

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES Minutes of September 4, 2024

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Meeting Link: <http://173.166.17.35/CablecastPublicSite/show/12691?channel=2>

Call to Order:

The meeting was called to order at 7:00 p.m. by Chair Kim Bears. The following board members were in attendance: Christine Fitzgerald, Nancy Hendricks, Jan McLaughlin, Helen Palmieri, Moira Ryan, and Liz Thomas. Also in attendance: Erin Matlin, Library Director; Donna Plante, Assistant Director and Head of Technical Services; Megan Donovan, Head of Circulation Services.

Public Comment:

Beth Marrocco shared the community raised \$750 in a few days during Old Home Days to expand the library's DEI collection. She added the check is in the process of being cut.

Jan McLaughlin asked what DEI is. Beth Marrocco responded DEI stands for diversity, equity, and inclusion.

Secretary's Report:

The Secretary's Report for June 5, 2024, was distributed prior to the meeting.

A **motion** was made by Nancy Hendricks to accept the minutes without changes. The **motion was seconded** by Christine Fitzgerald. All in attendance accepted the motion, **motion carried**.

Treasurer's Report:

The Treasurer's Report for April 1 – June 30, 2024, was distributed prior to the meeting.

Jan McLaughlin explained that there is a book account and a Board of Trustees account. Overdue fines are deposited in the book account. Book sale proceeds and donations are deposited in the Board of Trustees account. She shared the current available balance of the Trustees' account was \$36,537.88. She noted there is \$0.09 she has not accounted for since the June Treasurer's Report.

Jan McLaughlin added that income from overdue fines, copies, lost books, earbuds, and book funds from the Town are deposited in the book account. She estimated the available balance was \$45,015.87.

Jan McLaughlin shared she reimbursed another \$112.42 for Oscar's expenses from the Trustees' account.

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A **motion** was made by Nancy Hendricks to accept the report as written. The **motion** was **seconded** by Liz Thomas. All in attendance accepted the motion, **motion carried**.

Director's Report:

Announcements

- 6/4/24 – DPW replaced the damaged ceiling tiles from the flood.
- 6/11/24 – Door Control had to come to fix the inside handicap door, it would not close all the way.
- 6/24/24 – Gutterworks came to clean out the gutters.
- 7/2/24 – ENE Systems of NH came to do the Spring Preventative Maintenance.
- 7/18/24 – Leak in front entryway
- 7/31/24 – DPW came to fix a broken toilet handle
- 8/2/24 – Code Red had to replace the battery in the fire panel downstairs.
- 8/5/24 – DPW came to fix another broken toilet handle
- 8/13/24 – Pine State Elevator came to do the regular elevator check.
- 8/16/24 – Precision Pest Control came for initial set up of mice traps throughout the building.
- 8/16/24 – DPW cleaned up the weeds that were overtaking the library sign area.
- 9/3/24 – DPW came to remove some outside ivy that was growing up the side building staircase into the children's room.

Scheduled and Unscheduled Closings

- June 19, 2024 – Library Closed for Juneteenth
- July 4, 2024 – Library Closed for Independence Day
- August 17, 2024 – Library Closed for Old Home Day
- September 2, 2024 – Library Closed for Labor Day

News & Programs

- Leach Library is joining GMILCS in October!
Leach Library is joining GMILCS, the Greater Manchester Integrated Library Consortial System, in October! GMILCS currently serves the libraries of Amherst, Bedford, Derry, Goffstown, Hooksett, Hudson, Manchester, Merrimack, Milford, Salem, Windham, and New England College.

Starting on Monday, October 28, Leach Library cardholders will have access to materials at 13 other libraries through a shared catalog and a common borrower card as well as a new digital collection of eBooks and audiobooks.

Leach Library will be closed during the first day of migration on Thursday, October 17. The library will be open normal hours with limited services from Friday, October 18 through Saturday, October 26. The catalog will not be available for renewing or reserving materials and overdue fines will not be

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charged during this time. For more information, call the library or visit the library's website at <https://londonderrynh.gov/leach-library>.

- September is Library Card Sign-Up Month

With the Leach Library joining GMILCS in October, there is no better time to get your library card! Londonderry residents can register for a free library card any time the library is open. Just bring in a valid photo ID and proof of residency. Students may bring a student ID, report card, or postmarked mail.

Existing cardholders who have not picked up their new library card yet are encouraged to come in before October so their card will be compatible with the new shared catalog.

For more information, contact the library at (603) 432-1132.

- Leach Library returns to normal hours September 9

Leach Library will return to normal hours beginning on Monday, September 9. The library will be open Monday through Thursday from 9:00 a.m. – 8:00 p.m. and Friday and Saturday from 9:00 a.m. – 5:00 p.m.

Thank you to everyone who visited the library, registered for Summer Reading, or attended a program this summer! Special thanks to the Leach Library Board of Trustees and the businesses that donated prizes: Boston Duck Tours, The Coach Stop, Common Man, Golden Nozzle Car Wash, Janie's Uncommon Café, McDonald's, New Hampshire Fisher Cats, Mel's Funway Park, Poor Boy's Diner, Troy's Fresh Kitchen, and Wrap City.

- Drop-In Tech Help

Curious about reserving library materials online from home? Want to learn how to access library databases and digital collections? Looking to get started with Libby and Hoopla? Need help navigating a new device? The Leach Library reference staff has you covered! We are here to provide one-on-one assistance tailored to your technology-related needs.

No appointment is necessary. Stop in any Thursday between 10:00 a.m. and 12:00 p.m. For more information or to make an appointment for another time, please call the library at (603) 432-1132.

- The History of Londonderry's Early Schools

Join us on Monday, September 9 at 6:00 p.m. for a presentation on Londonderry's early schools. Learn about our town's history from local historian and member of the Londonderry Historical Society, Dr. David Ellis. Registration opened on Tuesday, September 3. Register online or by calling the library at (603) 432-1132.

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- Little Sprouts Baby Lapsit
Beginning on September 10 and continuing through October 15, Leach Library will offer a story time program for babies 0-18 months old on Tuesday mornings at 9:00 a.m. This introduction to story time is a great opportunity for your littlest sprouts to learn to interact with you and others in a new environment, as well as to begin to follow along with songs, dances, and finger movements. Registration is required and begins one week before each session. To register, visit the library's online event calendar or call (603) 432-1127.
- Wiggle Worms Story Time
Beginning on September 10 and continuing through October 16, toddlers and their caregivers are invited to the Leach Library on Tuesday or Wednesday mornings at 10:30 a.m. for story time with songs, rhymes, books, and more. This program is designed for ages 2-3, but older children are welcome to join in. Registration is required and begins one week before each session. To register, visit the library's online event calendar or call (603) 432-1127.
- Crafternoon
Crafternoon will be meeting at a new time this fall! Drop in to this monthly crafting social hour at the Leach Library. On Wednesday, September 11 at 2:00 p.m., bring your own craft project and supplies, and work alongside other local crafters. No registration is required. For more information, call the library at (603) 432-1132.
- Pigeon Party
Come to the Leach Library on Wednesday, September 11 at 4:30 p.m. to celebrate Mo Willems iconic character, Pigeon. We'll have a story, some party games and activities, as well as snacks and a Pigeon-inspired craft. Registration is required and begins on Wednesday, September 4. To register, visit the library's online event calendar or call (603) 432-1127.
- Walking the Rockingham Rail Trail
Adults are invited to a guided walk along the Rockingham Rail Trail led by Richard Lombard on Thursday, September 12. We will meet at 10:00 a.m. at the Independence Drive trailhead located at 80-98 Independence Drive, Londonderry NH, 03053. Expect to walk about 2.8-miles, so a good pair of walking sneakers/shoes are recommended. This program will be offered, weather permitting. Please check the library's website or Facebook page for updates. Registration opens on Thursday, September 5 and is limited to 20 participants. To register, visit the library's online event calendar or call (603) 432-1132.
- Bricks and Beyond
Teen and Tween Lego fans are invited to the Leach Library Meeting Room on Thursday, September 12 from 3:00-5:00 p.m. During this monthly program participants will have the opportunity to use the library's Lego collection to

