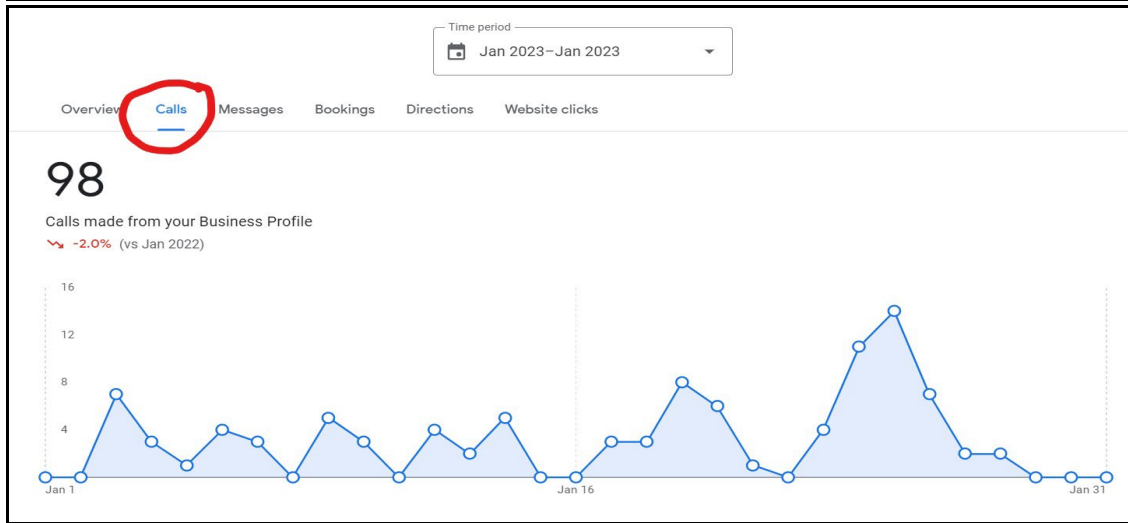
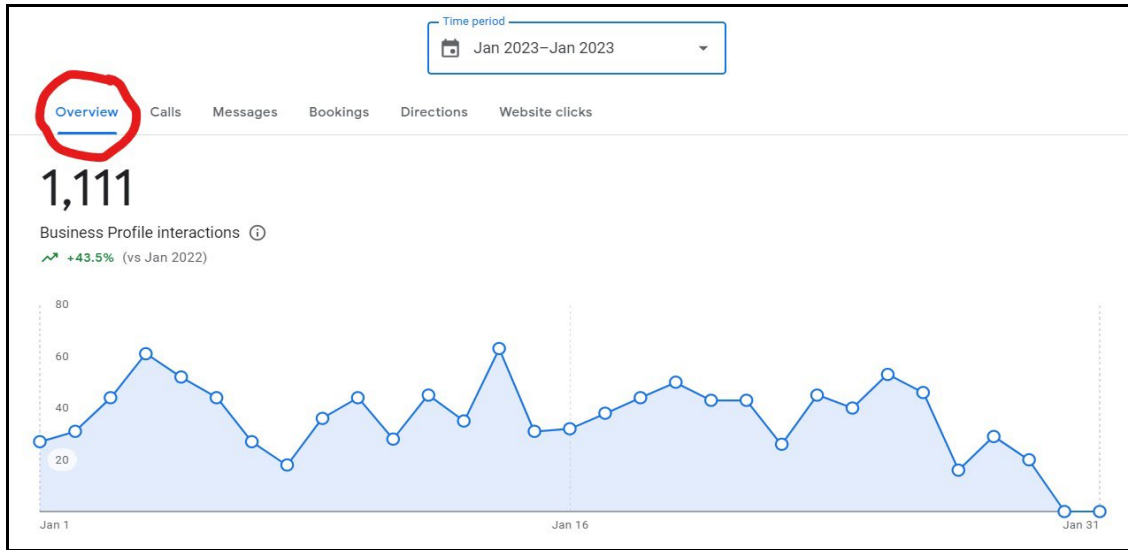
Routine Tasks

Google Search

From Google Business: Performance.

NOTE: Google Business has changed how it delivers and displays its data. See information below, which includes an explanation of each category.

Business Profile Interactions:





Interactions are when people call, message, make bookings, ask for directions and more from our Business Profile on Google.

