

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES Minutes of April 9, 2024

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Call to Order:

The meeting was called to order at 6:57 p.m. by Vice 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.

The Pledge was led by Liz Thomas. Kim Bears welcomed Moira Ryan and Nancy Hendricks to the Board.

Election of Officers:

Kim Bears opened nominations for Chair.

Christine Fitzgerald nominated Jan McLaughlin for the position of Chair. The nomination was seconded by Moira Ryan. Jan McLaughlin accepted the nomination.

Liz Thomas nominated Kim Bears for the position of Chair. The nomination was seconded by Helen Palmieri. Kim Bears accepted the nomination.

Kim Bears closed nominations and requested a vote. Two voted for Jan McLaughlin; four voted for Kim Bears; one abstained. Kim Bears was elected as Chair.

Kim Bears opened nominations for Vice Chair.

Liz Thomas nominated Helen Palmieri for the position of Vice Chair. The nomination was seconded by Nancy Hendricks. Helen Palmieri accepted the nomination.

Christine Fitzgerald nominated Liz Thomas for the position of Vice Chair. The nomination was seconded by Jan McLaughlin. Liz Thomas accepted the nomination.

Kim Bears closed nominations and requested a vote. Four voted for Helen Palmieri; three voted for Liz Thomas. Helen Palmieri was elected as Vice Chair.

Kim Bears opened nominations for Treasurer.

Liz Thomas nominated Jan McLaughlin for the position of Treasurer. The nomination was seconded by Helen Palmieri. Jan McLaughlin accepted the nomination.

Kim Bears closed nominations and requested a vote. Six voted for Jan McLaughlin; one abstained. Jan McLaughlin was elected as Treasurer.

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Erin Matlin noted that Kim Bears and Jan McLaughlin will need to go to the bank with her to have their names added to the Trustees' account. Kim can also decide if she wants to sign checks to pay vendors or if she wants to get a signature stamp. Erin added that she will provide an updated organizational chart at the next meeting.

Public Comment:

Beth Marrocco congratulated the new Trustees and everyone taking on a new role. She thanked all Board members for supporting the library.

Rep. Doug Thomas encouraged the Board to reach out to Londonderry's State Representatives if they have questions about impending legislation pertaining to libraries or the Town.

Secretary's Report:

The Secretary's Report for March 6, 2024, was distributed prior to the meeting.

Kim Bears asked that Trustees continue to receive printed copies of the draft minutes at meetings.

A **motion** was made by Liz Thomas to accept the minutes without changes. The **motion was seconded** by Helen Palmieri. Five voted in favor of the motion; two abstained, **motion carried**.

Director's Report:

Announcements

- 3/10 – Melisa Keyes completed the mural in the children's room.
 - 3/8 – Erin stayed from 5-10pm
 - 3/9 – Donna stayed from 5-10pm
 - 3/10 – Erin was here from 9-12:30pm
- 3/13 – Erin went with Kat to pick up the tortoise at Pets Plus, Londonderry. We also picked up all the supplies needed to make sure he is comfortable and happy. Staff has been doing a great job taking care of him and making sure he has all he needs.
- 3/15 – Pine State Elevator and SOS Security was here to do the Annual Elevator/Alarm Check. Passed.
- 4/1 – Tortoise check up with Dr. Smiley from Smiley Veterinary Clinic. Oscar is healthy and doing great!
- 4/15 – Derry Public Library Staff will be coming for a tour of the Leach Library as part of their staff development day.

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Donna Plante added that the Smiley Veterinary Clinic offered to sponsor all of Oscar's veterinary care. In exchange, library staff posted a sponsorship sign outside Oscar's enclosure.

Scheduled and Unscheduled Closings

- 4/3 – Library Closed at 5:00pm due to Snow
- 4/4 – Library Closed due to Snow

News & Programs

- New Children's Mural at Leach Library

The Leach Library, Londonderry Arts Council, and Friends of the Leach Library are excited to announce that local Londonderry artist Melisa Keyes has been selected the winner of the Children's Room Mural Contest.

