



# TOWN OF HUDSON

## Library Board of Trustees



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### Hudson Library Board of Trustees Approved Public Meeting Minutes For May 22, 2024

**Present:**

Trustee, Mary Guessferd, Chair (Via Zoom)  
Trustee, Erin Henderson, Vice Chair  
Trustee, Karen Bohrer, Treasurer  
Trustee, Margaret St. Onge  
Linda Pilla, Library Director  
Selectman, Dillon Dumont

**Excused:**

Trustee, Lisa Weber

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

**Public Input:** None

**Reports:**

*Motion by Trustee St. Onge to accept the Public Minutes of April 17, 2024. Seconded by Trustee Bohrer. All in favor. Motion passed.*

*Motion by Trustee St. Onge to accept the Non-Public Minutes of April 17, 2024. Seconded by Trustee Bohrer. All in favor. Motion passed.*

**Correspondence:** Director Pilla read a letter from the Theberge family donating \$5,000 in memory of their parents who passed away and had a love for the library.

**Treasurer's Report:** Trustee Bohrer presented the Treasurer's Report in detail in order to ensure all Trustees have a very good understanding of the report.

**Acceptance of Donations:**

*Motion by Trustee Bohrer to accept a donation of \$5,000 from the Theberge family in memory of their parents. Seconded by Trustee Guessferd. All in favor. Motion passed.*

*Motion by Trustee Bohrer to accept a donation of \$100 from Awilda Muniz. Seconded by Trustee St. Onge. All in favor. Motion passed.*

**Selectman Liaison's Report:** Things are a bit slow right now. There will be more information as time goes on.

**Director's Report:** See attached.

**Friends Report:** The winner for the Friends' scholarship has been named. There were 19 entries and Director Pilla helped with the endeavor. The Friends have made donations for NH Museum passes,

Summer Reading Program and sponsoring the Storywalk. The Friends also participate in Humanities programs by covering the overages. They continue to promote the brick program.

**Department Heads' Meeting:** Meetings are scheduled for May 30 and June 13 at 3:30.

#### **Old Business:**

**Acceptable Use Policy for Hills Building:** Trustee Bohrer and Director Pilla are currently working on this document and it is not quite ready to present to the Trustees. This will be placed on the Agenda for the next regular meeting.

#### **Policy for Filling Trustee Vacancies:**

*Motion by Trustee Bohrer to accept the By-laws with Attachment A. Seconded by Trustee St. Onge. All in favor. Motion passed.*

**Mobile Shelving:** Director Pilla received quotes for 5 36" mobile shelving units on wheels. Library Interiors quote as \$11,185 with a 9 to 12-week lead-time. Tucker's quote was \$13,923.59. Discussion was had to determine Tucker was the vendor to go with. They did the original shelving and are able to match the wood color of the original shelving.

*Motion by Trustee Bohrer to approve the purchase of shelving from Tucker at a price of \$13,923.59. Seconded by Trustee St. Onge. All in favor. Motion passed.*

**Replacement Carpeting:** Director Pilla has not received the sample choices from vendor yet. This Agenda item will be tabled and discussed at next regular meeting.

#### **New Business:**

**Payroll Fund Request:** Trustee Bohrer would like to use excess payroll funds to reward staff. It might not be a lot, but it would show the staff how much they are appreciated and they have worked very hard this year. Director will put some figures together and bring them to next month's meeting.

**CD Maturity:** The CD matured on 4/23/24. TD Bank extended the date to 5/23/24 to determine whether the Trustees will reinvest or put the funds back into the Building Fund.

*Motion by Trustee Guessferd to reinvest funds into a 4-month CD at an interest rate of 4.75%. Seconded by Trustee Bohrer. All in favor. Motion passed.*

**Director's Evaluation:** Tabled until next regular meeting.

**Future Agenda Items:** Cell phone for the library.

#### **Trustee Comments**

**Trustee St. Onge:** I would like to talk about the services and programs at the library. One of the things I noticed was there are a lot of people who use the Notary service. This is a free service and so convenient. I'd call ahead of time to make sure someone is available. The second comment I would like to make is; I just dropped off my book club book and walked across the steamy parking lot into a nice cool library. Please come join us and bring a sweater.

