



TOWN OF HUDSON

Library Board of Trustees



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Hudson Library Board of Trustees Approved Meeting Minutes For January 17, 2024

Present:

Trustee, Mary Guessferd, Chair
Trustee, Erin Henderson, Vice Chair
Trustee, Donna Boucher, Treasurer
Trustee, Lisa Weber
Trustee, Karen Bohrer, Member-At-Large
Alternate Trustee, Margaret St. Onge
Selectman, Kara Roy
Linda Pilla, Library Director

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

Public Input: None

Reports:

Motion by Trustee Weber to accept the Public Minutes of November 15, 2023. Seconded by Trustee Bohrer. All in favor. Motion passed.

Correspondence: Trustees received 2 thank you notes from staff members for the staff appreciation party and gifts.

Treasurer's Report: Trustee Boucher reviewed the Treasurer's Report with Board. Trustee Boucher reviewed the Zylonis will with Trustees for clarity regarding the placement of fake flowers on the gravesite. Trustees also discussed a possible Cy Pres redefining spending requirements of the Zylonis bequest. Director Pilla discussed line item overages.

The Financial Practices Manual has been updated for clarity and consistence. There have been no procedural changes made to this document.

Motion by Trustee Boucher to approve the revised Financial Practices Manual. Seconded by Trustee Bohrer. All in favor. Motion passed.

Donations: None

Selectman Liaison's Report: We are quickly approaching election season. If you would like to declare a candidacy for any of the openings, there are several. They can be found on the Town website at Hudsonnh.gov. You can declare your candidacy from January 24 to February 2 during regular hours in

the Town clerk's office. The Town deliberative session is scheduled for February 3, 2024. The School is scheduled for February 10, 2024. The election is March 12 so please get out and vote.

Trustee Guessferd mentioned that there are 2 open positions on the Library Board of Trustees.

Director's Report: See attached.

Director Pilla requested approval for the purchase of a new projector for the Community Room. Trustees requested Director Pilla to get 3 quotes.

National PLA Conference: The conference is being held on April 3-5. Director Pilla and Victoria Sandin would like to attend. The Friends have donated funds to cover the cost of the hotel. Trustees will cover \$1600 for flight and registration. Chris Sweeney will be in charge while Director and Victoria are away attending conference.

Motion by Trustee Henderson to approve both Director and Victoria Sandin to go to the PLA conference and expend \$1600 from account ending 0350 to cover flight and registration. Seconded by Trustee Weber. All in favor. Motion passed.

Pavilion Update: Director Pilla presented new preliminary plans for the Pavilion and requested the appointment of Gary Rodgers as Clerk of the Works. Trustee Henderson indicated that there are more pressing issues that need to be addressed before we can move forward with the Pavilion. Selectman Roy suggested the Trustees read the Town's Policy to Bid.

Friends' Report: The Friends met last night and talked about having a huge book sale. They are looking at October to schedule this event. The Friends have made donations to support Humanities program, Summer Reading and \$500 for hotel expenses to attend PLA conference.

Department Heads' Meeting: Meeting has been scheduled for January 25, 2024 at 1 p.m.

Old Business:

Conflict of Interest Policy:

Motion by Trustee Bohrer to accept the Conflict of Interest Policy with edits. Seconded by Trustee Weber. All in favor. Motion passed.

Hills Building Update: \$2550 has been spent to date to fix clay tiles on the roof of the Hills Building. The Trustees have decided not to purchase needed tiles from the current vendor, Skyline Roofing, for \$800 until additional quotes are received from other vendors. This item will be tabled until next meeting.

Motion by Trustee Weber to approve the purchase of 25 additional clay tiles from Skyline Roofing at a cost of \$800. Seconded by Trustee Henderson. Motion failed.

New Business:

HVAC Unit #3: There is a small hole in the heat exchanger for this unit.

Motion by Trustee Henderson to approve the purchase of a new heat exchanger at a cost of \$4311.90 using appropriated funds in account ending 4791. Seconded by Trustee Bohrer. All in favor. Motion passed.

Hills Building Cleaning:

Motion by Trustee Bohrer to approve the cleaning of the Hills Building for \$425 using account ending 0350. Seconded by Trustee Henderson. All in favor. Motion passed.

Zylonis Cy Pres: Selectman Roy has suggested we reach out to the Town Attorney for guidance in writing a Cy Pres.