Unfortunately, the **Business Profile Interactions (BPI)** graph above cannot display the numbers in a static list format. You would need to sign into our Google Business account to view how many users located information on a given day by hovering your mouse over that day.

Rodgers's BPI interactions comparison to last year at this time:

BPI (Overall): +43.5%

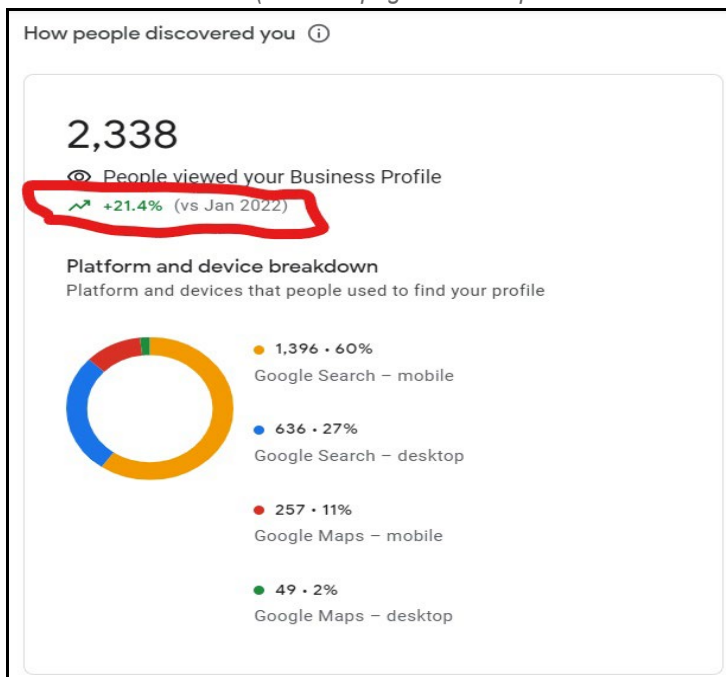
Calls: -2%

Directions: +72.3%

Website clicks: +45.6% (*our website is experiencing high usage due to winter events*)

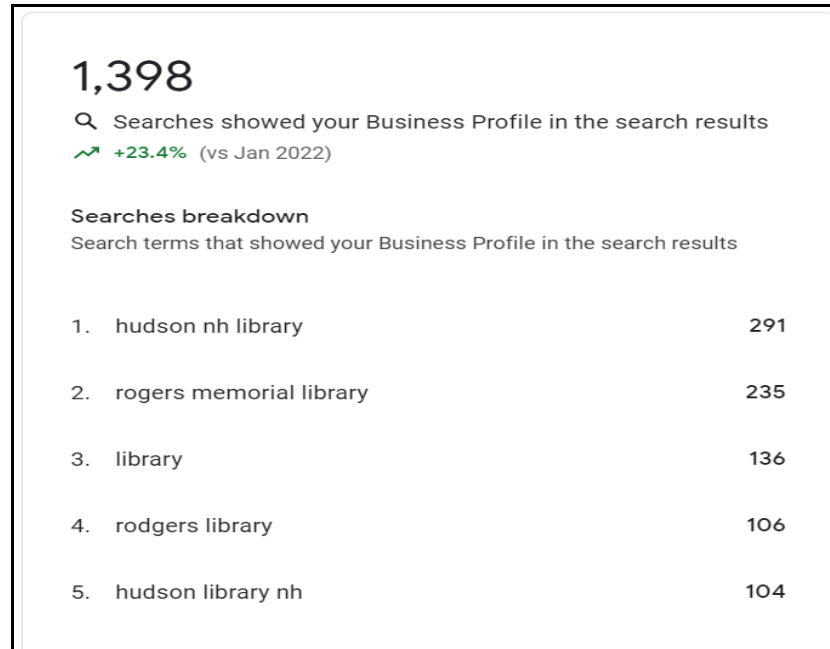
Analysis: The library is developing a strong presence on Google. Calls are down for the month.

[Business Profile Views](#) (see next page for description of Views and Searches)



Views are up +21.4% from this time last year.