**Trustee Bohrer:** I hope everyone who looks at the library website has seen that beginning June 1, the library has subscribed to Kanopy. This is another streaming service and it is absolutely fantastic. It has a great selection of films for adults and kids and it's free. You just need to sign up and I encourage you to do that. I also encourage everyone to attend the Quinceañera on June 15. It's bound to be a wonderful party.

**Trustee Guessferd:** I'm sorry I'm not there tonight. I'm on a business trip. Please try to attend the Quinceañera. Welcome to Dillon Dumont our new Selectmen's Liaison. Hopefully you will enjoy it as much as we do and we welcome your input and comments.

**Trustee Henderson:** I work in a school and its May and it feels like May. There are a lot of exciting things happening and I hope that you and your kids are able to join us at the library. There are all kinds of things including borrowing museum passes, getting ready for Summer Reading and the excitement that comes with that. The staff have been working tirelessly on the Summer Reading Program.

Next Meeting scheduled for June 12, 2023.

***Motion by Trustee Bohrer to adjourn this meeting at 7:15 p.m. Seconded by Trustee St. Onge. All in favor. Motion passed.***

Meeting adjourned at 7:15 p.m.

Respectfully submitted,

Terri Cicia  
Recorder  
Rodgers Memorial Library

# Rodgers Memorial Library Director's Report

Activities for April 2024

Many many thanks to the VITA tax volunteers. This year's program yielded the following statistics:

384 FEDERAL RETURNS

32 NH RETURNS

88% HUDSON RESIDENTS

TOTAL NUMBER OF TAXPAYERS: 435 (HUSBAND and/or WIFE)

**TOTAL REFUND AMOUNT: \$317,901**

## STAFF UPDATES:

I am sad to report that our newest Youth Services employee, Emma, handed in her notice. Her last working day was May 2, 2024. She had been with us for just less than 6 months and announced her intention to accelerate her classes to complete her Bachelor's degree by the end of 2025. We wish her every success!

I immediately posted a job opening. We received a total of 5 applications. We interviewed 2 very well qualified applicants and Tanya checked the references of her preferred applicant while I was on vacation last week. I followed up with a provisional job offer on Monday as I didn't have a proposed start date. We are currently waiting for some information from the Hudson HR department before we can make any further progress.

## UPDATES:

Projector - the new projector was installed last week (May15). It is everything we were hoping for.

Carpet - as of today, we have not met with the installer to select the new carpet.

Mobile shelving - Tucker has submitted a bid for the mobile shelving.

Quinceañera - The committee met again this week to pull together the final party plan. I will have an up-to-date handout in time for the meeting.

Activities for the Library Director in April 2024 included:

Attended the Chamber of Commerce Dinner

Participated in the RML Eclipse Party

Met with Hudson Finance Director, Lisa Labrie to work on a more efficient method of reporting donations.

Attended the regular NHLA Executive meeting

Attended the regular GMILCS meeting

Assisted with Youth Services programming and desk coverage as needed

National Night Out meeting

Regular Department Heads meeting (April 11 and 29)

Led the Mystery Lovers Book Club

Friends of the Library - special meeting

ULAC regular meeting (Zoom)

Led quarterly community book club

# PROGRAMMING REPORT - Tanya Moesel

with Carrie Loring and [Marissa Sweeney](#)

## April 2024

<b>PROGRAMMING REPORT SUMMARY</b>	<i>Events</i>	<i>Participants</i>	<i>Average</i>
<b>Adult Programming Totals</b>	<b>26</b>	<b>335</b>	<b>13</b>
In-person programming	22	229	10
Passive programming	1	82	82
Virtual programming	3	24	8
Outreach	0	0	0
<b>Children's Programming Totals</b>	<b>28</b>	<b>1249</b>	<b>45</b>
In-person programming	22	758	34
Passive programming	6	491	82
Virtual programming	0	0	0
Outreach	0	0	0
<b>Tween/Teen Programming Totals</b>	<b>12</b>	<b>57</b>	<b>5</b>
In-person programming	8	17	2
Passive programming	4	40	10
Virtual programming	0	0	0
Outreach	0	0	0
<b>School Outreach Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>
In-person programming	0	0	0
Passive programming	0	0	0
<b>OVERALL TOTALS</b>	<b>66</b>	<b>1641</b>	<b>25</b>