Trustee Comments

Trustee Bohrer: Happy New year. I would encourage anybody watching to make use of the library especially during these cold winter months. Come and check out a book or download a book or listen to a book. There are passive and virtual programs you can participate in

Trustee Boucher: The library is such a welcoming place. I encourage you to get your applications in for January 24 as Selectman Roy was talking about. Also, Margaret, if you are interested in running for a seat on the Board please register as well as anyone else who might be interested. My seat will be available.

Trustee Henderson: I hope you can all make it into the library when you have some time.

Trustee Weber: I was reading Linda's notes and Library of Things is great. If you have not checked it out, please do. I'm looking forward to checking out the podcast equipment. There are so many things I want to check out myself.

Alternate Trustee St. Onge: I think we have said it all but, I personally love going into the Children's Room with my grandchildren. It is something they so look forward to. So, if the kids are getting a little claustrophobic with this cold weather, please come into the Children's Room and check out some fun things for them to do. Check out the STEM table. There are so many different things in there for them.

Trustee Guessferd: Visit the library and check out a Museum pass, participate in a program, read a book and check out the wonderful resources we have.

Future Agenda Items:

Bills being introduced to the New Hampshire Legislature that concern libraries. Bill No: HB1342
Procedure for filling Board vacancies

Next Meeting scheduled for February 28, 2024

Meeting adjourned at 7:50 p.m.

Respectfully submitted,

Terri Cicia
Reporter
Rodgers Memorial Library

Rodgers Memorial Library Director's Report

Activities for December 2023

The Library Board of Trustees meeting was canceled in December 2023. The Director's report and the Treasurer's report for November 2023 were emailed to members of the board.

STAFF UPDATES: The Circulation department is delighted to announce it is at full strength again. Tracy Hayward started in December. Tracy has great customer service and computer skills based on her previous experience. She has already taken on extra projects and is proving to be a great addition to the team.

VITA: Voluntary Income Tax Assistance. Mark has been hard at work preparing for tax season. VITA will be in RML each Saturday and Monday from February 3, 2024 until April 13, 2024. They will use April 15 as a wrap-up and tidy up day.

Activities for the Library Director in December 2023 included:

Met with Audio-Visual reps to discuss an update in the Community Room

Met with NHLA Strategic Planning Committee

Regular IT meeting

Regular NHLA Executive Committee meeting

Led the Mystery Lovers Book Club

Attended the regular monthly GMILCS meeting

Vacation

Department Heads annual reviews

PROGRAMMING REPORT - Tanya Moesel

with Carrie Loring and [Marissa Sweeney](#)

December 2023

PROGRAMMING REPORT SUMMARY	Events	Participants	Average
Adult Programming Totals	28	361	13
In-person programming	23	243	11

Passive programming	2	83	42
Virtual programming	3	35	11
Outreach			
Children's Programming Totals	21	930	44
In-person programming	15	386	26
Passive programming	6	544	91
Virtual programming	0	0	0
Outreach	0	0	0
Tween/Teen Programming Totals	4	37	9
In-person programming	3	10	3
Passive programming	1	27	27
Virtual programming	0	0	0
Outreach	0	0	0
School Outreach Totals	0	0	0
In-person programming	0	0	0
Passive programming	0	0	0
OVERALL TOTALS	53	1328	25

ADULT/ALL AGES PROGRAMMING

Even with the busyness of the holidays, our programs were well attended this month. Our 7 book groups had a combined participation of 70 patrons. Our three crafting events saw 48 people in attendance. We also had a presentation by Lily Tang Williams. What was supposed to be a one-hour event turned into almost two and a half hours with some Q&A and discussion afterwards. Everyone, including Ms. Williams, expressed their thanks for hosting this informative and educational talk. Even the one teenager (15-year-old) in the audience enjoyed himself and said it was very interesting.

Program # of events	Target Age	Participants (average)	Description
In-Person Programs		events, Total	