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- complete fun challenges, create their own builds, or make mini movies with a stop motion camera. Build, create, repeat! This program is intended for participants ages 8-18. Registration begins on Thursday, September 5. To register, visit the library's online event calendar or call (603) 432-1132.
- “Library After Dark” Movie Night
On Friday, September 13 at 6:00 p.m., Leach Library will host an after-hours movie night in the main reading room! Join us for a special Friday the 13th showing described as a corpse's coming of age love story (2024, rated PG-13). Pizza and refreshments will be served while supplies last, and raffle prizes will be provided. Registration is required and begins on Friday, September 6. To register, visit the library's online event calendar or call (603) 432-1132.
 - Tinker Time
Join Leach Library staff on Saturday, September 14 at 10:00 a.m. for Tinker Time. A variety of toys and games from the Library of Things will be provided for children to try. Registration is recommended and begins on Saturday, September 7. To register, visit the library's online event calendar or call (603) 432-1127.
 - Pigeon Cupcake Decorating
Children ages 5 and older are invited to the Leach Library on Monday, September 16 at 4:30 p.m. to decorate a cupcake based on the Mo Willems Pigeon book series. Cupcakes, frosting, and candy will be provided and staff will be available to offer assistance. Registration is required and begins Monday, September 9. To register, visit the library's online event calendar or call (603) 432-1127.
 - Duplo Budding Builders
Duplo Budding Builders will be meeting at Leach Library on Thursday, September 19 at 10:00 a.m. Participants will create using larger Duplo blocks. This program is designed for younger Lego enthusiasts ages 0-5. Registration is required and begins on Thursday, September 12. To register, visit the library's online event calendar or call (603) 432-1127.
 - Happiness for Seniors
Join presenter Henry Quinlan at the Londonderry Senior Center on Thursday, September 19 at 12:00 p.m. Mr. Quinlan will discuss happiness for seniors: defining what it is (and is not) as well as learning how to obtain it. This event is sponsored by the Leach Library. The Senior Center is located at 535 Mammoth Road in Londonderry. Registration opens on Thursday, September 12. To register, visit the library's online event calendar or call (603) 432-1132.
 - Talk like a Pirate Day
Ahoy, Me Hearties! Celebrate Talk Like a Pirate Day with the Leach Library on Thursday, September 19 from 3-5:30 p.m. by watching the 2003 Disney film that

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first introduced Captain Jack Sparrow (rated PG-13). Participants will be able to enjoy some Pirate Booty snacks during the movie. This program is intended for participants ages 13-18. Registration begins on Thursday, September 12. To register, visit the library's online event calendar or call (603) 432-1132.

- Building Buddies

Join the Leach Library staff on Thursday, September 19 at 4:30 p.m. for a Lego program designed for ages 6 and up. Each month, there will be a fun theme and time to create using the library's Legos. Registration is required and begins on Thursday, September 12. To register, visit the library's online event calendar or call (603) 432-1127.

- Coding Club and Maker Lab

Unleash your imagination during the Leach Library's Coding Club and Maker Lab! Stop by the meeting room after school on Tuesday, September 24 from 3:00 p.m. until 5:00 p.m. to explore, craft, and create. During this two-hour block participants will be able to work independently or in small groups on projects and collaborations.

Young inventors will be able to explore coding with simple coding programs and test out their programs with Hummingbird Bit or Makey Makey devices. Artists will have a variety of mediums available to use from paint to markers. Aspiring creators will have an assortment of materials to help bring their dreams into reality from a collection of building sets to a stop motion camera or music keyboard.

This program is intended for participants ages 8-18. Registration is required and begins on Tuesday, September 17. To register, visit the library's online event calendar or call (603) 432-1132.

- Baker Street Escapes Mini Escape Rooms

Leach Library is excited to announce an all-new program for teens! The library will hold a mini escape room program once a month in Study Room A. Find inspiration from the original consulting detective, Sherlock Holmes, and unlock the mystery. Each month will feature different themes and puzzles to solve. Join us for the first mystery on Friday, September 27 from 3:00-4:00 p.m. Space is limited and registration is required. This program is intended for participants ages 12-18. Registration begins on Friday, September 20. To register, visit the library's online event calendar or call (603) 432-1132.

- Adult Craft: DIY Book Pumpkin

Come to the Leach Library on Saturday, September 28 at 11:00 a.m. to make your very own book pumpkin! This workshop will be led by artist Rachelle Toth and is open to adults and teens ages 13 and up. Registration is limited to 25 participants

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and begins on Saturday, September 21. To register, visit the library's online event calendar or call (603) 432-1132.

- Movement Story Time
Join Leach Library staff on Monday, September 30 at 4:30 p.m. for Movement Story Time. During this interactive story time, children will get up to stretch and move while participating in stories and songs. Registration is required and begins on Monday, September 23. To register, visit the library's online event calendar or call (603) 432-1127.
- Cookbook Potluck: Soups & Breads!
Love to cook and bake? Then this is the perfect program for you! Join Leach Library staff on Wednesday, October 16 at 12:30 p.m. for a soup and bread themed potluck. Prepare and share a recipe from either Easy Soups from Scratch with Breads to Match by Ivy Manning or Soup Swap by Kathy Gunst.

The library cannot guarantee each dish's ingredients or accurate preparation. Food served at this program may contain or come into contact with common allergens.

Registration opens on Monday, September 16 and is limited to 15 participants. To register, visit the library's online calendar or call (603) 432-1132. Copies of the books will be available to check out at the library's main desk.

- Adult Craft: Pumpkin Painting
What's better than painting pumpkins? Painting pumpkins at the library! Adults and teens ages 13 and up are invited to paint their own pumpkins at the Leach Library on Thursday, October 3 at 6:30 p.m. We bring the pumpkins; you bring the creativity! Registration is required and begins on Thursday, September 26. To register, visit the library's online event calendar or call (603) 432-1132.

Meetings and Trainings

- 6/10/24 – Erin attended the Friends Meeting
- 6/20/24 – Erin & Donna attended the GMILCS Board Meeting, Hooksett
- 6/28/24 – Erin attended the ULAC Meeting, Hooksett
- 7/3/24 – Erin held a Department Head Meeting for the Leach Library Staff
- 7/11/24 – Erin and Donna met with Dan Black, Londonderry School Superintendent
- 7/16/24 – Erin attended the Senior Resource Committee Meeting, Town Hall
- 7/17/24 – Erin held a Department Head Meeting for the Leach Library Staff
- 7/17/24 – Erin, Donna and Colleen attended the Personnel Policy Sub-Committee Meeting
- 7/18/24 – Erin and Colleen attended the Joint Loss Management Meeting, Town Hall
- 7/18/24 – Erin attended the GMILCS Board Meeting, Virtual

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- 7/22/24 – Erin and Donna attended the Budget Sub-Committee Meeting
- 8/15/24 – Erin attended the GMILCS Board Meeting, Hudson
- 8/19/24 – Erin and Donna attended the Budget Sub-Committee Meeting
- 8/20/24 – Erin attended the Circ Training from GMILCS
- 8/22/24 – Erin met with John from Beautify Londonderry
- 8/23/24 – Erin attended the ULAC meeting, Nashua
- 8/29/24 – Erin held a Department Head Meeting for the Leach Library Staff

Staffing Update

Work Anniversaries

- Colleen – 13 years (July)
- Kat – 5 years (August)
- Megan – 19 years (August)
- Erin – 3 years (September)
- Jennifer – 6 years (September)
- Nick – 2 years (September)
- Alex – 9 years (September)

Jan McLaughlin recommended the library use electric mouse traps.

