



TOWN OF HUDSON

Library Board of Trustees



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Hudson Library Board of Trustees Approved Public Meeting Minutes For October 16, 2024

Present:

Trustee, Mary Guessferd, Chair
Trustee, Erin Henderson, Vice Chair
Trustee, Margaret St. Onge
Trustee, Lisa Weber
Linda Pilla, Library Director

Excused:

Trustee, Karen Bohrer, Treasurer
Selectman, Dillon Dumont

Call to Order: Trustee Guessferd 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 and Non Public Minutes of September 18, 2024. Seconded by Trustee Weber. All in favor. Motion passed.

Motion by Trustee Henderson to accept the Special Public and Non Public Minutes of September 23, 2024. Seconded by Trustee Weber. All in favor. Motion passed.

Motion by Trustee Henderson to accept the Special Public Minutes of October 3, 2024. Seconded by Trustee St. Onge. All in favor. Motion passed.

Correspondence: None

Treasurer's Report: Terri Cicia, bookkeeper, presented the Treasurer's Report in Trustee Bohrer's absence. All accounts are in order and there were no unexpected expenses incurred last month.

Acceptance of Donations:

Motion by Trustee Guessferd to accept the monetary donations of \$211. Seconded by Trustee Weber. All in favor. Motion passed.

Selectman Liaison's Report: None

Director's Report: See attached.

Friends Report: The Friends will be meeting in November.

Department Heads' Meeting: Has been scheduled for October 31, 2024 at 1:00 p.m.

Old Business:

Hills Building Boiler:

Bob Gagnon has received several quotes for the replacement of the Hills Building boiler. There is currently no efficient electricity for a new boiler. The approximate cost to replace the boiler alone is \$71,000. The approximate cost to install a mini split is just under \$10,000. The boiler is currently working and has passed inspection. The next inspection is due in 2025.

Water Mitigation at Hills Building:

Both Director Pilla and Bob Gagnon will be meeting with Brian Emmerson from Emmerson Builders, LLC at the Hills Building to determine how to proceed with the repairs such as replacing the ramp, drywall, etc. Director Pilla will report findings to Trustees.

Strategic Plan

To be discussed at next regular meeting.

New Business:

Staff Appreciation Dinner:

The staff appreciation dinner has been scheduled for November 18 beginning at 5:00 p.m. Celebrations Catering has been retained to provide the food, etc. All staff and Trustees are invited to attend.

Motion by Trustee Henderson to spend no more than \$2,000 from account ending 0350 to cover all expenses for staff appreciation dinner. Seconded by Trustee Weber. All in favor. Motion passed.

Staff Recognition:

The Trustees are developing a plan to best recognize staff members who receive special achievements such as Para Librarian Certificates, degrees, etc. Some suggestions were a bonus or gift and recognition from the Trustees of these accomplishments. HCTV could be invited to record and take pictures for publication.

Circulation Policy:

Trustees discussed the current Circulation Policy. Discussion was had about the legal age limit for signing a Library of Things Policy. The Circulation Policy should have an addendum to include the Library of Things Policy which may differ from the standard items that circulate in the library. Director Pilla will create a skeleton of a Library of Things policy and bring it to the Board for further discussion. Policy will be finalized in December or January.

Full Time Position Update:

Director Pilla received 5 applications for the full time position. Interviews are scheduled for Friday, October 18, 2024. Director will report findings to Trustees.

Old Sealed Minutes:

Trustees will put a process in place for reviewing old sealed minutes to determine if they are ready to be unsealed. To be discussed at next regular meeting.

Trustee Comments

Trustee Weber: Upon reading Linda's report, I was very impressed with our school outreach. You hit all the great stops to get out there. There was the School District Committee Fair, Second Language, you went to a PTO meeting, to an English Department meeting. All areas that I was thinking of. I'm very impressed.