# ADULT/ALL AGES PROGRAMMING

In April we began transitioning our fiber classes to a general get-together for fiber enthusiasts. Chris and Linda are still making themselves available to assist when needed, but it is not a formal class. We averaged 8 participants per week and hope to keep it going through the summer. Although the cards were made in February, Fairview Senior Living handed them out at the end of March and recently sent us some pictures. The residents were thrilled to receive these thoughtful notes from our patrons.

A patron favorite this month was our Trivia Night. Trivia Master Darryl Brazee was a big hit, as were the whoopie pies! We had 20 participants and with no cheating whatsoever, the team with three RML staff members won! Carrie has had several requests to bring Darryl back again.



Program # of events	Target Age	Participants (average)	Description
<b>In-Person Programs</b>		<b>events, Total</b>	
Stitchers Group 4 events	Adults	51 people (average 13)	People come in to share their ideas, chat, and work on their current projects. <ul style="list-style-type: none"> <li>• 4/5: 12 participants</li> <li>• 4/12: 11 participants</li> <li>• 4/19: 15 participants</li> <li>• 4/26: 13 participants</li> </ul>
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"> <li>• 4/6: 10 participants</li> <li>• 4/20: 12 participants</li> </ul>

Crochet Corner 5 events	Adults	32 people (average 8)	A casual gathering of yarn enthusiasts <ul style="list-style-type: none"> <li>• 4/2: 12 participants</li> <li>• 4/9: 11 participants</li> <li>• 4/16: 9 participants</li> <li>• 4/23: 4 participants</li> <li>• 4/30: 7 participants</li> </ul>
Rodgers Readers (4/9)	Adults	7 people	The Wind Knows My Name by Isabel Allende
Access Wisdom Book Club (4/11)	Adults	4 people	Certified Life Coach Diane MacKinnon leads this book club highlighting books that help us gain more access to our own wisdom. The Alchemist by Paulo Coelho
Cookbook Club (4/9)	Adults	10 people	Vegan recipes
True Crime Podcast Club (4/17)	Adults	8 people	In the Dark
Mystery Lovers Book Club (4/15)	Adults	16 people	Killers of a Certain Age by Deanna Raybourn
Afternoon Book Group (4/16)	Adults	7 people	How to Be Perfect by Michael Schur
Characters & Cocoa (4/18)	Adults	3 people	A monthly group for writers to socialize and talk about their craft.
Read 'Em & Eat (4/29)	Adults	9 people	The Ocean at the End of the Lane by Neil Gaiman
Backyard Planting for Birds, Bees, & Butterflies (4/10)	Adults	17 people	Dana Benner, Circulation Librarian and outdoors guy, gives tips on how to plant to attract wildlife to your yard.
Stitchers Circle with Oonagh Williams (4/13)	Adults	23 people	Monthly get-together to stitch/cross stitch, blackwork, embroider, etc.
Trivia Night: American History Edition (4/19)	Adults	20 people	Trivia Master Darryl Brazee hosts an after-hours night of fun!
<b>Passive Programs</b>			
Monthly Book Raffle	Adults	entries	The Women by Kristin Hannah
<b>Virtual Programs</b>			

Genealogy Club (4/12)	Adults	15 people	Seeking Rodgers Roots - The Maine, Canada, Ireland Connection (virtual)
A Brief History of the Coast Guard (4/16)	Adults	5 people	Retired Coast Guard Captain Greg Ketchen gives us a brief history of the Coast Guard
Author Talk: Heather Wolf (4/24)	Adults	4 people	Heather Wolf discusses her latest book - Find More Birds: 101 Ways to Spot Birds Wherever You Are

## CHILDREN'S PROGRAMMING

April has been a tough month in the children's room. We have two full time staff members dealing with ongoing emergencies and we were sad that our PT programming assistant had to leave as she plans to go to school full time. We had to cancel seven programs in April. In May we are covering the 56 hours the library is open, along with school visits and summer preparations, with 80 hours of staff time.