Business Profile Searches



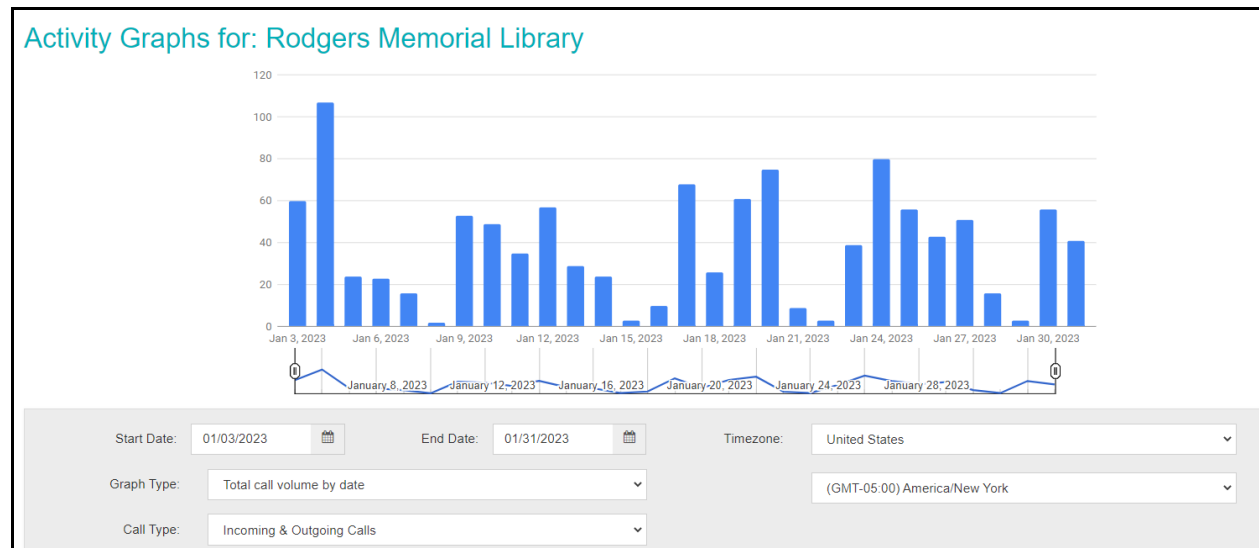
Views show how many people saw our Business Profile on Google Search or Maps.

Searches show the terms people used that returned our profile in the results.

Website

- There were **35 Changes** to the website in October.

Telephone Calls



- Incoming - **779**
- Outgoing - **340**
- **Total - 1,119**

Technology Tickets

- We responded to **34 requests for IT help** from staff - most concerning printer issues (see below).

Library H3lp (chat program)

- **7 chats** using the website Chat app.
-

Additional Tasks

- Printers were routinely unresponsive to job requests (both publicly through Princh and internally through our network); we were forced to manually restart the server every 48-72 hours. Brian replaced the power supplies and memories on each of the servers, but the issue is continuing. Brian thinks the main server is losing communication to our domain (rmlnh.org) and may need to replace the entire server.
- Updated our website operating system to the latest version.
- Chris and Vicky both applied for OCLC certification through the state. We're hoping to hear back by end of February.

February Projects

- Investigate creating new template for website homepage.
 - Will ask each department that has their own webpage (children's, teens, adults) what they would like to see on their page.
- Continue taking Computer Science courses through EdX.

Technical Services

- Better World Books: **100**
- Changes to GMILCS items: **907**
- Mending: **124**
- Withdrawals: **311**

Circulation Department - Dana Benner

Circulation:

- Adult circulation for January was **2,434**. Up **8.0%**
- Young Adult circulation for January was **301**. Up **12%**

- Children circulation for January was **3,213**. Up **11.5%**
- Tween circulation for January was **256**. Up **14%**
- **Total Circulation: 6,204.**
- Foot Traffic was 4,661, up 6%.
- We issued **78** new patron cards in January. Total active patrons stand at 2,490
- We had **5** patrons utilizing our Books by Mail program.

Downloadable eAudiobooks, eBooks, and ePeriodicals

	January	December	Percent Change
eAudiobooks	895	841	6%
eBooks	596	491	1.8%
ePeriodicals	95	86	9.5%

Notary Service(s): 17 for January

Hours: The library was open **220** hours during January. We were closed **16** hours for New Years and MLK Day. Closed **8** due to winter storm

Interlibrary Loan

COMPARISON BETWEEN December 2022 and January 2023		January 2023	December 2022	Percent Change
RML Requested Materials	Requested	200	117	+71%
	Filled	129	107	+21%
RML Loaned Out	Requested	94	71	+32%
	Filled	83	54	+53%

Respectfully submitted,

Linda Pilla
Library Director