Trustee Henderson: I have a school outreach heart myself. It's getting chilly and I did enjoy our 45 seconds of Fall. I hope that everyone is able to get out and use our library services. I also want to say that if you are interested in helping out with the library and the things that go on in the library, my seat on the Board will be available in March and I would love to see someone who loves the library and who has potentially kids who enjoy the library.

Trustee St. Onge: I'm in the library 2 to 3 times a week. There is just so much. Whether it's for myself or my grandchildren, or helping someone else who needs something, I'm always so pleased to see that everyone there is greeting everybody with a big smile. They are so helpful. I love seeing all the different ages and everyone is there for a different reason. There are so many different programs and it is so welcoming. I went in and saw there was a survey about puzzles. Now there is a puzzle day.

Trustee Guessferd: Libraries are now starting to host puzzle competitions. I'm excited to see it because it's just one more group of people to reach out to. We are all inclusive and we reach out to as many people as we can with many different enticing activities. I love reading *Roger That* each week and seeing all the activities. I love seeing all our circulation numbers that show people are reading and enjoying the things that we provide. I really enjoy being a strong community partner.

Future Agenda Items: Policy Review

Next regular meeting is scheduled for November 20, 2024.

Meeting adjourned at 7:05 p.m.

Respectfully submitted,

Terri Cicia
Recorder
Rodgers Memorial Library

Rodgers Memorial Library Director's Report

Activities for September 2024

Throughout September, our team has been quite busy with various tasks. Many staff members have been dedicated to obtaining their paraprofessional certificates, which has involved participating in qualifying workshops and events. We've also spent a significant amount of time on budget planning, as well as addressing the additional workload stemming from the flood at Hills ML. The library director and the facilities manager met with three different remediation companies to ensure that the scope of work for Hills ML would be properly addressed. Additionally, we have hired an independent inspector at the request of the Board of Trustees to gather further information about the extent of the damage.

Hudson Non-Profit Group - Unfortunately, this group has disbanded at this time due to a lack of participation. The return of a Hudson newspaper has generally satisfied the needs of most groups with its community calendar. RML has been a strong supporter of this group since its establishment and maintains a positive working relationship with many individual groups.

RML's Staff Training Day, held on Friday, September 13th, was a resounding success. The day began with our usual "state of the library" discussion, followed by an engaging and informative workshop led by PRIMEX staff. The workshop aimed to delve into the different ways we perceive our working environment and interact with each other. The facilitators were impressed by the high level of engagement and clear mutual support within the group. The long-term benefits of improved communication are yet to be fully realized, but the DISC Assessment used during the workshop may prove to be a valuable tool for future hiring, helping us find individuals who will thrive and enjoy working at the library.

Director Pilla worked with the BOT Treasurer to prepare the FY26 budget, and the Board of Trustees met in a special session on Monday, September 23 to finalize the budget. Pilla also met with the Hudson Finance Director to input all relevant information into MuniSmart. The next step will be to meet with the Board of Selectmen at the annual budget hearings later in October.

Activities for the Library Director in September:

Staff Training Day

Attended both the regular GMILCS meeting and the Executive

Regular Department Heads meeting - 9/5 and 9/23

Mystery Lovers Book Club

Tuesday evening "It's a Good Yarn" group

Fixed the coin box!

PROGRAMMING REPORT - Tanya Moesel

with Carrie Loring and [Marissa Sweeney](#)

September 2024

PROGRAMMING REPORT SUMMARY	Events	Participants	Average
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Adult Programming Totals	25	230	9
In-person programming	22	213	10
Passive programming	1	0	0
Virtual Programming	2	7	4
Outreach	0	0	0
Children's Programming Totals	29	920	32
In-person programming	22	540	25
Passive programming	6	228	38
Virtual Programming	0	0	0
Outreach	1	152	152
Tween/Teen Programming Totals	15	58	4
In-person programming	15	58	4
Passive programming	0	0	0
Virtual Programming	0	0	0
Outreach	0	0	0
School Outreach Totals	2	91	45
In-person programming	2	91	45
Passive programming	0	0	0
OVERALL TOTALS	71	1299	18

ADULT/ALL-AGES PROGRAMMING

September was a quiet month after the busy summer. Carrie tried a new event - a puzzle race. Although they have been popular at other libraries in the area, we only had four participants. We may try again in the evening to see if there is more interest. October is quite full of events and holiday planning has begun. Carrie and Chris are working on some craft ideas, and Mark has some tech and AI events in the works.