Melisa Keyes earned a dual degree in both painting and sculpture from Boston University. She then completed her MFA in painting from Mass Art at the Fine Arts Work Center in Provincetown, Massachusetts. After calling Cape Cod home for ten years, Melisa has now made Londonderry her new home.

Melisa installed her artwork, "Friends with Apples and Books," near the entrance of the Leach Library Children's Room. The mural is available for public viewing any time during library operating hours.

- Eclipse Glasses at Leach Library

Stop by the Leach Library Circulation Desk beginning April 1 through April 8 during operating hours to pick up a pair of solar eclipse glasses. Glasses will be available in the morning and afternoon on a first come, first served basis while supplies last and cannot be reserved. Limit of one pair of glasses per person.

- Tortoise's First Check-up

Dr. Smiley from Smiley Veterinary Clinic in Londonderry will be at the Leach Library on Monday, April 1 at 5:00 p.m. to give our new library tortoise his first checkup, and you're invited! Learn some interesting facts about tortoises, including what they like to eat and the environment they live in, and find out what Dr. Smiley looks for in a healthy tortoise. Registration is not required.

- Little Sprouts Baby Lapsit

On Tuesday mornings at 9:00 a.m. through April 9, Leach Library will offer a story time program for babies 0-18 months old. 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.

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Registration is required and begins one week before each session. To register, visit the library's online event calendar or call (603) 432-1127. Story times will return for a three-week session beginning on Tuesday, May 7.

- Wiggle Worms Story Time

On Tuesday or Wednesday mornings at 10:30 a.m. through April 10, toddlers and their caregivers are invited to the Leach Library 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. Story times will return for a three-week session beginning on Tuesday, May 7.

- Film Discussion: *Dune*

It's like a book discussion but with a movie! Watch the 2021 science fiction movie *Dune* (rated PG-13) at home and then come to the Leach Library on Tuesday, April 2 at 6:30 p.m. to discuss it. Light refreshments will be served.

Registration opens on Tuesday, March 26 and is limited to 15 participants. To register, visit the library's online event calendar or call (603) 432-1132. Copies of the DVD will be available to check out at the library's main desk.

- 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.

- Saturday Concert with Bob DePaolo

Join Leach Library staff on Saturday, April 6 at 12:30 p.m. for a free concert performed by New Hampshire musician Bob DePaolo. By combining the flute, keyboard, conga drums, and harmonica, DePaolo interprets the music of Jethro Tull, Dylan, Santana, Vanity Fair, Eric Clapton, the Beatles, Stevie Wonder, and others in a one-man band format.

The Friends of the Leach Library will be selling snacks and baked goods at this event. They will accept cash or checks. Registration is limited to 75 people and opens on Saturday, March 30. To register, visit the library's online event calendar or call (603) 432-1132.

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- National Library Week Craft: Build a Tiny Library
Teens and tweens are invited to celebrate National Library Week at the Leach Library by creating a miniature library diorama. Students may stop by the teen area any time from 9:00 a.m. on Monday, April 8 until 5:00 p.m. on Saturday, April 13 to pick up a craft kit to be completed at the library or made at home while supplies last.
- Solar Eclipse Live Viewing Party
Stop by the Leach Library on April 8 between 2:00 to 4:30 p.m. to view the eclipse on the library lawn or watch live coverage of the eclipse in the Meeting Room. During the program, a variety of activities and crafts will be available to complete at the library or take home including the opportunity to be an Eclipse Soundscapes Observer by participating in a NASA Citizen Science activity.

Attendees will receive a free pair of solar eclipse glasses while supplies last. Registration is not required for this program.
- Apple Byte Open Play
On Tuesday, April 9 at 3:30 p.m., teens and tweens are invited to stop by the Leach Library Meeting Room to explore eSports in a non-competitive environment. During this one-hour program, middle and high school students will have the opportunity to play a variety of video games on the Nintendo Switch platform.