Our storytimes continue to be popular. Families are disappointed that we aren't doing storytimes in May, but they are looking forward to storytime at Benson Park this summer. The break in programming gives us time to visit schools to promote summer reading, as well as time to prepare for all the summer events. We had to replan our summer programs to accommodate the smaller staff, but there is still plenty to be excited about.



Program # of events	Target Age	Participants (average)	Description
<b>In-Person Programs</b>		<b>22 Events, 758 people</b>	
Bubble Party (2 Events)	Ages 1-3	58 people (29 Average)	Songs and bubbles for toddlers. <ul style="list-style-type: none"> <li>4/10 26</li> <li>4/10 32</li> </ul>



Curious Kids (4 events)	Ages 2-6	92 people (23 average)	Explore fall themed learning centers with your preschool <ul style="list-style-type: none"> <li>• 4/5 9</li> <li>• 4/12 36</li> <li>• 4/19 21</li> <li>• 4/26 26</li> </ul>
Adventurers Storytime (4 Events)	Ages 3-5	108 People (27 Average)	Join Ms. Tanya for stories, songs, games and activities <ul style="list-style-type: none"> <li>• 4/2 29</li> <li>• 4/9 17</li> <li>• 4/16 32</li> <li>• 4/30 30</li> </ul>
Movers and Shakers (6 Events)	Ages 1-3	165 People ( 28 Average)	Join Miss Marissa for stories, songs, games and activities <ul style="list-style-type: none"> <li>• 4/3 23</li> <li>• 4/3 32</li> <li>• 4/17 26</li> <li>• 4/17 29</li> <li>• 4/24 31</li> <li>• 4/24 24</li> </ul>
Songs and Snuggles (3 Events)	Ages Birth-18 Months	15 people (5 Average)	Join Ms. Tanya for songs, snuggles, and baby free play <ul style="list-style-type: none"> <li>• 4/11 6</li> <li>• 4/18 7</li> <li>• 4/25 2</li> </ul>
Family Candy Bingo	All Ages	28 people	Play BINGO with the family and win candy
Steve Blunt: Sing-Along, Laugh-a-Lot	All Ages	142 people	A concert full of fun, upbeat songs that tickle the funny bone, warm the heart, and delight the imagination
Solar Eclipse Party	All Ages	150 people	Join us to watch the eclipse and celebrate this special event with a science explanation and a fun snack
<b>Passive Programs</b>		<b>6 programs, 491 Total</b>	
Take & Make Crafts	Preschool & early elementary	301 projects	Prepared crafts to do at home <ul style="list-style-type: none"> <li>• Gnome 75</li> <li>• Flowers 76</li> <li>• Caterpillar 74</li> <li>• Sun 76</li> </ul>
Scavenger Hunt	Everyone	80 people	Find 10 Dino footprints and 3 Apatosauruses
Tulip Garden	Everyone	110 people	Color a tulip to add to our garden

# TEEN/TWEEN PROGRAMMING

We are sad to lose Emma after such a brief period of time, but we wish her the best of luck in her further education and endeavors. Our numbers for teen and tween services have continued to dwindle. We are hoping to revamp our program for the summer and the fall and find a new crop of students to draw into the library.

