



TOWN OF HUDSON

Library Board of Trustees



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Hudson Library Board of Trustees Approved Public Meeting Minutes For June 12, 2024

Present:

Trustee, Mary Guessferd, Chair
Trustee, Erin Henderson, Vice Chair
Trustee, Karen Bohrer, Treasurer
Trustee, Margaret St. Onge
Trustee, Lisa Weber
Linda Pilla, Library Director
Selectman, Dillon Dumont

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 Bohrer to accept the Public Minutes of May 22, 2024 with edits. Seconded by Trustee Henderson. All in favor. Motion passed.

Correspondence: None

Treasurer's Report: Trustee Bohrer presented the Treasurer's Report and there was nothing out of the ordinary to report. Trustee Bohrer mentioned that she had attended the NHLTA Conference with Trustees St. Onge and Guessferd along with Director Pilla and Terri. Trustee Bohrer attended a very informative session on managing library trust funds which she will be following up on. One of the things that was mentioned was laddering CD investments. Director Pilla reported line item for printing is going to go over due to outside printing instead of using staff time because it is more cost effective.

Acceptance of Donations:

Motion by Trustee Bohrer to accept the monetary donations of the Rotary Club, GFWC, Hannaford's and Tracy Reardon. Seconded by Trustee St. Onge. All in favor. Motion passed.

Selectman Liaison's Report: There are numerous infrastructure projects going on. It has been very busy for us in town. We have the bridge and Second Brook as well getting rehabbed that's getting wrapped up. Very excited to move forward with all those problems that have been lingering over us for a little bit. For anybody watching out there, we are looking for a new Town Planner, Town Administrator, Executive Assistant and Town Clerk. If anyone is interested, come fill out an application. Thank you.

Director's Report: See attached.

Friends Report: The Friends met in May.

Department Heads' Meeting: The meeting has been scheduled for tomorrow. The goal is to meet twice a month but there are times that we are just unable to do so.

Old Business:

Hills Memorial Library Acceptable Use Policy and Application: This policy has been updated to more effectively define who the SAU 81 is and what part they play in approving use of the Hills Building. If BOT approves the policy and application, they will send them to the SAU letting them know that these documents have been approved by the Trustees and are coming to them for their review.

Motion by Trustee Bohrer to approve the Hills Memorial Library Acceptable Use Policy. Seconded by Trustee Henderson. All in favor. Motion passed.

Replacement Carpeting: Director Pilla has not received the sample choices from vendor yet. Replacement of the carpeting will be discussed at a future meeting when samples have been received.

New Business:

Cell Phone for Library:

Motion by Trustee Henderson to approve the purchase of a cell phone for library. Seconded by Trustee Weber. All in favor. Motion passed.

Encumbrances for FY 2024: Director Pilla has requested encumbering funds held by the town for the purchase of mobile shelving. Director Pilla and Trustee Bohrer will prepare the paperwork and contact Town Hall. This purchase has previously been approved by the Trustees.

Motion by Trustee Henderson to approve the encumbrance for required funds for the purchase of mobile shelving from Tucker for fiscal year 2024. Seconded by Trustee Bohrer. All in favor. Motion passed.

Summer Reading Program Contribution: Trustee Henderson requested that the Trustees provide snacks and drinks for the staff members at RML. They work so hard during this time and thought they would enjoy them.

Motion by Trustee Henderson to spend no more than \$500 from account ending 0350 for the purchase of drinks and snacks during Summer Reading Program. Seconded by Trustee St. Onge. All in favor. Motion passed.

Trustee Henderson is a member of a Library Trustee group. It was mentioned during their last meeting that they have an awards ceremony at the end of the summer reading program as the wrap-up. They give silly and serious awards to the staff members. This could take place at the next staff training day. We could 3D printed awards. Just another little thing to bring smiles. Trustee Henderson will prepare a proposal for this and bring it to the BOT.

NHLTA Awards Nomination: To be discussed in non-public session.

Director's Evaluation: To be discussed in non-public session.

Future Agenda Items: Awards proposal.

Trustee Comments

Trustee Weber: I am looking forward to the Quinceanera on Saturday. I'm excited we are going to have great weather.

Trustee St. Onge: I will be at the celebration and I can't wait. I do want to do a quick little shout out to Bob. I think the grounds outside the library look so beautiful and I just want to say it's absolutely gorgeous. We all love the building itself. It's so nice to sit outside and see all the beautiful flowers and bushes. It's just a nice quiet place to sit and read for those of us who like to be outside. Thank you Bob.