Stitchers Group 5 events	Adults	52 people (average 10)	People come in to share their ideas, chat, and work on their current projects. <ul style="list-style-type: none"> • 12/1: 12 participants • 12/8: 10 participants • 12/15 10 participants • 12/22 8 participants • 12/29 12 participants
Dungeons & Donuts 2 events	All ages	22 people (average 11)	Patrons of all ages come to the library to play Dungeons & Dragons and eat delicious donuts. <ul style="list-style-type: none"> • 12/2: 12 participants • 12/16: 10 participants
Intermediate Knitting 3 events	Adults	20 people (average 7)	In this 4-week series, Vicky teaches the basics of knitting a sock <ul style="list-style-type: none"> • 12/1: 5 participants • 12/8: 9 participants • 12/15 6 participants
Rodgers Readers (12/7)	Adults	6 people	The Devil and Daniel Webster by Stephen Vincent Benet
Access Wisdom Book Club (12/14)	Adults	5 people	Certified Life Coach Diane MacKinnon leads this book club highlighting books that help us gain more access to our own wisdom. Meditation for Fidgety Skeptics by Dan Harris
Cookbook Club (12/12)	Adults	13 people	Cookie Swap
Crime & Cookies: True Crime Podcast Club (12/13)	Adults	4 people	Oklahoma's Osage Murders with David Grann
Mystery Lovers Book Club (12/18)	Adults	15 people	Miss Julia Speaks Her Mind by Hazel Marie
Afternoon Book Group (12/19)	Adults	16 people	Bel Canto by Ann Patchett
Read 'Em & Eat (12/18)	Adults	15 people	One by One by Ruth Ware
Wool Felted Bird (12/2)	Adults	11 people	An introduction to wool felting with Chris Sweeney

Gift in a Jar Workshop (12/4)	Adults	17 people	We provide all you need to make a unique holiday potpourri in a jar.
Stitchers Circle with Oonagh Williams (12/9)	Adults	22 people	Monthly get-together to stitch/cross stitch, blackwork, embroider, etc.
Growing Up in Communist China (12/16)	Adults	17 people	Lily Tang Williams shares her story of growing up under the horrors of Communism and how she found freedom and success in America.
Characters & Cocoa (12/21)	Adults	4 people	A new monthly group for writers to socialize and talk about their craft
Candy Poker (12/28)	Adults	4 people	A monthly game of Texas Hold 'Em Poker
Passive Programs			
Monthly Book Raffle	Adults	55 entries	The Exchange by John Grisham
FB #FridayFavorites		28 comments (average 7)	A Friday morning FB post to engage with our community <ul style="list-style-type: none"> • 12/1: 9 comments/likes • 12/8: 3 comments/likes • 12/15: 10 comments/likes • 12/22: 6 comments/likes
Virtual Programs			
Baking Demo and Discussion with Chef Erin Jeanne McDowell (12/5)	Adults	9 people	Erin will demonstrate one of her favorite recipes and then have time to chat and answer questions (virtual)
Genealogy Club (12/8)	Adults	25 people	Finding Your Immigrant Ancestors
Holiday Romance Book Recommendations (12/11)	Adults	1 participant	Booklist reviewer, John Charles, gives his "best of 2023" list

CHILDREN'S PROGRAMMING

The children's room is ready for winter! Patrons decorated trees for the forest. Ms. Marissa hung so many beautiful snowflakes and trees to keep the children's room bright and beautiful all winter long.

The children's room is looking better than ever now that we are fully staffed. The collection is edged, organized, and condition checked. We have been able to keep up with the shelving and shelf reading. Staff has time to recognize and correct mistakes with call numbers and records. We regularly rotate the books on display to highlight fun and seasonal themes.

Our programming team is off to the races. We have our programs planned for the next few months and we're working toward having most of our summer plans in place soon. We have started running regular passive programming, which has been wonderful for patrons who are not able to attend programming at set times. In December we had a gingerbread scavenger hunt, tree decorating for the forest, and our bulletin board that invites patrons to tell us why "Libraries are SNOW much fun."

We had some wonderful programming in December. The Christmas Storytimes and the Frozen Interactive Movie were the highlights.