Program # of events	Target Age	Participants (average)	Description
<b>In Person Programs</b>		<b>8 events, 17 Total</b>	
Teen Hangout	13-18	14 people	Teens can come hang out at the library and do the weekly activity <ul style="list-style-type: none"> <li>• 4-2 Hangout 3 people</li> <li>• 4-4 CANCELED (snow)</li> <li>• 4-9 Hangout 0 people</li> <li>• 4-11 Hangout 2 people</li> <li>• 4-16 Hangout 5 people</li> <li>• 4-18 Hangout 2 people</li> <li>• 4-25 Diamond Painting 0 people</li> <li>• 4-30 Hangout 2 people</li> </ul>
Tween Taylor Swift Party	Grades 4-8	3 people	Tweens are invited to listen to Taylor Swift while we have a snack and make bracelets
<b>Passive Programs</b>		<b>4 events, 40 total</b>	
Dino the Therapy Dog (4 events)	All Ages	40 people (10 Average)	Dino the Therapy Dog is a St. Bernard who loves to make new friends <ul style="list-style-type: none"> <li>• 4/2 18</li> <li>• 4/9 8</li> <li>• 4/16 10</li> <li>• 4/30 4</li> </ul>

## SCHOOL OUTREACH

We have plans to promote summer reading in all the elementary schools!

Students from Hills Garrison will visit Rodgers Library during their library time the week of May 20th. Tanya will visit all the classrooms in Nottingham May 28-30. Tanya will visit ELC on May 31 and June 4th. We will tell students about the summer challenge and summer events. We will also have each student decorate a tent to hang in the library for the summer. Then we will give each student a sticker and bookmark to take home.

## REFERENCE REPORT - Mark Stawecki

### Museums

School vacation occurred for the last full week, which led to an increase in checkouts. The New England Quilt was checked out for the first time. The Aquarium and Zoo New England were tied for highest checkouts at 13 each. The zoo passes were very popular during school vacation week because there is no limit to the number we can give out per day. Our replacement passes for the Butterfly Place didn't arrive until about midway through the week, and Mark fielded several inquiries about them. Those passes should do well moving forward.

# Social Media

**Rodger That!** - Google Analytics shows 138 users for an average engagement time of 52 seconds. No new reviews.

**YouTube** - We have 89 subscribers, two more than last month. There were 238 total views and 5.7 hours of watch time. Mark recorded and posted this month's genealogy presentation for a limited time (two weeks) with the speaker's permission.

**Facebook** - 1,764 followers, five more than last month; 32 posts; This was a good month for Engagement. The post with the most at 196 had photos from the Steve Blunt concert. Other posts that had Engagement over 100 were asking patrons to discuss literary characters and high school reads.

**Twitter / X** - 580 followers, one less than last month; 21 tweets including reposts; The Analytics feature is still being worked on by Twitter.

**Instagram** - Five posts; 323 followers (gained nine); 37 accounts engaged

# Genealogy

The event was virtual for "Seeking Rogers Roots—the Maine, Canada, Ireland Connection" by Carol McCoy. Fifteen people attended. During a meeting with Linda, she expressed an interest in knowing how many virtual attendees were from Hudson.

One beginner's packet was handed out. Mark completed the self-paced beginner's course through American Ancestors.

# Non-Library Programs

GROUP	DATE	ATTENDANCE
GS 59012	April 2 <sup>nd</sup> , 16 <sup>th</sup> , 30 <sup>th</sup>	15, 13, 9
GFWC	April 3 <sup>rd</sup>	Met on Zoom
Rotary Club	April 11 <sup>th</sup>	6
Hudson Democrats	April 11 <sup>th</sup>	12
Hannah Dustin Quilt Guild	April 25 <sup>th</sup>	11
Hear SNH	April 16 <sup>th</sup>	35
Hudson United Soccer	April 18 <sup>th</sup>	5
Sky Farms HOA	April 30	11

Total attendance = 117

Study Rooms	49 instances, 95 attendees Unable to Book = 0, Bumped = 0
Study Carrels	18 instances
Patron PCs	268 total (99 of which were Guest users)

# Other

Tax appointments finished at the beginning of the month, and the season finished without any major hurdles.

Mark recorded a promotional video with HCTV explaining what a modern reference librarian does. The video was just under four minutes. HCTV uploaded it to YouTube, and it currently has 30 views. Mark posted it on social media and in the newsletter. He also began creating readers' advisory guides, which he posts in the newsletter and on social media.