This program is free and open to the public. Registration is required and begins on Tuesday, April 2. To register, visit the library's online event calendar or call (603) 432-1132.
- Crafternoon
Drop in to Crafternoon, a monthly 90-minute meet-up for crafters at the Leach Library! On Wednesday, April 10 at 4:00 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.
- Cookie Decorating
On Monday, April 15 at 4:30 p.m., children are invited to the Leach Library to decorate a spring cookie. Cookies, frosting, and candy will be provided, and children can use their imagination to create a delicious spring masterpiece. Registration is required and begins on Monday, April 8. To register, visit the library's online event calendar or call (603) 432-1127.
- Audubon Visit
The New Hampshire Audubon will be visiting Leach Library on Wednesday, April 17 at 4:00 p.m. to present their program Nocturnal Wonders. Learn about

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some of the animals that come out at night in New Hampshire during this hands-on children's program.

This program is generously sponsored by Londonderry's Cross Farm Book Club. Registration is required and begins on Wednesday, April 10. To register, visit the library's online event calendar or call (603) 432-1127.

- Tinker Time
Join Leach Library staff on Saturday, April 20 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, April 13. To register, visit the library's online event calendar or call (603) 432-1127.
- Earth Day Celebration
Celebrate Earth Day with the Leach Library on Monday, April 22 from 1:00 – 2:30 p.m. Participants will be able to decorate a biodegradable peat pot and then plant a seed to take home. During this program, attendees will also have the opportunity to view a Disney nature's film, Wings of Life (rated G). This program is open to all ages. Registration is limited to 50 participants and begins on Monday, April 15. To register, visit the library's online event calendar or call (603) 432-1132.
- Magician Mike Bent
Magician Mike Bent will be visiting the Leach Library on Tuesday, April 23 at 4:30 p.m. Participants will be amazed by his slight-of-hand tricks during this interactive performance. Registration is limited to 75 participants and begins on Tuesday, April 16. To register, visit the library's online event calendar or call (603) 432-1127.
- Block by Block Coding Club and Maker Lab
On Wednesday, April 24 from 4:00-5:00 p.m., students in grades 4-8 will be able to explore a variety of coding exercises and programs including using screen-free coding robots, independent online coding, and other guided activities. An assortment of art supplies and building materials will also be available for creative expression open to all participants. Registration is required and begins on Wednesday, April 17. To register, visit the library's online event calendar or call (603) 432-1132.
- Duplo Budding Builders
Duplo Budding Builders will be meeting on Thursday, April 25 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, April 18. To register, visit the library's online event calendar or call (603) 432-1127.

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- Books and Board Games
On Thursday, April 25 from 2:00 – 3:00 p.m., teens and tweens are invited to a play an assortment of classic and new board games in the Leach Library Meeting Room. Winners will have first choice in choosing a book to keep. All participants will receive at least one book. Registration is required and begins on Thursday, April 18. To register, visit the library's online event calendar or call (603) 432-1132.
- Building Buddies
Join the Leach Library staff on Thursday, April 25 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, April 18. To register, visit the library's online event calendar or call (603) 432-1127.
- Open Mic Night
Calling all creatives! Celebrate National Poetry Month on Thursday, April 25 at 6:30 p.m. with an evening of poetry and other creative writing at the Leach Library. Londonderry Poet Dasha Bulatova will emcee this special open mic event. Everyone will have a chance to read their work and refreshments will be served. Registration is recommended and opens on Thursday, April 18. To register, visit the library's online event calendar or call (603) 432-1132.
- "Library After Dark" Movie Night
On Friday, April 26 at 6:00 p.m., Leach Library will host an after-hours movie night in the main reading room! Follow Emmet's minifigure adventure in The LEGO Movie (2014, rated PG). Build with the library's LEGOs and Duplos during the movie! Pizza and refreshments will be served while supplies last, and raffle prizes will be provided. Registration is required and begins on Friday, April 19. To register, visit the library's online event calendar or call (603) 432-1132.
- Gentle Yoga with Lauren Young
Adults are invited to come to the library on Monday, April 29 at 6:00 p.m. for a relaxing evening of gentle yoga led by Lauren Young. Participants are highly encouraged to bring their own yoga mat to this free session. Registration is limited to 15 participants and opens on Monday, April 22. To register, visit the library's online event calendar or call (603) 432-1132.
- Free Comic Book Day & Star Wars Day
Stop by the Leach Library on Saturday, May 4 during regular hours for two fun celebrations!