Program # of events	Target Age	Participants (average)	Description
In-Person Programs		15 Events, 386 people	
Happy Healthy Lead Free Me	Ages 0-6	5 people	Join the Staff from Nashua Division of Public Health @ RML for lead poisoning prevention storytime
Curious Kids (2 Events)	Ages 2-6	45 people (average 23)	Explore fall themed learning centers with your preschool <ul style="list-style-type: none"> 12/1/23 25 Jingle Bells 12/15/23 20 Penguin Waddle
Adventurers Storytime (2 Events)	Ages 3-5	34 People (average 17)	Join Ms. Tanya for stories, songs, games and activities <ul style="list-style-type: none"> 12/5/23 17 socks & shoes 12/12/23 17 hats
Movers and Shakers (4 Events)	Ages 1-3	124 People (Average 31)	Join Miss Marissa for stories, songs, games and activities <ul style="list-style-type: none"> 12/6 33 32 12/13 17 42
Songs and Snuggles (2 Events)	Ages Birth-18 Months	17 people (average 9)	Join Ms. Tanya for songs, snuggles, and baby free play <ul style="list-style-type: none"> 12/7 8 12/14 9
Elementary craft -	Grades 1-5	28 people (average 14)	<ul style="list-style-type: none"> 12/6 Poinsettia Painting 11 12/7 salt dough ornaments 17
Creation Station: LEGO Build	All Ages	9 people	Build something amazing with our library LEGO bricks.
Christmas Storytime (2 Events)	All Ages	83 people	Join Ms. Tanya for stories, songs, and jingle bells <ul style="list-style-type: none"> 12/20 40 12/21 43
Frozen Interactive Movie	All Ages	18 people	Glowsticks, Playdough, snowflake wands, Olaf balloon, popcorn, snowball fight, and more fun!

Passive Programs		6 programs, 544 Total	
Take & Make Crafts	Preschool & early elementary	306 projects	Prepared crafts to do at home <ul style="list-style-type: none"> • Dreidels 100 • Jingle Bells 84 • Penguins 122
Colored trees for our forest	All Ages	120	Help decorate library wall by coloring a tree for our forest
Scavenger Hunt	Everyone	71 people	Find 10 Gingerbread men
Libraries are snow much fun	Everyone	47 people	Add what you love about our library on a snowball for our bulletin board.

TEEN/TWEEN PROGRAMMING

We held a birthday party for Taylor Swift and the four students who attended had a great time and asked us to plan an album release party next year. Patrons have been actively engaged in our weekly white board question. There was a lot of debate about the value of pickles.

We spent December planning programs for teens and tweens for the winter. Starting in January, we will have a regular teen hangout every Thursday afterschool. We're going to try offering tween programming late in the afternoon or in the evening. We're going to work on connecting with tweens and teens more regularly to help them feel more comfortable in our space. We are still offering after school snacks. We've been letting teens know about our available study spaces as midterms approach.

Program # of events	Target Age	Participants (average)	Description
In Person Programs		3 events, 10 Total	
Teen Anime Club	Grades 9-12	2	Eat Ramon and watch anime
Back to December Taylor's Version	Grades 9-12	4	Friendship Bracelets, cake, Singing #Swifties unite!
Tween Trivia and Pizza	Grade 5-8	4	Disney Trivia and Pizza
Passive Programs		1 events, 27 total	
Dino The therapy Dog	Teens/ Everyone	27	Come meet Dino, the therapy dog. Dino is a St. Bernard who loves to be pet.
Snacks	Teens		Number of teens has dropped off, so we have not been diligent about recording.



SCHOOL OUTREACH

We plan to reach out to second grade in January about a field trip. And we're looking at the best way to work out summer reading promotion. We're scaling back a bit from last year, but we still have a goal to see every classroom K-5. We're hoping we can connect with English teachers or librarians in the middle and high school to promote summer reading for older students or find a way to hit at the 6th and 9th grades.

REFERENCE REPORT - Mark Stawecki

Museums

Reservations picked up right around the holidays, and we were kept busy with them between Christmas and New Year's. The NE Aquarium had the most checkouts at eight with Strawberry Banke coming in second with five, most likely for the Candlelight Stroll. We had several museum memberships renewed before the year's end.

MuseumKey went down for about 5-7 days during the month. Towards the end of December, Mark and Tina noticed a change: Once a reservation was checked out then immediately back in as usual, the reservation "clears" meaning someone else can reserve the pass for the same day, even if it is no longer available. Mark sent out an email explaining that, at least for now, to no longer immediately check back in; he and Tina will go through them each morning and check-in any from previous days.

Social Media

Rodger That! Google Analytics shows 118 users for a watch time of about 19 seconds. No new reviews were added.

YouTube We have 84 subscribers, two more than last month. There were 1,200 views total and about twelve hours of watch time. Two new videos were added: a recap of Dinovember and a fun promo for librarians being “updated.”

Facebook 1,732 followers; 26 posts; The posts with the most Likes /Reactions at 41 was one showing Marissa decorating the Children’s Room.

Twitter 577 followers, one more than last month; 15 tweets including reposts; The tweet with the most Impressions at 39 was a flyer for events.

Instagram Two posts; 297 followers (gained six); 20 accounts engaged.