Trustee Bohrer: I will be at the Quinceanera also and it's going to be great. There is going to be cake. Please everyone, come on down and the summer reading program looks absolutely fantastic. So please do participate in that. There is so much going on and it's a great time to reconnect with the library. It's cool when it's hot out. There are wonderful books to read or to listen to, newspapers and magazines, programming. Summer is just about here so come and visit the library.

Trustee Guessferd: I unfortunately will not be at the Quinceanera. We will be on vacation. I already have books downloaded for my trip. It's just one more thing that is available at the library. You don't have to take a big heavy book on vacation or to the beach. I hope the Quinceanera goes really well.

Trustee Henderson: I will second all the Quinceanera excitement. My daughter is also very excited to go. We are also looking forward to all the summer reading programs.

Next regular meeting is scheduled for August 21, 2024.

Motion by Trustee Guessferd to enter Non-public session at 7:15 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 St. Onge – Yes
Trustee Weber – Yes
Trustee Guessferd - Yes

Trustee Bohrer – Yes
Trustee Henderson – Yes

Returned to public session at 9:10 p.m.

Motion by Trustee Henderson to seal the Non-public Minutes of June 12, 2024. Seconded by Trustee Guessferd. All in favor. Motion passed.

Roll Call Vote

Trustee St. Onge – Yes
Trustee Weber – Yes
Trustee Guessferd - Yes

Trustee Bohrer – Yes
Trustee Henderson – Yes

Motion by Trustee Bohrer to adjourn this meeting at 9:15 p.m. Seconded by Trustee St. Onge. All in favor. Motion passed.

Respectfully submitted,

Terri Cicia
Recorder
Rodgers Memorial Library

Rodgers Memorial Library Director's Report

Activities for May 2024

At the beginning of the month, I had the opportunity to visit the Harvard School of Government with the ULAC Group. The topic of the meeting was how to ensure that the vital role of local public libraries is taught to the next generation of political leaders in the United States. We also had the opportunity to tour the Widener Library. It was an educational and fun day.

FYI: The ULAC Group is made up of the directors whose libraries serve the larger communities in New Hampshire. Currently the criteria for membership in this group is a local public library that serves a community of 13,000 or more. According to the 2022 census, Hudson's population was 25,570, which ranked us tenth in New Hampshire.

STAFF UPDATES:

I am happy to report our newest employee has already started work. Margaret (Maggie) Chesna has joined the Youth Services team to round out their roster. Maggie has a degree in Behavioral Neuroscience with a minor in Psychology. We are looking forward to working with her!

UPDATES:

Mobile shelving - Tucker has ordered our new shelving.

Quinceañera - The party is this Saturday - everyone is invited.

Activities for the Library Director in May 2024 included:

ULAC event

Multiple organizational meeting for Quinceañera

Interviews for Youth Services position

Regular Department Heads meetings (May 9 and 30)

Led the Mystery Lovers Book Club

Friends of the Library - regular meeting

PROGRAMMING REPORT - Tanya Moesel

with Carrie Loring and [Marissa Sweeney](#)

PROGRAMMING REPORT SUMMARY	Events	Participants	Average
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Adult Programming Totals	30	325	11
In-person programming	27	267	10
Passive programming	1	40	40
Virtual programming	2	18	9
Outreach			
Children's Programming Totals	7	332	47
In-person programming	3	63	21
Passive programming	4	269	67
Virtual programming	0	0	0
Outreach	0	0	0
Tween/Teen Programming Totals	8	19	2
In-person programming	0	0	0
Passive programming	8	19	2
Virtual programming	0	0	0
Outreach	0	0	0
School Outreach Totals	68	1850	27
In-person programming	66	1350	20
Passive programming	2	500	250
OVERALL TOTALS	113	2526	22

ADULT/ALL AGES PROGRAMMING

In May we continued to see a good turnout at our monthly book clubs and stitchers groups. The newest group, A Good Yarn, is meeting for two hours on Tuesday nights and averaging 10 people each week. This group grew out of our fiber classes, and we hope to keep it going through the summer and beyond. Carrie ran a craft night using donated wine corks. The 17 participants each had great fun creating their own designer trivets. We also had some beautiful displays in May. Our display case featured the art of machinist Abraham Megerdichian and the community room displayed artwork by Susan King.