Check out the Free Comic Book Day activities in the Main Reading Room. During this all-day event, visitors may receive a free comic book (one person per person while supplies last). After getting your free comic book, stop by the teen

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section to pick up supplies to create your very own DIY comic at the library or at home!

Then visit the Star Wars Day display in the Main Reading Room where you can take a selfie with C-3PO and R2D2! There will also be an action figure inspired photobooth set up for patrons to pose with a lightsaber prop. All visitors are encouraged to dress up as their favorite character! These programs are open to all ages and registration is not required.

- Ewok Catapults
Celebrate May the 4th at 10:00 a.m. at the Leach Library by making pint-sized catapults using popsicle sticks, rubber bands, and bottle caps. Once finished, we'll test them to see if the catapults will help the Ewoks in battle. Registration is required and begins on Saturday, April 27. To register, visit the library's online event calendar or call (603) 432-1127.
- Londonderry's Historical Houses
Come to the Leach Library on Monday, May 6 at 6:00 p.m. for a presentation on Londonderry's historical houses. Learn about our town's history from local historian and member of the Londonderry Historical Society, Dr. David Ellis. Registration is required and opens on Monday, April 29. To register, visit the library's online event calendar or call (603) 432-1132.
- Family Yoga with Lauren Young
Families are invited to come to the Leach Library on Saturday, May 11 at 12:00 p.m. for an afternoon of family yoga led by Lauren Young. This program is geared towards families with children ages 1-12, but older siblings are welcome. Teens and adults are encouraged to bring their own yoga mat, and children under 12 are invited to use the library's tumble mats. Registration is limited to 20 participants and opens on Saturday, May 4. To register, visit the library's online event calendar or call (603) 432-1132.
- Bird of Prey Demonstration with Monadnock Falconry
Join the Leach Library staff on Thursday, May 16 at 6:00 p.m. at McDermott Field for a live bird of prey demonstration with Henry Walters from Monadnock Falconry!

Monadnock Falconry offers the chance for nature enthusiasts of all ages to imagine life as a bird of prey. The hour-long program gives the opportunity to meet a Harris's Hawk and see it on the wing, while answering all your questions about their life histories and relation to their human handlers. This program has a rain date of Thursday, May 30 at 6:00 p.m.

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McDermott Field is located within the LAFA Complex at 17 Sargent Road in Londonderry. This program is open to the public, and registration is not required. For more information, call the library at (603) 432-1132.

- Puzzle and Board Game Exchange

The Leach Library Puzzle Exchange is returning in May and will now include board games!

From Monday, May 13 through Saturday, May 18, drop off your jigsaw puzzle and board game donations at the main circulation desk during library operating hours. The library will accept gently-used jigsaw puzzles and board games for any age. In exchange, the library staff will provide a voucher indicating how many puzzles and games you contributed.

On Monday, May 20, return to the library with your voucher between 10:00 a.m. and 7:00 p.m. to select your new puzzles and games! For further information, call the library at (603) 432-1132.

- Mystery Lovers' Book Discussion

Do you love mystery? Then this is the book discussion for you! Come to the Leach Library on Wednesday, May 22 at 11:30 a.m. to discuss Benjamin Stevenson's novel, "Everyone in My Family Has Killed Someone." Refreshments will be served.

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

Meetings and Trainings

- 3/4 – Erin met with Nancy Hendricks, candidate and now member of the Board of the Library Trustees.
- 3/20 – Erin met with Kim Bears, Acting Chair of the Board of Library Trustees.
- 3/22 – Erin attended a ULAC Meeting at the Rochester Public Library.
- 3/26 – Erin met with Moira Ryan, member of the Board of Trustees for a tour.
- 3/27 – Staff Department Head Meeting.
- 4/1 – Erin attended the Town Council Meeting and thanked Betsy and Carol for their service on the Board during public comment.
- 4/10 – Erin will be attending the Rotary meeting to talk about the library and joining GMILCS.

Staffing Update

Nothing at this time.