Program # of events	Target Age	Participants (average)	Description
In-Person Programs		22 events, 213 Total	
Stitchers Group 3 events	Adults	38 people (Average 13)	People come in to share their ideas, chat, and work on their current projects. 9/6: 13 participants 9/20: 15 participants 9/27: 10 participants
Dungeons & Donuts 2 events	All ages	19 people (average 10)	Patrons of all ages come to the library to play Dungeons & Dragons and eat delicious donuts. 9/7: 8 participants 9/21: 11 participants
A Good Yarn 4 events	Adults	52 people (average 13)	Whether you're a seasoned pro or just starting, everyone is welcome to join us for A Good Yarn. 9/3: 14 people 9/10: 12 people 9/17: 13 people 9/24: 13 people
Rodgers Readers (9/5)	Adults	8 people	Isaac's Storm: a Man, a Time, and the Deadliest Hurricane in History by Erik Larson
Access Wisdom Book Club (9/12)	Adults	6 people	I Thought It Was Just Me by Brene Brown
Cookbook Club (9/30)	Adults	14 people	Modern Comfort Food

Mystery Lovers Book Club (9/16)	Adults	12 people	The Secrets of Wishtide by Kate Saunders
Read 'Em & Eat (9/30)	Adults	9 people	The Maid by Nita Prose
Afternoon Book Group (9/17)	Adults	16 people	Thunder Dog: The True Story of a Blind Man, His Guide Dog, and the Triumph of Trust by Michael Hingson
Crime & Cookies: True Crime Podcast Club (9/20)	Adults	6 people	Booth
Stitchers' Circle with Oonagh Williams (9/14)	Adults	13 people	Monthly get-together to stitch/cross-stitch, blackwork, embroider, etc.
Renaissance Tile Zentangle Class 2 events	Adults	9 people (average 5)	Two-hour class, where we will create a beautiful tile together. We'll start with a tan tile, add our tangles, and create depth, shading and highlights. 9/11: 6 people 9/19: 3 people
The Amazing Puzzle Race (9/11)	Adults	4 people	Gather your team of up to 4 people to compete against other groups in a timed jigsaw puzzle competition.
Planning Your Disney Vacation (9/17)	Adults	5 people	As an avid Disney fan and visitor, Katie Midgley is here to provide you with the Disney basics as well as some tips and tricks to help you navigate your Disney vacation!
Characters & Cocoa (9/19)	Adults	2 people	Characters & Cocoa is a monthly support group for writers to socialize and talk about the craft.
Passive Programs		1 event,	
Monthly Book Raffle	Adults		
Virtual Programs		2 events, 7 total	
Author Heather Wolf Discusses: Find & Identify More Birds (9/23)	Adults	1 people	Heather Wolf will be discussing how to find and identify more birds by picking a "patch," a place close to home where you can watch birds often.
Great Boston Fires with Author and Historian David Kruh (9/30)	Adults	6 people	A look at the devastating fires and their impact on Boston, from the many "great" fires of the 17th, 18th, and 19th centuries (including the truly Great Fire of 1872,) the Cocoanut Grove tragedy of 1942 (which killed 492,) and the Hotel Vendome fire of 1972 (which resulted in the deaths of nine firefighters.)

CHILDREN'S PROGRAMMING

Children's programming is off to a great start this fall! Parents and children have been active participants in our programming. Staff and patrons are having a great time. We were excited to be invited to join the Friends of Benson Park Family Fun Day. Marissa set up a table near the Shoe and had a great time talking to families about the library, entering children in our free raffle, and encouraging everyone to color discarded DVDs for an art installation in the children's room.