Erin Matlin shared a patron complaint with the Board regarding the library's closure for Old Home Day.

Liz Thomas noted the importance of recognizing employee retention.

Helen Palmieri asked if Londonderry teachers can get a free Leach Library card. Erin responded they are eligible for a free card regardless of their residency status. She added that Town employees are also eligible for a free card.

Liz Thomas asked if library staff earn comp time for extra hours worked. Erin Matlin responded that there is administrative time. She added that staff also adjust their schedules when possible to attend evening meetings.

Assistant Director's Report:

Technical Services

- From June through August, the library staff added 1,392 materials to the collection.
- We have received a lot of positive feedback about the Library of Things collection. Patrons are asking us when they need equipment or are looking for a board game.
- Transitioning to the new fiscal year went smoothly. Ordering resumed on Monday, July 29.

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Library Outreach & Collaborations

Over the summer, staff represented the library at:

- Concerts on the Common on June 12, July 10, and August 7.
- Londonderry Recreation Department's Summer Playground Program on July 10, July 24, July 31, and August 7. Megan and Nate offered a different activity each week.
- Londonderry Old Home Day on Saturday, August 17.

Over the summer, staff collaborated with:

- Many individuals and organizations for Community Story Time including the Police Department, Fire Department, Town Manager's Office, Town Council, Senior Center, and local author Michaela Horan.
- Londonderry Arts Council for a Concert on the Common for Kids. It was very successful, and they have asked us to partner with them again next year.
- Londonderry Historical Society for the "Night at the Museum" program at the Aviation Museum of New Hampshire. Everyone that attended shared they really enjoyed this event.
- Londonderry Senior Center for a historical fiction book discussion. Participants asked for the library to host more events at the Senior Center.

In September, staff will represent the library at:

- Londonderry Seniors Informational Expo on Saturday, September 21

Meetings & Trainings

- 6/18/24 – Attended the GMILCS Technet Group meeting
- 7/19/24 – Attended the GMILCS Metadata Integrity Group meeting
- 8/6/24 – Met with GMILCS staff to review data mapping
- 8/21/24 – Attended the GMILCS Digital Library Group meeting
- 8/22/24 – Met with GMILCS staff to review acquisitions workflow
- 8/28/24 – Met with GMILCS staff to review data mapping

GMILCS Migration & Training

- We have put many hours into data migration alongside the GMILCS staff. We are working on cleaning up data and barcodes that were identified as issues. Overall, the test catalog looks great.
- All circulation and reference staff received initial circulation training from the GMILCS staff at the end of August. They will have the opportunity to visit another GMILCS library and shadow this month.

Nancy Hendricks asked if the Budget Committee would be visiting the library soon. Erin Matlin responded that the Budget Committee will be touring the library on September 19.

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Jan McLaughlin asked if the Community Story Time sessions were recorded. Donna Plante responded that no programs are currently recorded to protect patron privacy. Jan McLaughlin suggested focusing the recording on the reader. Megan Donovan noted there is also a copyright concern when recording story time sessions. The library would need the publisher's permission. Jan McLaughlin suggested getting permission and recording the reader separately so the video could be used by teachers.

Head of Children's Services Report:

Children's Statistics

- 6/18-6/20 – The Adventures of Bruce the Bear – 77 participants (3 sessions)
- 6/26 – Cupcake Decorating – 82 participants (2 sessions)
- 7/10 – Lindsay and Her Puppet Pals – 74 participants
- 7/15 – Bluey Celebration - 47 participants
- 7/17 – Book Bingo – 75 participants (2 sessions)
- 7/20 – Concert on the Commons for Kids - 226 participants (co-sponsored by the Londonderry Arts Council)
- 7/24 – The Science of Slimy Things - 34 participants
- 7/31 – Magic Fred – 140 participants (2 sessions)
- 8/7 – Storybook Tea Party – 29 participants
- 8/14 – Wildlife Encounters - 78 participants
- Community Story Time – 107 participants (7 sessions)
- Stories with Oscar – 146 participants (11 sessions)
- Summer Reading Participants = 525 registrations

Summer Programs and Activities

As I was recovering from surgery for part of the summer, the children's summer reading program was run by Senior Library Technician, Colleen Magdziarz. Storytimes took place in the form of *Community Storytime* and *Stories with Oscar*. *Community Storytime* was a returning program with a variety of community members from Londonderry reading stories, including members of the police and fire departments, Senior Center users, and Town employees. *Stories with Oscar* featured story time, followed by a chance to see and pet Oscar. We also held a number of in-house programs and hired several performers.

Outreach

- Classroom visits to Moose Hill, Matthew Thornton, South School, and North School
- Mack's Apples – Story Time 10/3 at 10:30 am

Displays

The Spotlight Display has been updated to "Pigeon has to go to school" for back to school and the Mo Willems Pigeon character.

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News and Updates

Upcoming in September:

The return of Little Sprouts Baby Lapsit and Wiggle Worms Toddler Story Time, Legos, and Tinker Time

9/11 - Pigeon Party

9/16 - Pigeon Cupcakes

9/30 – Movement Story Time

Head of Circulation Services Report:

Circulation Services Statistics

Museum Passes continue to be a popular request. This summer 378 passes were used by Leach Library patrons. The most popular passes were for the New England Aquarium and Zoo New England. Please note that the New England Aquarium will be returning to their pre-Covid library pass program with the pass available from September through May only.

There were 22,395 visitors to the library during June, July and August. This is 40% of the total visits of the year to date and a 7% increase in visitors compared to last summer. Popular searches were Kristin Hannah (author), Colleen Hoover (author), *Diary of a Wimpy Kid* by Dav Pilkey (children's fiction), *The Women* by Kristin Hannah (historical fiction), and *Swan Song* by Elin Hilderbrand (detective and mystery fiction).

Circulation Services News and Updates

As we are getting closer to the official GMILCS onboarding date staff are sending out postcard reminders for patrons to come in and get their new library cards. Mailers are being sent to households of current patrons that have not yet updated their card. Many patrons are getting excited for our official start date.

We will be participating in the Annual Granite State Library Card Challenge. This is a statewide friendly competition for libraries to see who has the highest percentage increase for new and returning patrons during September as part of the national Library Card Sign-up Month campaign. The winner will be announced in October.

Teen Services News and Updates

Due to the popularity of the community puzzle table with all ages a second puzzle table was set up during the summer in the Teen Area. In July and August six puzzles were put together by teens and their families.

Over the summer Nate Jaworski and I collaborated with the Recreation Department's Summer Playground Camp. We offered four offsite library

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programs to give the attendees a sampling of library programs. Everyone had a very positive experience.

Teen Services Displays

The teen display this month will focus on mindfulness. The featured titles give teens tips for reducing stress and anxiety. In addition to books, teens will have a variety of fidgets and color-your-own folders to take home.

Summer Programs and Activities

There were a total of 116 incoming 6-12 graders who participated in the Summer Reading Program. Together they read over 500 books. Workshop programs were very popular this summer. The highest attendance numbers were at the DIY Spa Day, Adventures in Baking: Cupcake Decorating Contest, and the DIY Board Games.

Jan McLaughlin noted that the library sees 40% of its visitors over the summer with fewer hours.

Jan McLaughlin asked the staff to provide specific program attendance data for all programs, especially programs with outside presenters. Donna Plante responded that the Board agreed the staff could provide that information once per calendar year to be presented at their February meeting.