Assistant Director's Report:

Technical Services

During March, the library staff added 515 materials to the collection.

Children's Room Mural Contest with the Londonderry Arts Council

Melisa Keyes installed her artwork titled "Friends with Apples & Books" in the Children's Room at the beginning of April.

Solar Eclipse Glasses and Viewing Party

Glasses were in high demand for the solar eclipse on April 8. The library distributed two daily batches of glasses (one per person) from April 1 – 8 and also offered them to attendees at three programs. Special thanks to Megan Donovan and the library staff for handling an overwhelming number of inquiries.

Jan McLaughlin asked if the library will be collecting used solar eclipse glasses. Erin Matlin responded that the library will not be collecting glasses but there are other libraries in the area collecting them.

Summer Reading 2024: "Adventure Begins at Your Library"

The library staff is working hard to plan this year's summer reading program. The calendar of events should be finalized soon, and outreach to schools, Town departments, and local organizations is still in progress.

Special thanks to the Londonderry Historical Society for co-sponsoring the Night at the Museum program in August and to the Londonderry Arts Council for co-sponsoring the Concert on the Common for Kids in July.

Upcoming Library Outreach

Staff will represent the library at two upcoming events to promote library services:

- Touch-A-Truck at Moose Hill School on Saturday, May 4 from 10:00 a.m. – 2:00 p.m.
- Town of Londonderry Employee Benefits Fair on Wednesday, May 15 from 9:00 a.m. – 4:00 p.m.

Head of Children's Services Report:

Statistics

During the month of March, over 205 patrons joined us for in-person children's programming.

Last Month's Programs and Activities

The Children's Room offered all of our regular programs, including story times, Craft Time, Legos, and Tinker Time, as well as a special science program on Oobleck.

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In addition to our programs, the Lucky Duck Search and Find brought excited activity to the library, especially to the Children's Room. Children had a lot of fun looking for the rubber ducks and picking out books from the book sale after.

Oscar the tortoise has been a great addition and has had many visitors in the couple of weeks we've had him. Children gave some wonderful name suggestions and have been engaged in his care and learning about him.

Displays

Since Oscar is now located in the Children's Room, I created a small display of books about turtles and tortoises. There's quite a lot of interest in our new animal staff member, and the books are checking out quickly.

News and Updates

We've had increasing interest in Tonieboxes, which are a screen-free way for younger children to listen to stories in an easy-to-use format. We recently purchased two that will circulate soon, and I anticipate they'll be popular.

April will be a busy month of children's programs. We have several special programs, including Oscar's first visit with veterinarian Dr. Smiley, a visit from the NH Audubon, a performance from magician Mike Bent, and cookie decorating.

Head of Circulation Services Report:

Circulation Statistics

The total circulation of all materials both physical and digital was 15,666 in March. The highest totals were in adult fiction at 14.4% of the total circulation, downloadable audiobooks at 14.1% of total circulation and picture books at 13% of the total circulation.

The top five titles checked out were *Lessons in Chemistry* by Bonnie Grimes (historical fiction), *Remarkably Bright Creatures* by Shelby Van Pelt (animal fiction), *The Women* by Kristin Hannah (war fiction), *The Teacher* by Frieda McFadden (detective and mystery stories), and *The Heaven and Earth Grocery Store* by James McBride (historical fiction).

Last Month's Programs and Activities

In March, we offered an IMAX film screening of the *IMAX: Hubble* program. The film was projected floor to ceiling in the Meeting Room to create a more realistic feel to the program. There were 47 participants of all ages. Patrons really appreciated the opportunity to see the film in this setting.

Displays

There are new displays throughout the main library area. Highlighting the music collection is a multi-tiered table. The current display features musical scores and film

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soundtracks such as *Bohemian Rhapsody* and *The Best of Bond...James Bond*. Highlighting the audiobook collection is a wooden endcap shelf. The current display features audiobooks read by the author such as Neil Gaiman's *Coraline* and Michelle Obama's *Becoming*.

In the month of March, the Teen display focused on teen mental health. Featured titles included *Transforming Stress for Teens* by Rollin McCraty and *Mindfulness for Teen Worry* by Jeffrey Bernstein, PhD.