We're trying out storytimes on evenings and weekends this school year. We had a small start in September. We are hoping to gather a more regular following as patrons learn to look for these kinds of programs that we haven't offered before. STEM and art programs continue to be popular among elementary-age patrons. Patrons look forward to our take and make crafts and scavenger hunts. Our Thursday group Songs & Snuggles (1st week is postpartum support) has grown every week in September.





Program # of events	Target Age	Participants (average)	Description
In-Person Programs		22 events, 540 total	
Apple Party Friday 9/20 & Saturday 9/21 10-11:30am	Families	67 people (34 Average)	Explore apple-themed learning centers. - Friday 47 - Saturday 20
Drop-In STEM: Apple Boats Wednesday 9/18 6pm	Grades K-4	27 people	Can you use an apple to make a boat that will float? Will it hold a passenger?
Adventurers Storytime Tuesdays 10am	Ages 3-5	121 people (40 average)	Join Ms. Tanya for stories, songs, games and activities 9/10 Caterpillars 45 9/17 Pigeon 32 9/24 Bicycles 44
Movers and Shakers Wednesdays 10 & 10:30	Ages 1-3	166 people (28 average)	Join Miss Marissa for stories, songs, games and activities 9/11 22, 20 9/18 34, 29 9/25 29, 32
Postpartum support group First Thursdays 9/5 10am	Families	4 people	Gather with other postpartum parents and newborns to talk about how you're healing, what thoughts and feelings you're exploring, and learn together.

Songs and Snuggles Thursdays 10am	Ages Birth-18 Months	29 people (10 Average)	Join Ms. Tanya for songs, snuggles, and baby free play 9/12 6 9/19 9 9/26 14
Outdoor Storytime Saturday 10/14 10am	Families	11 people	Join us for stories, songs, and bubbles on the library lawn.
Galaxy Jar Art Tuesday 9/10 6pm	Grades K-4	14 people	Create a galaxy in a mason jar
Pajama Storytime Wednesday 9/25 6:30pm	Families	15 people	Come in your pajamas and enjoy songs and stories for the whole family.
Watercolor Frog Painting Thursday 9/26 6pm	Grades K-4	20 people	Guided paint along of a frog
Preschool Parade On Wheels Friday 9/27 10am	Preschool	19 people	Bring your bike, scooter, wagon, or stroller for a parade.
Dino Tuesdays 4pm	All Ages	42 people (13 Average)	Come visit Dino. He's a giant St. Bernard who loves to be pet. Dino is a licensed therapy dog. 9/3 19 9/10 14 9/17 9 9/24 Canceled due to illness
Family Pokemon Go Saturday 9/28 10am	Families	5 people	Locate and capture Pokemon in Benson Park.
Passive Programs		6 programs, 228 Total	
Take & Make	Preschool & early elementary	228 participants	Bagged craft to do at home. - Mouse 99 - Pigeon coloring 19 - Apple coloring pages 35 - Surfer 75
Scavenger Hunt	Families		-Riddle/porcupine -Duck
Outreach Programs		1 event, 152 total	
Family Fun Day @ Bensons Park Saturday 9/14	Families	152 people	Join us at Friends of Benson Park's Family Fun Day! The library will host a table at this fun family event with thermal-changing pencils, a DVD craft, bookmarks, and a Squish Mellow Raffle (52 participated).

TEEN/TWEEN PROGRAMMING



Our teen and tween programming is slowly building a following. We are working to connect with the English department at Alvirne to let teens know about the resources and safe space available to them at the library. Maggie has begun planning a theme for each week of Teen Hangout, although teens are allowed to participate in teen hangout however they choose. We have snacks, drinks, video games, crafts, puzzles, and other activities. Marissa led an art project in which teens decorated letters to label our teen space.