Christine Fitzgerald asked why it would be presented in February instead of at the end of December. Erin Matlin responded that the statistics would not be compiled yet for the end of December.

Jan McLaughlin stated that it would be helpful to have more supporting information for programs for the budget season.

Liz Thomas added that programming is important. She shared that patrons have told her the program offerings have improved after COVID. She stated the staff has been fantastic with programming, and it has invigorated the library. She noted that kids are coming to the library excited for programs and that makes the library become an important part of their lives. Liz added that the figures will show the library needs money for programs because they are working. She stated she would rather have the kids off the streets and instead in the library participating in healthy programs.

Christine Fitzgerald asked if staff should provide the data twice per year. Jan McLaughlin responded that even incomplete data would be useful for budget purposes. Donna Plante responded that staff can provide one set of data for the calendar year at their meeting in February and another set of data for the fiscal year at their meeting in September going forward.

Head of Reference and Adult Services Report:

Statistics

- The library gained 28 Facebook followers
- 3,497 reference questions were answered
- 871 uses of Leach Library WiFi
- 307 uses of Leach Library public computers
- 16 uses of the TalkBox privacy pod
- 72 uses of Study Room A, 57 uses of Study Room B
- 19 uses of the Historical Room
- 58 reference instruction sessions were conducted, with a total attendance of 73 people

Summer Programs and Activities

- On Thursday, July 11, the library hosted an Adult Book Bingo. Adults were invited to play Bingo and win free books from the Leach Library book sale. There were 18 attendees.
- On Wednesday, July 31, Leach Library hosted a “Beginner Birding” program. The event was presented by the New Hampshire Audubon, and topics covered included the basics of bird identification, the wide diversity of birds you might see in New Hampshire, and some tools of the trade to help you name birds around you. There were 28 attendees.
- On Wednesday, August 28 and Thursday, August 29, library staff facilitated two book discussions of the historical fiction novel *The Alice Network*. The Wednesday discussion was at the Leach Library, while the Thursday discussion took place at the Londonderry Senior Center.

Displays

- The library’s September display in the Main Reading Room will be “Debut Novels.” There will also be a smaller display table in the Main Reading Room with the theme being “Books Vs. Movies.”

News and Updates

- The 2024 Adult Summer Reading Program saw 363 patrons register to participate, and there were 1,548 raffle submissions throughout the summer. Patrons entered the raffle either in-person or online via the Leach Library website (according to each patron’s preference).
- There were monthly trivia activities available for Adult Summer Reading Program participants, and participation in each one made them eligible to win a prize. There were 49 participants for the June crossword puzzle, 67

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participants for the July word scramble, and 59 participants for the August word search.

- Leach Library staff is currently preparing to represent the library at the 3rd annual Londonderry Senior Expo in September.

Personnel Policy Sub-Committee Report:

Erin Matlin distributed an updated draft copy of the Personnel Policy prior to the meeting. She shared that she, Nancy Hendricks, and Donna Plante met on July 17 to discuss changes to the Personnel Policy after she had a conversation with Town Attorney Liz Bailey on June 12. She explained that the updates were mostly based on the Town Attorney's suggestions and were highlighted in yellow. Erin stated that she sent the updates to the Trustees on August 30.

Budget Sub-Committee Report:

Erin Matlin shared the committee met twice over the summer. On July 22, she met with Kim Bears and Donna Plante. On August 19, she met with Kim Bears, Nancy Hendricks, and Donna Plante.

Erin stated that she and Donna presented their recommendations for the FY26 budget at the August 19 meeting. She noted that the committee should meet again in September to discuss any changes the Board wants. She added the final proposal should be approved at the Board's meeting in October.

Erin Matlin shared her frustration with attendance at subcommittee meetings. She noted that she respects the Board wanting the subcommittees and found the discussions helpful, but it was discouraging to receive few responses when trying to schedule the meetings and then sometimes Trustees did not attend. She added that she and Donna are adjusting their schedules to accommodate this request from the Board and would like the Board to show the same commitment to attend.

Old Business:

- GMILCS Update
Donna Plante provided an update on data migration and training in the Assistant Director's Report. She distributed and reviewed information on the transition to GMILCS that is now available to the public on the library's website. Staff are also distributing a handout to patrons during checkout.

She noted that the library will be closed for a Staff Development Day during migration on Thursday, October 17. The library will be open with limited services

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from Friday, October 18 through Saturday, October 26. The catalog will not be available for reserves or renewals, and staff will only be able to check books out. She hoped the current catalog would be available for searching purposes. She shared the meeting room would be unavailable during migration so staff can store returns that need to be checked in. She added that patron requests including interlibrary loan will not be filled during the month of October to allow staff to focus on training.

The library anticipates being live with the new system by Monday, October 28. Donna Plante explained that patrons will be able to log in to the new catalog at that time with their library card number and the last four digits of their phone number. She noted that the staff plans to offer catalog instruction sessions for patrons in November.

Donna Plante stated that patron checkout history will not be migrated to the new system. Patrons can request a printout of their checkout history by October 14.

Donna Plante shared she is happy to add more questions and answers to the website if anyone receives a question not listed.

Jan McLaughlin asked if the Board could do anything to help during the transition. Erin Matlin responded she is unsure but can get back to the Board with ideas.

- Flood Update

Erin Matlin provided an update on the water damage that occurred in May in the nonfiction stacks. She shared Primex issued payment to the Town for \$32,360.08 to be used to replace the damaged items. She noted they directly paid for the damaged ceiling tiles and the Servpro cleanup costs. Erin shared that the staff is currently checking what titles can be replaced so they can begin ordering.

Donna Plante shared that they anticipated Primex would not pay the full value for the books the library lost, so they worked with Justin Campo at the end of FY24 to encumber \$20,000 to supplement the insurance payment. She noted that the availability of those funds at the end of the fiscal year was due to Erin's conservative spending.

- Meeting Recordings

Erin Matlin thanked Kirsten Hildonen for providing three options for the Board to consider making their meeting recordings available to the public.

Erin Matlin stated that Drew Caron confirmed the library's meeting room is not equipped with any recording equipment. She shared that installing equipment would cost approximately \$3,500. She noted her reservations about having

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recording equipment in the same space where the library offers children's programs.

Another option is for the Board to reserve a space already equipped for recording at Town Hall for their meetings. The Sunnycrest Conference Room is available for the same meeting dates, but the room is small, and it may be challenging to accommodate public comment. The Board could also reserve the Moose Hill Room for a different meeting date.

A third option is to upload the current audio recording to be available online for free. Kirsten Hildonen explained that the Town has so many meetings that they cannot all be scheduled in the spaces with recording equipment. She shared that some meetings are being recorded with an audio recorder like the library's. The audio recordings are then converted into a video with a static image that identifies the meeting. Kirsten stated she provides the videos to Drew Caron to be uploaded to the Cable Department's website.

Donna Plante asked Kirsten Hildonen if the video would be saved on the Town's website or the Cable Department's website. Kirsten responded the video would be available to stream on Cable's website with the Town's other meeting recordings.

Jan McLaughlin noted that a lot of people no longer have cable TV at home. Kirsten Hildonen clarified that the public can stream the videos online and do not need cable TV for access.

Erin Matlin recapped that the Board previously had some reservations about leaving the library to have their meeting at Town Hall. Erin felt that sharing the audio recordings through the Cable Department was a good solution that would not cost any money and would allow meetings to continue taking place at the library.

Nancy Hendricks agreed. She shared that she would not want to spend \$3,500 for recording equipment before spending \$2,500 for furniture that needs replacing.

Erin Matlin noted that there is also a precedent since other groups are recording their meetings in the same way.

Liz Thomas stated it is a reasonable option that follows the Town's guidelines.

Nancy Hendricks added they are listening to the voters and responding in a positive way to the advisory article.