Program # of events	Target Age	Participants (average)	Description
In-Person Programs		events, Total	
Stitchers Group 5 events	Adults	68 people (average 14)	<p>People come in to share their ideas, chat, and work on their current projects.</p> <ul style="list-style-type: none"> ● 5/3: 14 participants ● 5/10: 10 participants ● 5/17: 15 participants ● 5/24: 14 participants ● 5/31: 15 participants
Dungeons & Donuts 2 events	All ages	20 people (average 10)	<p>Patrons of all ages come to the library to play Dungeons & Dragons and eat delicious donuts.</p> <ul style="list-style-type: none"> ● 5/4: 10 participants ● 5/18: 10 participants
A Good Yarn 4 events	Adults	40 people (average 10)	<p>Share tips, tricks, and stories while you work on your latest project.</p> <ul style="list-style-type: none"> ● 5/7: 10 participants ● 5/14: 9 participants ● 5/21: 12 participants ● 5/28: 9 participants
Zentangle Series 6 events	Adults	29 people (average 5)	<p>Join Diane MacKinnon in this 3-part series to create a beautiful piece of art.</p> <ul style="list-style-type: none"> ● 5/1: 6 participants ● 5/8: 6 participants ● 5/22: 5 participants ● 5/2: 5 participants ● 5/16: 3 participants ● 5/23: 4 participants
Rodgers Readers (5/2)	Adults	10 people	A Fever in the Heartland by Timothy Egan
Access Wisdom Book Club (5/9)	Adults	6 people	Atlas of the Heart by Brene Brown
Cookbook Club (5/14)	Adults	11 people	One Pan Wonders by Jamie Oliver
True Crime Podcast Club (5/15)	Adults	7 people	Who Trolled Amber?

Mystery Lovers Book Club (5/20)	Adults	16 people	The Marlow Murder Club by Robert Thorogood
Afternoon Book Group (5/21)	Adults	11 people	Horse by Geraldine Brooks
Read 'Em & Eat (5/20)	Adults	6 people	The Shadow of the Wind by Carlos Ruiz Zafon
Characters & Cocoa (5/16)	Adults	6 people	A monthly group for writers to socialize and talk about their craft
Stitchers Circle with Oonagh Williams (5/11)	Adults	20 people	Monthly get-together to stitch/cross stitch, blackwork, embroider, etc.
Adult Craft Night: Wine Cork Trivet (5/22)	Adults	17 people	Create a super cute American flag trivet out of recycled wine corks.
Passive Programs			
Monthly Book Raffle	Adults	40 entries	Family Lore by Elizabeth Acevedo
Virtual Programs			
Genealogy Club (5/10)	Adults	16 people	Resources for Genealogical Research in Foreign Countries with Katherine Wilson
Artificial Intelligence for the Average Person (5/2)	Adults	2 people	Join reference librarian, Mark, as he talks about what AI is, what it can do, and what the future may bring.

CHILDREN'S PROGRAMMING

We spent this month focused on hiring a new staff person, organizing for summer reading, and promoting summer reading in schools. We took a break from regular preschool programming to make time for school visits and summer reading preparations.

This month Emma left RML to go to school full time, Marissa was out on short term disability, and Tanya took FMLA leave to take care of a family emergency. This left us very short staffed. We had to entirely replan our summer events to accommodate these situations. It looks like Tanya and Marissa will both be back to working full time by the end of June and we have a new PT programming assistant beginning in mid June. We warmly welcome Maggie Chesna to Rodgers Library.

Our programs were missed this month, but we've heard lots of excitement about beginning Story Safari at Benson Park. The Quinceanera birthday party will kick off our summer reading program. Patrons can register for the summer reading adventure starting June 14th. Like the last few years, patrons will earn prizes by completing challenges like reading books, checking out library materials, attending programs, getting to know the Hudson community, and more. We have events planned for every age group each week through the summer.

For more information about the summer reading adventure, take a look at the [staff instructions](#).