Program # of events	Target Age	Participants (average)	Description
In-Person Programs		15 events, 58 Total	
Teen Hangout 12 school days Mondays: 9/9, 9/16, 9/23, 9/30 Tuesdays: 9/3, 9/10, 9/17, 9/24 Thursdays: 9/5, 9/12, 9/19, 9/26	Ages 13-18	45 total 11 average/wk 4 average/day	Snacks and juice for teens. School started 8/28 and we already have a regular after-school crowd. • Week 1. 6 • Week 2. 17 • Week 3. 10 • Week 4. 12 Pumpkin Magnets Play-Doh
Teen Splatter Paint Thursday, 9/12	Ages 13-18	3 people	Help the Library Decorate Paper Mache Letters for the Teen Area! Whip, Throw, and Splatter Paint!

Tween Disney Trivia Thursday, 9/19	Grades 4-8	4 people	test your knowledge of Disney songs, characters, and movies. Prizes awarded. Snacks served.
Tween Escape the Magic Library Tuesday, 9/24	Grades 4-8	6 people	Oh no! You're trapped in the magic library after dark and will get into some serious trouble if you can't solve the puzzles to escape before the librarian catches you!

SCHOOL OUTREACH

We have already made more connections with the school than last year. We were invited to two events.

Ms. Papelow (ESOL) invited Tanya to present to multilingual families about library resources and have a table at the Hudson School District Community Fair for English Language Learners and families new to the United States. A family from Guatemala visited the library the next day to get library cards. Vicky called the family to let the teenage son know that we found him some Spanish-language books to read.

Christina Farris (PTO president) invited Tanya to the PTO Jamboree. Tanya set up a table to tell families about library resources. Everyone was invited to color a discarded DVD that Marissa combined with the DVDs from the ELC Community Fair and Friends of Benson Park Family Fun Day to create a beautiful art installation.

Tanya was also able to connect with the head of the English department at Alvirne High School. We are working on field trips for freshman English classes this fall.

Program # of events	Target Age	Participants (average)	Description
In-Person Programs		2 events, 91 Total	
PTO Jamboree	Families	59 people	Table on the soccer field during this fun event. Talked to families about library resources and invited people to color a DVD for our art installation.
Community Fair	Families	32 people	Table at an event for multilingual families. Tanya presented library resources and set up a table with toys, calendars, and information.

REFERENCE REPORT - Mark Stawecki

Museums

Museums have slowed down, and no organization was in double digits for checkouts. The top two were tied at seven: the NH State Parks and Zoo New England (surprisingly, not the NE Aquarium).

A while ago, a staff member suggested the library look at getting a membership to Wolf Hollow in Ipswich, MA. Mark inquired and was informed that they do not have a library program. A representative followed up in late September, stating that they are looking to pilot a library membership, and will provide a code that gives attendees 50% off the non-member price. In return, they ask for a donation of our choosing. Mark brought the idea to Linda who will look into it further.

At this point, Mark has been highlighting a different museum each week in the newsletter and will continue to do so for each in turn.

Social Media

Rodger That! Google Analytics shows 215 new users for an average engagement time of 18 seconds. No new content was added. We have 94 subscribers, the same as last month. There were 305 total views and 5.5 hours of watch time. No new content was added.

Facebook 1,820 followers, nine more than last month; 33 posts; The post with the most Likes & Reactions at 18 was a photo of a child receiving his first library card.

Twitter / X requires that you upgrade your account to view analytics; 583 followers, two more than last month; 20 tweets including reposts.

Instagram 16 posts; 329 followers (lost two); 45 accounts engaged (The goal was to engage 35)

Genealogy

No event was scheduled as the library was closed for staff training that day.

Mark scheduled a December speaker, and Derry Library is willing to partner and split the cost. The event will be on a Tuesday night, the regular meeting time for Derry.

There were no genealogy requests. However, two genealogy "Guides-to-Go" were handed out.