A **motion** was made by Nancy Hendricks for the Board to continue meeting at the library and make the audio recordings of their meetings available to the public online. The

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motion was seconded by Liz Thomas. Six voted in favor of the motion, one voted against the motion; **motion carried**.

Erin Matlin asked Christine Fitzgerald why she voted against the motion. Christine Fitzgerald responded she preferred the meetings be moved to Town Hall so the community can watch the video recording.

Moira Ryan asked if the motion was only for the audio recordings. Erin Matlin confirmed it was and explained how the audio would be converted to a video with a static image. Kirsten Hildonen played an example of an Old Home Day Committee meeting audio-only recording for the Board.

Erin Matlin suggested they be more mindful of stating their names during meetings to make it clearer for listeners.

Kirsten Hildonen offered to work with Donna Plante and Megan Donovan on the technology aspect.

Donna Plante asked for the Board to clarify when they want to start uploading their meeting recordings. The Board agreed to start with the current meeting.

Kirsten Hildonen showed the Board the Access Center website. Moira Ryan asked if videos include closed captioning. Kirsten responded that it should have the option for closed captioning. She shared the Town is working on a new requirement for all municipal websites to be ADA compliant by April 2027. She added that the Town approved funding to move the website to a newer platform. It will be a 6-8-month project, and she is serving as the project manager. Kirsten added that the library will fall under this project and will have its own page mirroring the Town's design. She noted the new website will be ADA-compliant.

- Records Retention Policy

Erin Matlin presented a new Records Retention Policy. Erin explained that the policy is written in accordance with RSA 33-A but is intended to be an easy reference that is specific to the library.

Erin Matlin shared there are more than 20 years of financial documents stored at the library that need to be removed. She noted that they will be shredded.

Christine Fitzgerald asked if the Town has a policy. Erin Matlin responded that she checked with the Town and they do not have a policy; they just follow the RSA.

Moira Ryan asked if the library invites the Historical Society to look at records since the library has traditionally been their repository. Erin Matlin responded that they have access to all their materials in the Historical Room. Moira Ryan asked

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if the Historical Society would have the opportunity to keep the Board's meeting recordings now. Erin Matlin responded that anyone can access the Board's printed meeting minutes in the library's Reference Department. She noted the Historical Room may not be the best fit for storing Town business documents.

Christine Fitzgerald questioned whether bank statements should be kept for seven years per IRS recommendations. Erin Matlin responded the RSA requires six years.

A **motion** was made by Nancy Hendricks to accept the policy without changes in accordance with RSA 33-A:3-a. The **motion was seconded** by Liz Thomas. All in attendance accepted the motion, **motion carried**.

- Personnel Policy

Erin Matlin recapped that the Personnel Policy Subcommittee met to discuss further changes recommended by Town Attorney Liz Bailey. She noted the changes were highlighted in the draft document that was shared with the Board prior to the meeting. She added that she would share the updated policy with the staff after it was approved.

Erin Matlin shared that, if the Board approved the updates, the Personnel Policy Subcommittee can be put on hold until the document needs to be reviewed again.

Christine Fitzgerald asked if the change on page 11, paragraph 1 for sick leave would apply to an employee's roommate. Donna Plante explained that the lawyer recommended changing that line from requiring the Director's approval because it opened the library up to potential discrimination claims; instead, she recommended using the language specifying anyone in the employee's household. Erin Matlin noted that she would not personally question whether an employee is using their sick leave to care for a relative. She shared her discomfort with inquiring into someone's relationship when it is not her business. She added that she is unaware of any employee taking advantage of their sick time and is comfortable with the language pertaining to anyone in the employee's household. She believed the subcommittee felt the same way.

Erin Matlin explained someone could live with someone for a number of years and have a common-law marriage. Liz Thomas clarified that renting a room to someone would not qualify. Erin agreed.

Megan Donovan shared her personal experience being the caregiver for her grandparents while working at the library. Even though they lived in her household, she was unable to use her sick leave to care for them under the policy and instead used vacation time. Megan noted her appreciation for the revised language so that an employee in a similar situation would not have to face the same challenges she did.

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Christine Fitzgerald asked if “eligible full-time employees” could be added to the first paragraph of the health insurance section on page 13. Donna Plante noted that the third line includes “eligible employee”, and part-time employees would not be eligible. Christine Fitzgerald stated the policy does not say who is eligible. The Board agreed to change the first sentence of the health insurance section to read: “For full-time employees hired...”.

Christine Fitzgerald asked if the library would continue offering tuition reimbursement to part-time employees (page 16). Erin Matlin confirmed they would. Christine Fitzgerald responded she believed the benefit should be for full-time employees. Helen Palmieri stated the Board had discussed it and wanted part-time employees to be able to take courses so they can advance. Nancy Hendricks added that they should not be minimizing opportunities for part-time employees to advance at the library. Dona Plante noted that most full-time staff already have degrees, so the library is giving part-time employees the opportunity to advance.

Christine Fitzgerald asked if professional certifications would apply to full-time and part-time employees. Erin Matlin confirmed it would.

Nancy Hendricks asked if tuition reimbursement covered the notary service. Erin Matlin responded the notary fees are paid under a different budget line.

Moira Ryan asked if the maximum sick leave can be carried forward. Erin Matlin confirmed it can. Moira Ryan asked if there is comp time in the policy. Donna Plante confirmed there is, but it is called administrative time. She explained staff can cash out up to 60 hours per year, and the time does not carry over. Megan Donovan noted it is covered in section 8 on page 6 of the policy.

A **motion** was made by Helen Palmieri to accept the revised Leach Library Personnel Policy with the discussed changes. The **motion was seconded** by Nancy Hendricks. All in attendance accepted the motion, **motion carried**.

New Business:

- FY26 Budget
Erin Matlin distributed a draft FY26 budget proposal. She noted that there are several staff line items without updated numbers because she will receive them from the Town closer to the October meeting. She noted that there could be further changes to benefits figures after the October meeting, but the Board does not have control over those numbers.

Erin explained that all changes the committee discussed were in red text. She stated that \$2,000 was added to the legal line as it is \$0 in FY25. The printing line

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was increased by \$1,000 because of the photocopier lease. The dues and subscriptions line was increased by \$21,634 because the library will be paying for the first full year of GMILCS membership. Half of the budget for seminars and workshops (\$1,000) was moved to travel and mileage because staff will have more mileage expenses when attending GMILCS meetings. Postage was decreased by \$367 because the library anticipates more patrons will opt-in to digital notices after joining GMILCS. The books and periodicals line was increased by \$10,000 due to the increasing cost of physical materials, digital materials, and databases. The furniture line was given a budget of \$2,500 (\$0 in FY25). Erin noted that it would allow the staff to gradually start replacing some worn and outdated furniture. She added that there had already been some broken furniture from normal wear and tear.

Christine Fitzgerald asked if the legal budget was removed in FY25 as part of the \$30,000 reduction. Erin responded it was removed in FY25 and is being added back in for FY26 due to an increase in 91-A requests.

Nancy Hendricks stated that any time the Board seeks legal counsel to review a policy or to fill a 91-A request, the library is charged. She explained the committee felt there should be budget in that line so there is not a deficit and no one questions the library's budget management. Erin Matlin noted she has contacted Justin Campo about the library's total FY24 legal expenses.

Erin Matlin shared that she is hopeful the library will be able to hire a much-needed full-time Children's Librarian. She noted that the Children's Department only has one professional staff member, the Department Head. She explained a lot of the programming the library offers is for children. She believed it would be a benefit to the community to have a professional librarian in the Children's Room to provide children's programming, reference, and reader's advisory services. She stated that the library's current staff does an amazing job when working with patrons, but they do not have the same professional background.