## IT/Tech Services Report - Victoria Sandin

### Routine Tasks

#### Google Business Profile

[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. April 2023)

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: **1,402, +18.4%**
- Calls (calls made from our BP): **295, +92.8%**
- Directions (direction requests made from our BP): **171, -1.2%**
- Website clicks (website clicks made from our BP): **936, +9.1%**

#### Business Profile (BP) Views

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

- Views: 2,141, -9.1%

#### Business Profile (BP) Searches

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

- Searches: **1283, -11.4%**

### Analysis

The high numbers were encouraging, a significant jump from last month and even last year at this time. With the warmer weather, the end of the school year and Summer Reading just around the corner, hopefully this means that more folks will be spending more time at the library than in the winter.

Statistics for website use, online chats and phone use also increased significantly from previous months, see below.

### Website

- There were **53 changes** to the website in April 2024.

## Telephone calls

- Incoming: 1371
- Outgoing: 272
- Total: **1643**

## Technology Tickets

- We responded to **19 requests for IT help** from staff

## Library H3lp (chat program)

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

## Additional Tasks

### April

- Chris was out on leave, so cataloging items became our main task.
- Met with the GMILCS MIG (Metadata Integrity Group, basically the cataloging group) to review and update the consortium's Technical Services guide. Joined a subcommittee (scMIG) created specifically for this project.

### May Projects

- Cover for Linda while she's on vacation
- Work on Summer Reading Brochure
- Continue meeting with scMIG to update the TS Guide.

## Technical Services

- Additions (physical items): **190**
- Better World Books: **18**
- Changes to GMILCS items: **865**
- Deletions/Withdrawals: **111**
- Graphic novels: **0**
- Mending: **103**
- OCLC records obtained: **25**

# CIRCULATION REPORT - Dana Benner

## SPECIAL EVENTS/NEWS

**Library visitors were 5,985 in April - no change from March**

### Notary Service(s): **25**

**Hours:** The library was open **228** hours during April (open 236 hours in March). We were closed due to inclement weather on April 3 & 4.

We issued **55** new patron cards in April. Total active patrons stand at 7,898

We had **5** patrons utilizing our Books by Mail program.

RML's Circulation Librarian has been working on programs with HCTV promoting the library.

# Circulation

Print

	March 2024	April 2024	Increase/Decrease		April 2023	April 2024	Increase/Decrease
Adult	3,168	3,008	-5%		2,478	3,008	21%
YA	315	296	-6%		276	296	7%
Children's	3,586	3,089	-14%		3,302	3,089	-6%
Tween	272	254	-7%		339	254	-25%
<b>TOTAL</b>	<b>7,341</b>	<b>6,647</b>	<b>-9%</b>		<b>6,395</b>	<b>6,647</b>	<b>4%</b>

## Downloadable eAudiobooks, eBooks and ePeriodicals

	March 2024	April 2024	Percent Change
eAudiobooks	1,135+58=1,193	1080+57=1,137	-5%
eBooks	644+70=714	628+69=697	-2%
ePeriodicals	344	257	-25%

## Interlibrary Loan

		March 2024	April 2024	Percent Change
Materials Requested by Hudson patrons	Requested	127	169	33%
	Filled	103	133	29%
	Percent filled	81%	77%	
Materials lent by RML to other libraries	Requested	103	97	-6%
	Filled	80	75	-6%
	Percent filled	78%	77%	

## GMILCS Statistics

April 2024 - RML is currently a net borrower of GMILCS items as our patrons borrow more items that originate from other GMILCS libraries than we send to the other libraries. These numbers also reflect the books borrowed for the 5 book groups in the library. These numbers will fluctuate from month to month.

RML as Assigned Library	636	- RML items checked out at other libraries - Does not include RML items circulated from RML - Number is for items circulated.
RML patron Circulations	6,725	Checkouts and Renewals by RML Patrons at all GMILCS libraries

<b>RML as loaning library (items from other libraries checked out at RML</b>	<b>755</b>	<b>-Items from other libraries checked out at RML - Does not include RML items circulated from RML - Number is for items circulated.</b>
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**Respectfully Submitted:  
Linda Pilla  
Library Director**