Program # of events	Target Age	Participants (average)	Description
In-Person Programs		3 Events, 63 people	
Curious Kids	Ages 2-6	18 people	Explore learning centers with your preschooler. <ul style="list-style-type: none"> 5/3 18 Cars

Movers and Shakers (2 Events)	Ages 1-3	45 People (23 Average)	Stories, songs, games and activities for toddlers. <ul style="list-style-type: none"> • 5/1a 21 • 5/1b 24
Passive Programs		4 programs, 269 Total	
Take & Make Crafts	Preschool & early elementary	218 projects	Prepared crafts to do at home <ul style="list-style-type: none"> • Taco 75 • Pickle 48 • Crown 95
Scavenger Hunt	Everyone	51 people	Find 5 Cement trucks and 5 Bulldozers in the children's room.

TEEN/TWEEN PROGRAMMING

Unfortunately, we have not had steady staffing of teens. We've had three teen services staff members leave RML in the last year, and we've had 5 months with no one officially serving teens. Tanya and Marissa have decided to share the responsibilities of teen services between themselves and the new youth services with the hope that someone leaving won't have as big an impact on the teenagers in our community. We will be revamping the teen services plan for the fall.

Program # of events	Target Age	Participants (average)	Description
In Person Programs		0 events, 0 Total	
Teen Hangout	13-18	0	
Passive Programs		8 events, 19 total	
After school snacks	13-18	19 participants 2 average	

SCHOOL OUTREACH

Our focus this month was promoting the summer reading program at the schools. Even with our staffing concerns, we managed to see every student in Kindergarten-5th grade. Come visit the children's room to see all the tents the students made. Each student wrote an adventure they have participated in or hope to participate.

Program # of events	Grade	Participants (average)	Description
In Person Programs		66 events, 1350 Total	
Hills Garrison School Summer Reading Promotion @ RML (18 events)	2nd-5th	400 participants 22 average	May 20-25 with Amy Chartrain All of the classes from Hills Garrison School visited Rodgers Library during their weekly class library time. Tanya presented a slide show promoting summer events and the summer challenge. Then students made tents that will

			decorate the library this summer. Students had a few minutes to play in the children's room at the end. Students went home with bookmarks that have a QR code.
Nottingham West Elementary School Summer Reading Promotion (24 events)	2nd-5th	500 participants 20 average	May 28-30 with Kristi LeShane Tanya visited classrooms at NWES to tell them about summer events and the summer challenge. Then students made tents to decorate the library. Students went home with bookmarks that have a QR code.
Early Learning Center Summer Reading Promotion (24 events)	K-1st	450 participants 19 average	May 31 & June 4 with Mary Ellen Labrie & Nancy McGuire Tanya visited classrooms to tell students about summer events and the summer challenge. Students went home with bookmarks that have a QR code.
Passive Programs			2 events, 500 total
Hudson Memorial School Summer Reading Promotion	6th-8th	400 participants	Beth Sloat handed out bookmarks in her library and she placed one in each 8th grade summer reading book. She also sent the slide presentation to teachers to put on their websites for students and parents.
Alvirne High School Summer Reading Promotion	9th-12th	100 participants	Deb Cole presented the library events to the English Department. She handed out bookmarks at her library and sent the slide presentation to teachers to share with their students.

REFERENCE REPORT - Mark Stawecki

Museums

Zoo New England and the NE Aquarium were tied for highest checkouts at 17 and 10 respectively. These were the only two to reach double digits. As the weather warms and school lets out, we should see an increase in usage. This was also the last month for the New England Quilt Museum, which had only one checkout in its time here.

A number of seasonal passes became available such as Squam Lakes, Castle in the Clouds, and the Nashua Silver Knights. Mark created a promo video highlighting these places and posted it in the newsletter and online.

Social Media

Rodger That! Google Analytics shows 150 new users for an average engagement time of 30 seconds; no new reviews.

YouTube We have 91 subscribers, two more than last month; there were 360 total views and 5.9 hours of watch time; two videos were uploaded: a trailer for Kanopy and a promo for seasonal museum passes.

Facebook 1,770 followers, six more than last month; 29 posts; engagement was down about 38% at 446, which isn't bad since last month was uncommonly high; the post with the most Reactions at 25 was a picture of the dolls for the 15th anniversary party.

Twitter / X 581 followers, one more than last month; 18 tweets including reposts; the Analytics feature is still being worked on by Twitter.

Instagram Five posts; 325 followers (gained nine); 5 accounts engaged.

Genealogy

The event was virtual for "Resources for Genealogical Research in Foreign Countries" by Katherine Wilson. Sixteen people attended. This is average for online attendance. The program was a make-up session from March when the speaker lost power at the beginning of the lecture.