News and Updates

On Wednesday, March 16th, I met with Liz LeBlanc of TMD Designs to discuss costs and design aspects to update areas of the library for future grant proposals. Liz is offering her services pro bono.

Head of Reference and Adult Services Report:

Statistics

- The library gained 47 Facebook followers
- 202 reference questions were answered by phone
- 451 uses of Leach Library WiFi
- 124 uses of Leach Library public computers
- 10 uses of the TalkBox privacy pod
- 36 uses of Study Room A and 25 uses of Study Room B
- 11 uses of the Historical Room
- 29 reference instruction sessions were conducted, with a total attendance of 62 people

Last Month's Programs and Activities

- On Saturday, March 9, the library hosted an all ages craft program entitled "Paint Your Own Suncatcher." There were 40 participants.
- On Wednesday, March 13, the library hosted "Crafternoon" in which participants bring their own craft project and supplies, and work alongside other local crafters.
- On Thursday, March 14, library staff hosted a book discussion on *The Lost Apothecary* by Sarah Penner. There were 12 participants.
- On Monday, March 18, Mill City Roasting provided a free coffee tasting at the Leach Library. There were 14 attendees.

Displays

- The library's current display in the Main Reading Room is "Graphic Novels." There are also two smaller displays currently in the Main Reading Room, which are "National Poetry Month" and "Vampires."

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- There is a table in the Main Reading Room with copies of two books which will be used for a cookbook potluck program entitled “The Mediterranean.” The potluck will take place on Friday, April 12. The two books are *The Mediterranean Dish* by Suzy Karadsheh and *The Complete Mediterranean Cookbook* by America’s Test Kitchen. Patrons who plan on participating in the potluck program may check out one of these books.

News and Updates

- Federal tax forms are available at the library. This is a variety of IRS tax forms located on a stand right by the public copy machine. Patrons are encouraged to stop by the Reference Desk should they need additional tax forms printed out.
- Reference staff continues to offer “Drop-In Tech Help” sessions. These sessions take place every Thursday from 10 a.m. – Noon.

Old Business:

- GMILCS Update

Erin Matlin shared that the library was officially approved as a new member by the GMILCS Board and the contract has been signed. To date, the Friends have raised \$4,018 for the GMILCS onboarding costs. Erin is aware of a few likely donations but is not counting them toward the goal until the funds are received. Erin noted that the first GMILCS invoice is due in June, and she is confident the Friends will meet their goal.

Erin Matlin reminded the Board that the tentative launch date is in October 2024.

- Budget FY25

Erin Matlin confirmed the FY25 Town budget warrant article passed on March 12 at the Town Elections.

- Fire Panel Replacement

Erin Matlin shared that Dave Wholley requested funds from the Maintenance Trust Fund at the Town Council meeting on Monday, April 1 to pay for the library’s fire panel to be replaced. The Town Council approved the request for Code Red to complete the work estimated to cost \$7,331.03. Erin will work on the scheduling details.

- Juneteenth

Erin Matlin provided a recap of the discussion during the February 7, 2024 meeting. The Board wanted to make a decision about observing the holiday after the Town Election.

Erin noted that Juneteenth is the only federal holiday the library does not currently observe by closing. The holiday is on Wednesday, June 19. The School

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District observes the holiday while the Town currently does not observe the holiday.

Erin added that there is a precedent for the library to observe a holiday the Town does not as the library closes for Martin Luther King Jr. Day in January while the Town stays open. Library staff members use a floating holiday.

Erin stated that, if the Board decides to close for the holiday, the Personnel Policy needs to be updated.

The Board had previously asked the staff to consider offering programming related to the holiday. Erin shared that Megan Donovan is coordinating a free walk-through poster exhibit offered by the Smithsonian called “A Place for All People” that will be available to view at the library for a few days in June.

Donna Plante explained that the poster images are free for the library to use since the poster exhibit helps promote the in-person exhibit at the Smithsonian.

Jan McLaughlin reflected that there was positive feedback about the library offering an educational program related to the holiday on June 19 last year. Jan stated she would like the library to stay open on June 19 to offer that programming again.