Kim Bears added it is important to have a consistent person at the children's desk who can connect with kids and families. She agreed that the staff working in the children's room is great, but when she visits, it is always someone different working.

Erin Matlin asked for the Trustees' support in advocating for the new position.

Christine Fitzgerald asked if there was a plan if the Town asks the library to cut its budget again.

Erin Matlin responded that the library's budget should not be cut again. If it is requested again, she stated she would feel as though it is a personal or library-specific attack. She added that the library does not deserve to have its budget cut

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again. She believes the requests are fair and focused on service to the community. She stated there is nothing in the budget that speaks to excess. Erin asked the Board to speak up and advocate for the library and its services if a cut is requested again. Erin noted it is one thing when a cut is requested of all departments, but it is another when it is only requested of one department.

Christine Fitzgerald responded that it is likely all departments will be asked to cut back, especially with the Moose Hill project trying to get through. She wanted to be sure the library had a backup plan.

Erin Matlin responded they would need to know how much the expectation is to cut.

Nancy Hendricks asked if the library was the only department cut last year. Erin confirmed it was.

Erin Matlin added that if the library is to continue offering the services expected, the Board has to support the budget.

Christine Fitzgerald stated that the furniture budget would be nice to have, but if it needed to be cut, it could be. Jan McLaughlin agreed the funds should be removed from furniture before programming. Christine added furniture is a want versus a need.

Donna Plante responded that the longer the Board delays in budgeting for furniture replacement, the larger the cost will be all at once later. She explained they are facing a situation where the furniture in the library's addition was all purchased at the same time when it was built, so potentially all of the furniture could fall apart at the same time. If the library can get ahead of that, staff can start replacing the furniture slowly and the library will not have to request a large sum at once. She stated the furniture budget can probably be cut, but the longer it is delayed, the worse it will be.

Nancy Hendricks asked how old the addition is. Erin Matlin responded it is almost 30 years old.

Erin Matlin noted it is fiscally responsible for the library to slowly replace with a small amount of funds each year as opposed to requesting it all at once. She added the "want and need" is frustrating to her because furniture is a need as people need to be able to sit places. She stated with 22,000 visitors over the summer, things wear down; it is a slow need, but it is a need.

Liz Thomas reflected that the library has a big bill coming in for GMILCS that it has never had before. She suggested getting people over that hump by deferring the furniture budget for one more year.

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Megan Donovan shared that two chairs in the Children's Room recently broke and were not replaced as well as two Meeting Room tables. She noted furniture is already breaking down, which is why the budget is being requested now.

Liz Thomas noted it is a safety issue if chairs are starting to fall apart. She added that the whole Town will be looking closely at budgets this year. While GMILCS is a wonderful product, she stated it is a big hit all at once. She added that if furniture is not where they make the cut, she is not sure what else could be cut.

Erin Matlin agreed GMILCS is a big-ticket item this year, and she stands by what membership will allow the library to offer. If the Board wants to cut the furniture line, she will do so, but she wanted them to know it is going to be an issue.

Liz Thomas responded she did her job by bringing the issue forward. Erin responded they are bringing forward the needs to keep the building and services going as expected.

Moira Ryan asked how much outreach has been done to get grant funding, discounts, or donations for lines like the furniture because Police and Fire get substantial grant funding. She noted the additional librarian would probably need to be requested through a warrant article and asked if the library would be charged for additional benefits. Erin Matlin responded that the cost she listed was the annual salary, and there would be additional benefits costs.

Nancy Hendricks asked if the Town has a grant writer. Erin Matlin responded that the Town hires a grant writer. She added that Police and Fire have a lot more grant options because of the job they do. Erin shared she recently reached out to two large companies about donating funds for a picnic table, and both declined. She asked the Friends, but they did not have the money. Erin added that they have applied for grants in the past such as for the handicap accessible doors and for starting the Library of Things collection. She stated she has no problem applying for grants, but the library is a Town building that should be supported by the Town.

Moira Ryan responded there are other libraries in the state that are 100% privately funded. Erin Matlin asked what libraries are privately funded. Donna Plante responded that there are New Hampshire public libraries that are nonprofit organizations. Moira noted that NHLTA shared there are some libraries that do not receive funding from their Town, and she shared the packet of information with the Board. Donna Plante responded that those libraries may be supported by a large trust fund. Moira Ryan suggested having them attend a meeting to share ideas. Donna Plante noted that the library does not use the same model, and while their library knowledge may be helpful, the way they are funded is not the same.

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Liz Thomas stated the library is Town infrastructure, and the Town needs to keep it safe and viable.

Christine Fitzgerald stated that getting a donation or a grant would show the taxpayers that the library is fiscally responsible. Jan McLaughlin suggested the library use the Town's grant writer's services. Erin Matlin stated she would investigate the cost.

Nancy Hendricks shared that she works in the for-profit industry where there are a lot of lawsuits. She noted that it only takes one catastrophic fall out of a chair for there to be a lawsuit that could cost the library all of its programming budget. She agreed the Board needs to take care of the library, and it is their responsibility to make sure patrons are safe. Moira Ryan responded that the Town carries liability insurance. Nancy noted that, in her experience, people usually take lawsuits far beyond liability.

Liz Thomas stated that the library staff works hard to keep the library going, and they should not have to look for a way to get a free chair somewhere. She noted the Board or the Friends or someone else needs to step up because they cannot keep asking for more of the staff. She noted the staff are being fiscally conscious by putting it in the budget, and every other department in Town is getting what they need; the Trustees need to keep the library running.

Jan McLaughlin apologized for not attending the Budget Subcommittee meetings. She suggested preparing a contingency plan to communicate how a budget cut would impact services so the library can respond immediately in the event of another budget cut discussion. She provided the example of returning to summer hours year-round. She noted she does not want the library to plan to cut.

Erin Matlin confirmed she heard their suggestions and would like to take them back to the committee to discuss further and make changes for the Board's October meeting.

Erin Matlin reiterated that the Trustees were elected to support the library and its mission. She asked them to speak up in the event of another budget cut request from the Town's Budget Committee. Erin stated it was discouraging to the staff last year when the library faced a \$30,000 budget cut and the Trustees did not show up and speak up.

Moira Ryan asked if the staff were at the budget meetings. Erin Matlin responded that some were there, and many read the minutes.

Moira Ryan asked if Justin Campo normally meets with the Board. Erin Matlin responded he has not to her knowledge. She shared that she and Donna met with him and the Town Manager at the beginning of the budget season last year. Moira

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Ryan asked if Justin Campo prepares some of the budget numbers for the library. Erin Matlin responded that he provides the staff and benefits figures.

Christine Fitzgerald asked if Justin Campo could attend the next Board meeting in case they have questions. Erin Matlin agreed to invite him. Erin asked the Board to consider moving the budget discussion to the beginning of the meeting if he can attend so he does not have to sit through the rest of the meeting.

Jan McLaughlin suggested highlighting ways the library is saving money such as through getting free vet services for Oscar.

Liz Thomas noted that it is important to communicate that if the library loses funding, the community loses services. She added that the library is not requesting anything frivolous.

Erin Matlin agreed to schedule another committee meeting and reach out to Justin Campo.

- Acceptance of unanticipated funds under RSA 202-A:4-c, and RSA 202-A:4-d
Erin Matlin presented gifts to be accepted by the Board.
 - Hannaford of Londonderry donated \$63.00.
 - Laura & Patrick Horan donated \$75.00 in honor of Jackie & Dick LeCompte's 50th Anniversary.

A **motion** was made by Nancy Hendricks to accept the unanticipated funds under RSA 202-A:4-c and RSA 202-A:4-d. The **motion was seconded** by Liz Thomas. All in attendance accepted the motion, **motion carried**.