Genealogy

The event was virtual for “Finding your immigrant Ancestor” by Claire Smith. 25 people attended, which is a good turnout. Mark had a brief discussion with Linda about the rising cost of speakers. There was one genealogy request.

Non-Library Programs

GROUP	DATE	ATTENDANCE
Cobblestone Village Condo Assoc.	Dec. 12 th	20
GFWC	Dec. 6	14
GS 69012	Dec. 12 th	14
Hudson Electric Aggregate	Dec. 20 th	5
Hudson Litchfield Bears	Dec. 19 th	10

Kenneth Morgan Reception	Dec. 30 th	30
Parkland Terrace Condo Assoc.	Dec. 13 th	12
Rotary Club	Dec. 14 and 28	9, no one may have shown on 28th

Total attendance = 114

Study Rooms	51 instances, 86 attendees Unable to Book = 1, Booked, Not First Choice = 1
Study Carrels	22 instances
Patron PCs	252 total (73 which were Guest users)

Monthly Goal

For his last goal, Mark read "Past is Prologue: Science Fiction and Ways of Working" by Gillian Speace. The article discussed different sub-genres and offered one new and one classic work for each genre.

IT/Tech Services Report - Victoria Sandin

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 a description of each category.

Business Profile (BP) Interactions (vs. December 2022)

Interactions are when people: Call, message, and/or ask for directions and more from our Business Profile on Google.

Rodgers's BP interactions compared to last year at this time:

- Business Profile interactions: **805, -1.8%**
- Calls (calls made from our BP): **68, +19.3%**
- Directions (direction requests made from our BP): **118, -33.7%**
- Website clicks (website clicks made from our BP): **619, +5.8%**

Business Profile (BP) Views

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

- Views: **1,332, -31.2%**

Business Profile (BP) Searches

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

- Searches: **766, -29.9%**

Analysis

A mixed bag this month, with numbers overall down, but Calls and Website clicks up. Calls were up by double digits compared to this time last year.

December is always a busy month for the library, with plenty of holiday events for children, families and adults.

Website

- There were **35 changes** to the website in December 2023.

Telephone calls

- Incoming: 521
- Outgoing: 200
- Total: **721**

Technology Tickets

- We responded to **21 requests for IT help** from staff

Library H3lp (chat program)

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

Additional Tasks

December

- Passed the responsibility of updating the library slideshows on the digital monitors to the Reference Librarian (Mark).
- Continued cataloging Library of Things (LoT) items.

- Uploaded LoT images onto Aspen.
- Finished teaching sock knitting class!

January Projects

- Refresh LoT collection.
- Upload database placards to Aspen.
- Begin investigating revamping the website.

Technical Services

- Additions (physical items): **318**
- Better World Books: **72**
- Changes to GMILCS items: **562**
- Deletions/Withdrawals: **370**
- Graphic novels: **65**
- Mending: **42**
- OCLC records obtained: **25**

CIRCULATION REPORT - Dana Benner

SPECIAL EVENTS/NEWS

Library visitors were 4,731 in December - up 1% from November 2023

Notary Service(s): 15

Hours: The library was open **228** hours during December (open 220 hours in November)

We issued **31** new patron cards in December. Total active patrons stand at 7,626

We had **6** patrons utilizing our Books by Mail program.

Circulation

Print

	Nov 2023	Dec 2023	Increase/Decrease		Dec 2022	Dec 2023	Increase/Decrease
Adult	2,474	2,504	1%		2,237	2,504	12%
YA	213	194	-9%		264	194	-27%
Children's	3,014	2,668	-11%		2,843	2,668	-6%
Tween	242	185	-24%		256	185	-28%
TOTAL	5,943	5,551	-6.5%		5,600	5,551	<-1%

Downloadable eAudiobooks, eBooks and ePeriodicals

	Nov 2023	Dec 2023	Percent Change
eAudiobooks	1024	941+51 = 992	-3%
eBooks	659	721	9%
ePeriodicals	396	342	-14%

Interlibrary Loan

COMPARISON BETWEEN November & December 2023		Nov 2023	Dec 2023	Percent Change
Materials Requested by Hudson patrons	Requested	154	149	-3%
	Filled	92	114	24%
	Percent filled	60%	77%	
Materials lent by RML to other libraries	Requested	74	76	2.7%
	Filled	57	62	9%
	Percent filled	77%	82%	

Respectfully Submitted:

Linda Pilla
Library Director