Non-Library Programs

GROUP	DATE	ATTENDANCE
GFWC	Sept 4	11
Hudson Democrats	Sept 12	12
Hudson Nonprofit Group	Sept 5	3
Parkland Terrace	Sept 26	12
Rotary Club	Sept 12	6

Total attendance = 8

Study Rooms	34 instances, 71 attendees
Study Carrels	13 instances
Patron PCs	146 and 69 Guest users

Other

Past town reports were moved out of Reference to be relocated to Archives. Reports from the last two years are still at Reference.

At the end of the month, Mark met with Linda for two program ideas: Using AI art for a craft project and a Technology Petting Zoo event with the Library of Things. He will be exploring these further with the Adult Program Coordinator. He also discussed doing a video with HCTV based on the "Misinformation" Guide-To-Go.

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 the information below, which includes a description of each category.

Business Profile (BP) Interactions (vs. September 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: **928, -1.6%**
- Calls (calls made from our BP): **77, -2.5%**
- Directions (direction requests made from our BP): **151, -3.8%**
- Website clicks (website clicks made from our BP): **700, -1.0%**

Business Profile (BP) Views

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

- Views: **1,522**

Business Profile (BP) Searches

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

- Searches: **Coming soon!**

September

With no Children's Programming, September is historically one of the slowest months. RML also didn't have a marketing campaign for Library Card Sign-Up month, which usually shows an increase in traffic and new patron cards.

- There were **28 changes** to the website in August 2024.

- Incoming: 603
- Outgoing: 289
- Total: **892**

- We responded to **12 requests for IT help** from staff

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

- **282 print jobs**

[View table [here](#)]

[illegible]

Technical Services

- Additions (physical items): **270**
- Better World Books: **36**
- Changes to GMILCS items: **507**
- Deletions/Withdrawals: **374**
- Graphic novels: **5**
- Mending: **144**
- OCLC records obtained: **19**

CIRCULATION REPORT - Dana Benner

SPECIAL EVENTS/NEWS

Library visitors were 5,125 in Sept - down 25% from Aug.

Notary Service(s): 20

Hours: The library was open **224** hours during Sept (open 248 hours in Aug)
We issued 75 new patron cards in Sept. Total active patrons stands at 8,357

We had **3** patrons utilizing our Books by Mail program.

Circulation

	Aug 2024	Sept 2024	Increase/Decrease		Sept 2023	Sept 2024	Increase/Decrease
Adult	3,370	2,675	-21%		2,738	2,675	-2%
YA	370	258	-30%		296	258	-13%
Children's	3,999	3,460	-13%		3,265	3,460	+6%
Tween	370	300	-19%		342	300	-12%
TOTAL	8,109	6,693	-17%		6,641	6,693	1%

Downloadable eAudiobooks, eBooks and ePeriodicals

***Cloud library not updated (10/3/2024)**

	Aug 2024	Sept 2024	Percent Change
eAudiobooks	1,112+72=1,184	1,206+ * = 1,206	2%
eBooks	620+115=735	562+ * = 562	24%
ePeriodicals	231	279	21%

Kanopy

	Aug 2024	Sept 2024	Percent Change/ Notes
Visits	811	902	11%
Pages	885	1,122	27%
Plays	53	133	151%
Total # users	91	102	(11 new users)

Interlibrary Loan

		Aug 2024	Sept 2024	Percent Change
Materials Requested by Hudson patrons	Requested	93	128	37%
	Filled	137	94	-31%
	Percent filled	147%	73%	
Materials lent by RML to other libraries	Requested	91	78	-14%
	Filled	75	65	-13%
	Percent filled	82%	83%	

GMILCS Statistics

September 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 them. These numbers also reflect the books borrowed for the five book groups in the library.

RML as Assigned Library	725	- RML items checked out at other libraries - Does not include RML items circulated from RML - Number is for items circulated.
RML patron Circulations	6,562	Checkouts and Renewals by RML Patrons at all GMILCS libraries
RML as loaning library (items from other libraries checked out at RML)	814	-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