Erin Matlin shared that Hannaford of Londonderry selected the library as the organization to receive donations from the Community Bag Program in October.

Jan McLaughlin suggested adding recent donations to the library's newsletter.

- ALA Membership Renewal
Erin Matlin stated that her ALA membership renewal is due and will cost \$162.00 for one year. She added that the Board had asked to discuss this year's renewal before processing payment.

Erin Matlin shared that the library will be receiving a \$200 bonus from ALA because she was nominated and selected to receive funds given by James Patterson to honor ALA members.

Liz Thomas stated the membership has value and it is not expensive.

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Moira Ryan asked about the status of ALA membership at the state level as she thought it was suspended by the state.

Jan McLaughlin noted there was a vote by the legislature to consider removing New Hampshire from ALA membership. She added that libraries by statute are independent and do not have to follow the state's decision.

Moira Ryan asked why removal of ALA membership was considered. Jan McLaughlin responded that the ALA President at the time was a Marxist. Erin Matlin added that the President declared themselves a "Marxist lesbian," and now there is a new President.

A **motion** was made by Nancy Hendricks to renew the Library Director's ALA membership for \$162.00. The **motion was seconded** by Jan McLaughlin. Five voted in favor of the motion, one voted against the motion, one abstained; **motion carried**.

Erin Matlin asked why Christine Fitzgerald voted against the motion. Christine Fitzgerald responded that the organization is still one-sided.

Moira Ryan shared she abstained because she is unsure about the state issue.

- Posting 91-A Requests on Town Website

Kirsten Hildonen shared that Town Council made the decision to post all the Town's 91-A requests and responsive documents on the Town website. She noted they are being posted as fast as is practical. She noted that the Board has the option to post the library's 91-A requests in the same place alongside the Town's.

Nancy Hendricks asked if it costs any money to post the requests online. Kirsten Hildonen responded that the cost is in staff time.

Christine Fitzgerald asked if the requester's name is being posted. Kirsten Hildonen responded that the requester's name and any identifying information they included is posted. She noted that they customarily redact personal phone numbers and personal email addresses. She stated that she reviews everything again to check for confidential information before posting it on the website. She explained that she also turns everything into an image before posting so documents are not searchable.

Erin Matlin showed an example of what requests would look like on the Town website.

Christine Fitzgerald shared she thinks it is a good idea. She added that someone could see if a question had already been asked. Kirsten Hildonen responded that the public postings have not changed the number of 91-A requests the Town receives to date.

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A **motion** was made by Christine Fitzgerald to post the library's 91-A requests on the Town website starting with requests made on or after September 4, 2024. The **motion was seconded** by Liz Thomas. All in attendance accepted the motion, **motion carried**.

- Posting Meeting Documents

Erin Matlin asked Moira Ryan if she wanted the Board to discuss posting meeting documents with the agenda or minutes.

Moira Ryan shared that it is easier to review the minutes when the documents are included for reference. She noted that documents are usually posted with the agenda in her experience.

Kirsten Hildonen stated that if a document is final and ready for public consumption, there is no problem appending it to the agenda. She noted that draft documents not yet finalized generally are not provided under 91-A, so they generally are not distributed to the public. She provided the example of a staff report being fine to attach to the minutes, but the Board may not want to attach the Personnel Policy while they are still working on revising it.

Moira Ryan shared she was reviewing the sub-committee meeting minutes and wanted to review the components referenced to be prepared to discuss it.

Erin Matlin stated that it may be a challenge to post some documents when they still may be working on them on the same day of the meeting. She added that not all documents are available at the time the agenda is posted.

Donna Plante requested that the Board elect a Secretary if they want documents added to the minutes because she spends a huge amount of time preparing the minutes. She noted that the Board could also consider hiring someone. She shared that the library had an Executive Assistant position at one time, and some of their responsibilities were absorbed by the Assistant Director.

Christine Fitzgerald responded that the meeting minutes do not need to be as detailed if the meeting recordings will be posted. Donna Plante responded that members of the public still will not be able to tell who is speaking during meetings.

Erin Matlin noted that whether minutes are detailed or not, taking minutes is not Donna's job. She stated that the Secretary should be a Trustee position on the Board just like the Treasurer. Erin added that Donna is doing an amazing job with the minutes, but it is taking away from her real responsibilities as an Assistant Director, and it is not fair that she has inherited it. She encouraged the Board to elect a Secretary who will follow the laws associated with the position. Erin

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explained that when she shares the library does not have enough staff time, the minutes are part of it.

Christine Fitzgerald stated that video recording could solve both issues because the minutes would not have to be written verbatim. Erin Matlin responded that video recording meetings does not solve the issue that it should not be Donna writing the minutes.

Moira Ryan asked if the library could use an AI app to transcribe minutes. Erin Matlin responded she would not be comfortable with that. Donna Plante added that an AI transcription would not include who was speaking.

Jan McLaughlin stated they need to clean up their act and prepare the minutes.

Kim Bears stated she had never seen an Assistant Director writing minutes before.

Erin Matlin added that the Board of Trustees posted the agenda and wrote their own minutes in her previous experience as a Library Director.

Kim Bears asked to move the discussion to next month's meeting.

Kirsten Hildonen shared that some Town boards contract out for their minutes. She noted that the Board would need to pay for the service, but she could share their contact information. Erin Matlin asked Kirsten to send the contact information to Kim Bears.

- Picnic Table Request

Erin Matlin shared there is a grassy area by the staff parking lot where she would like to add a picnic table. She reached out to two large Londonderry businesses about donating as well as the Friends, and they all declined.

Erin Matlin requested funding from the Board totaling \$1,606.20 for the purchase of a handicap-accessible picnic table. She explained that the material and design will make the table long-lasting, and it will be easy for the landscapers to move. Erin shared that DPW offered to put the table together.

Megan Donovan shared that staff and patrons used to have access to a picnic table before the School District Office was torn down. She noted that there are a lot of students getting food delivered to the library after school, and they have nowhere to eat it.

Jan McLaughlin asked if they will also need to purchase a trash can.

Erin Matlin noted that a picnic table is a small step toward creating a larger outdoor space in the future if it is used.

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Liz Thomas asked why the picnic table is so expensive. Erin Matlin responded that the expense is from the handicap accessibility and the composite material. Erin added that she was originally interested in a traditional picnic table, but Donna recommended an accessible table, and she agreed it was important. She noted that the library could add more smaller tables once they have an accessible one.

Jan McLaughlin suggested purchasing one of each to maximize seating space.

A **motion** was made by Jan McLaughlin to pay up to \$2,000 from the Trustees' account for one ADA compliant picnic table and one other picnic table. The **motion was seconded** by Liz Thomas. All in attendance accepted the motion, **motion carried**.

- Staff Refrigerator

Erin Matlin shared that the staff refrigerator is failing. She noted that the refrigerator had been identified as an item needing updating prior to the pandemic. She noted that the freezer is no longer functioning as it should.

Erin Matlin stated that she plans to present options and pricing information to the Board in October. She explained that the fridge is used by staff as well as to store refreshments for programs.

Christine Fitzgerald asked if the refrigerator would be paid for by the Trustees' account. Erin Matlin responded it is the Board's decision.

Other Business:

- Library Director Job Description

Erin Matlin shared that she looked for the Library Director job description in preparation for her review and only found a version from 1992. She also shared a copy of the job posting from when she was hired. She noted she would work on updating the job description and would share it with the Board.

Jan McLaughlin asked Erin to save the updated description in a place that could be accessed by multiple staff members.

- Patron Concern Regarding Circulation Policy

Maira Ryan shared she received an email from a concerned patron. Maira also called the patron and spoke with them. Maira stated that the patron was upset because their child was able to check out materials from the main area and, in the past, children were issued red library cards indicating they could only check out books in the children's room. Maira added that she explained the library's current Circulation Policy and asked the patron what they would like to see happen. The

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patron requested that the library post the policy so patrons can make an informed choice.