There were no genealogy requests.

Non-Library Programs

GROUP	DATE	ATTENDANCE
Eagle's Nest	May 21 st	27
GS 59012	May 14 th , 28 th	8, 9
Rotary Club	May 9 th	14
Hudson Democrats	May 9 th	10
Hannah Dustin Quilt Guild	May 14 th	13
Hudson United Soccer	May 16 th	6
NH DHHS	May 22 nd	11

Total attendance = 98

Study Rooms	59 instances, 121 attendees Unable to Book = 4, Bumped = 2
Study Carrels	33 instances
Patron PCs	309 total (85 of which were Guest users)

Other

Reference experienced a slowdown with the warm weather. Mark had a meeting with Linda where they discussed the role of A.I. in the library, particularly in chat and generative art. Linda also asked Mark to look into possibly moving from Transparent Languages (TL) to Mango. He is currently examining the free lessons in Mango. We average about five users each month for TL.

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. May 2023)

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

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

- Business Profile interactions: **983, -3.5%**
- Calls (calls made from our BP): **85, 0%**
- Directions (direction requests made from our BP): **202, -1.0%**
- Website clicks (website clicks made from our BP): **696, -4.7%**

Business Profile (BP) Views

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

- Views: 1,534, +0.1%

Business Profile (BP) Searches

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

- Searches: **775, -11%**

Analysis

Numbers went down as summer approaches and families prepare for the end of school. Warmer weather also keeps folks away from the library.

Numbers should increase once Summer Reading begins mid-June.

Website

- There were **29 changes** to the website in April 2024.

Telephone calls

- Incoming: 619
- Outgoing: 189
- Total: **808**

Technology Tickets

- We responded to 22 requests for IT help from staff

Library H3lp (chat program)

- 5 chats using the website Chat app.
-

Additional Tasks

May

- Covered for Linda while she's on vacation
- Worked and completed Summer Events Brochure
- Continued meeting with scMIG to update the TS Guide.

June Projects

- Update website and promotional images for Kanopy and SRP
- Finish and (professionally) print Summer Events brochure
- On vacation June 15 - 24, 2024
- Continue meeting with scMIG to update the TS Guide.

Technical Services

- Additions (physical items): **348**
- Better World Books: **17**
- Changes to GMILCS items: **1,365**
- Deletions/Withdrawals: **61**
- Graphic novels: **17**
- Mending: **143**
- OCLC records obtained: **20**

CIRCULATION REPORT - Dana Benner

SPECIAL EVENTS/NEWS

Library visitors were 5,465 in May - -9% from April

Notary Service(s): 20

Hours: The library was open **248** hours during May (open 228 hours in April)
We issued **60 new** patron cards in May. Total active patrons stand at 7,962

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

RML's Circulation Librarian continues to work with HCTV producing video material that promote the library.

Circulation

Print

	April 2024	May 2024	Increase/Decrease		May 2023	May 2024	Increase/Decrease
Adult	3,008	2,751	-8.5%		2,682	2,751	2.5%
YA	296	280	-5.4%		265	280	5.7%
Children's	3,089	2,979	-3.6%		2,682	2,979	11.1%
Tween	254	205	-19%		199	205	3%
TOTAL	6,647	6,215	-6.5%		5,828	6,215	6.6%

Downloadable eAudiobooks, eBooks and ePeriodicals

(Please note CLOUD LIBRARY numbers have not yet been released)

	April 2024	May 2024	Percent Change
eAudiobooks	1080	1150	6.5%
eBooks	628	666	6.1%
ePeriodicals	257	410	59.5%

Interlibrary Loan

		April 2024	May 2024	Percent Change
Materials Requested by Hudson patrons	Requested	169	128	-24%
	Filled	133	88	-34%
	Percent filled	79%	69%	
Materials lent by RML to other libraries	Requested	97	84	-13%
	Filled	75	73	-3%
	Percent filled	77%	87%	

GMILCS Statistics

May 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	638	- RML items checked out at other libraries - Does not include RML items circulated from RML - Number is for items circulated.
RML patron Circulations	6,277	Checkouts and Renewals by RML Patrons at all GMILCS libraries
RML as loaning library (items from other libraries checked out at RML	800	-Items from other libraries checked out at RML - Does not include RML items circulated from RML - Number is for items circulated.

**Respectfully Submitted:
Linda Pilla
Library Director**