Nancy Hendricks asked Moira to share the email with the rest of the Board.

Jan McLaughlin shared that many of the graphic novels and comics her grandson enjoys reading are in the adult section. She noted that if a change were made to the policy, it would restrict the reading selection for children. Moira Ryan clarified that the patron is not asking for restrictions but rather to post the policy for the public. Liz Thomas agreed the library needs to be clear about the policy for patrons.

Megan Donovan shared the history of the blue and red library cards. She noted that the library had only restricted students from borrowing DVDs after the library transitioned to an online system, and the updated version of the Circulation Policy removed that restriction. She added that student and adult library cards also look the same now, so students do not need to register for a new card when they turn 18.

Erin Matlin shared that Donna is working on creating a new policies page on the library website. Donna added that she has already built a draft, so the policy will be posted online.

- Veteran's Day Display

Christine Fitzgerald asked if the library staff will be preparing a display for Veteran's Day.

Donna Plante responded that she did not know what the scheduled display themes were for November. She stated that there will be an adult program to discuss the book *The Things They Carried* by Tim O'Brien, which is a veteran story, and there is usually a display for the book discussion books.

Christine Fitzgerald asked if posters or information can be added for Veteran's Day. Erin Matlin responded staff can do their best. She noted that displays are planned a year in advance by the Reference Department, but she may be able to find a space for another small display.

Liz Thomas shared that Veteran's Day is very important. She added if the library can celebrate LGBTQ month, they should be able to do the same for Veteran's Day. Erin Matlin responded that the library can do the same for Veteran's Day. She explained that she needs to find a space since the staff plans the displays in advance.

Liz Thomas offered to reach out to individuals for items that could be displayed.

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Jan McLaughlin suggested offering a display of items veterans carried to associate with the book discussion. Donna Plante responded that community members are welcome to complete the Display Case Application to display items like the ones she described.

Donna Plante shared that the library staff cannot prepare displays on every holiday every year. She added that the library does not have a display for Pride Month every year and explained that the staff tries to balance as much as possible because there are so many different topics to be covered in a year. Christine Fitzgerald responded that Veteran's Day and Memorial Day are two huge, important holidays for people living in the U.S. Donna Plante responded that anyone could argue something different, and the library staff has to think of everybody. She added that there is limited display space and limited time to prepare them. She noted that sometimes collection promotions are posted online but are not physically displayed at the library in order to cover more topics.

Erin Matlin shared that a craft has also been offered previously to invite community members to write and decorate cards for veterans. She explained that even if there is not a physical display at the library, it does not mean the library is not observing it in another way. As the daughter of a veteran, she agreed that Veteran's Day and Memorial Day are very important holidays. She noted the challenge in managing so many holidays and interests. Erin stated that the lack of a display does not speak to the library staff's respect for the holiday. She explained it comes down to time and space. She repeated that she will do her best to find an area to put up a small display.

Nancy Hendricks asked Christine if she was looking for the display to be up the entire month. Christine Fitzgerald responded that it could be up a week or two weeks.

Erin Matlin responded that staff put a lot of time and thought into planning displays to accommodate so many different genres, holidays, materials, etc.

Christine Fitzgerald asked if the staff could get free posters from the Smithsonian for Veteran's Day.

Megan Donovan responded that the Smithsonian does not offer the same free poster exhibit specific to Veteran's Day.

Donna Plante added that the poster exhibit required reserving the meeting room and a lot of time on Megan's part. She explained that the library saved money by not having the posters professionally printed, but Megan had to piece them together. Donna noted that it is too late to prepare a poster exhibit for this fall, but the staff could consider it for next year. She reiterated that there were no relevant exhibits from the Smithsonian the last time she and Megan checked.

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Christine Fitzgerald asked if there was another source the library could use such as a veteran's association. Erin Matlin responded that she did a lot of outreach for last year's Veteran's Day display and received free literature focused on services for veterans.

Erin Matlin stated that the library can offer a display, but it might not have all the bells and whistles.

Megan Donovan noted that the Smithsonian is the only organization she could find that offers free, print-ready poster exhibits. She added that she is working with an individual who may be interested in offering a mobile exhibit on historical peacemakers, but it comes with a cost and will depend on space and time.

Nancy Hendricks asked for an update on the vision for this year's Veteran's Day display at the October meeting.

Jan McLaughlin asked who they should contact if someone has items they want to display at the library. Moira Ryan suggested reaching out to a local veteran that may have items to display on a table. Erin Matlin responded she did not want items displayed on tables because there is a risk of loss or damage. She added that an individual's personal belongings should be secured in the display case. She stated that she could look into whether the display case is reserved for November and will bring more information to the next meeting.

Public Comment:

Beth Marrocco thanked the Board for the services the library provides. She stated that it is the job of the Trustee to consider the budget from a business perspective and bring present clear points to the Budget Committee. She noted it is cute to talk about the tortoise, but it undermines the serious work that happens at the library. She encouraged the Board to think about preparing a script for the presentation instead of focusing on building a plan B. She added that it is troublesome, and she does not want to hear her elected officials discussing how to sell plan B but would rather hear how they plan to defend the thought-out budget created by their librarians. She added that Trustees must defend the services they provide and asked what they are doing at the table if they are not there to defend the budget dictating the library's needs. As a voter and future candidate for a Trustee position, she asked the Board to fulfill their responsibilities. She stated it is not okay to not have a plan going into budget meetings and to not be prepared to defend the budget. She noted that the library staff works hard and stays late and comes in early, and they are already taking on too much. She added that she wanted to see elected officials stepping it up and asked the Board not to ask the staff to eliminate a plan to save \$2,500 for chairs because, when divided among

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taxpayers, it is pennies. She explained that the Budget Committee's job is to push back, and some members of the committee do not value or use the library and its services. She asked the Board to be ready and informed before going into budget meetings because it is the responsibility they signed up for.

Jan McLaughlin responded that she suggested they create a script in preparation for a cut so they can communicate what a cut would mean for the library. Kim Bears asked to add that discussion to the agenda for the next Budget Subcommittee meeting.

Liz Thomas asked if the Board needed to discuss the contribution mentioned in public comment. Erin Matlin responded that they have not received the donation yet. She noted it would likely be discussed at the October meeting.

Non Public Session:

Enter Non Public Session

Chair Kim Bears requested a roll call vote to enter Non Public Session pursuant RSA 91-A:3 II, subparagraph (a), the dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has the right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.

Roll Call Vote: Aye, Kim Bears; Aye, Christine Fitzgerald; Aye, Nancy Hendricks; Aye, Jan McLaughlin; Aye, Helen Palmieri; Aye, Moira Ryan; Aye, Liz Thomas.

The Board entered Non Public Session at 9:36 p.m.

Exit Non Public Session

Chair Kim Bears requested a motion to exit Non Public Session. Jan McLaughlin made a **motion** at 10:12 p.m. to exit Non Public Session. The **motion was seconded** by Nancy Hendricks. Board's **vote:** 7-0-0 to exit.

A **motion** was made by Jan McLaughlin to seal the non public meeting minutes. The **motion was seconded** by Christine Fitzgerald. All in attendance accepted the motion, **motion carried.**

Adjourn:

A **motion** was made at 10:13 p.m. by Nancy Hendricks to adjourn the meeting. The **motion was seconded** by Liz Thomas. All in attendance accepted the motion, **motion carried.**

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Notes by: Erin Matlin, Donna Plante, Megan Donovan

Minutes Typed by: Donna Plante Date: September 4, 2024

Respectfully submitted,

Donna Plante
Assistant Director and Head of Technical Services