Erin Matlin and Donna Plante responded that staff had trouble finding another speaker available so close to the holiday. Donna provided more information on the poster exhibit, adding that it would not take a lot of staff time and can be offered when the meeting room is available.

Christine Fitzgerald shared she would like the library to stay open since Town Hall is open and kids will be out of school.

Liz Thomas shared she would like the library be closed to observe the holiday and to show appreciation for the staff by giving them an additional holiday. She added that it is time to recognize Juneteenth as a holiday in her opinion.

Nancy Hendricks suggested asking history teachers at the High School if they would be willing to work with the library on an educational program for Juneteenth. Donna Plante responded that it has been challenging to get a response from the schools for similar requests in the past but the staff can try. Nancy offered to provide additional help with outreach to the schools if needed.

Liz Thomas added that a program related to Juneteenth does not need to be offered on June 19. It can be offered on another day in June. She encouraged the staff to plan a program for next year if they are unable to find a speaker this year.

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Christine Fitzgerald suggested contacting the PTA if staff are not able to reach a teacher.

Nancy Hendricks stated that the library should observe Juneteenth as it is a federal holiday.

A **motion** was made by Nancy Hendricks to close the library on Juneteenth (June 19) this year to recognize it as a federal holiday and to revisit the decision again next year. The **motion was seconded** by Liz Thomas. Five voted in favor of the motion; two voted against the motion, **motion carried**.

Donna Plante asked if the Board would like to add a floating holiday for staff to be paid on June 19. The Board will consider adding a floating holiday when reviewing the Personnel Policy.

Christine Fitzgerald asked if other Smithsonian poster exhibits are available for the library to use such as one for Veterans Day. Donna Plante responded she would look into the other topics available.

Jan McLaughlin suggested an Aviation Museum exhibit in the future. Donna Plante responded that the library could invite the NH Aviation Museum to show items in the library's display case.

New Business:

- Acceptance of unanticipated funds under RSA 202-A:4-c and personal property donations under RSA 202-A:4-d

Erin Matlin presented gifts to be accepted by the Board.

- Jan McLaughlin donated \$200.00 for the library's pet tortoise.
- Londonderry Historical Society donated \$240.00 for the Night at the Museum program.
- Boston Duck Tours donated two complimentary tickets for the Adult Summer Reading Program.
- The Coach Stop donated one \$25.00 gift card for the Adult Summer Reading Program.
- Janie's Uncommon Café donated one \$25.00 gift card for the Adult Summer Reading Program.
- Mel's Funway Park donated two \$20.00 gift cards for the Adult Summer Reading Program.
- Poor Boy's Diner donated one \$50.00 gift card for the Adult Summer Reading Program.

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

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- Meeting Room Policy (Update)

Erin Matlin distributed a revised Meeting Room Policy and Application for consideration. A discussion ensued.

Jan McLaughlin asked for an example of a time the Library Director may not approve a meeting room request because disorder is likely.

Erin Matlin responded that the statement protects the library if a group has a history of causing damage or presenting safety concerns during their meetings at other locations.

Christine Fitzgerald asked how Erin would know about those issues. Erin Matlin responded that there may be local, reputable news coverage available.

Donna Plante added that the three-months-in-advance limit on reservations is needed because staff are not scheduling library programs as far in advance as they were before the pandemic. The staff also needs time to process the application and prevent last-minute requests when the Director may not be available to approve it.

Liz Thomas responded that the library's programming has improved post-COVID, and it is important that the library has the first priority when it comes to the Meeting Room because programs highlight library services to the community. She felt the timeframes noted in the policy were very reasonable.

Erin Matlin noted the challenge in the library being one of few meeting spaces available to groups in Town. She hopes that library programming will continue to grow, but that will make the meeting room unavailable for the community more often.

Jan McLaughlin asked if the library can reserve the meeting room for blocks of time when programs are expected to take place. Erin Matlin responded that the staff can do that for series such as story times but single presentations involve a speaker's availability, so the library needs the flexibility to change dates and times as needed.

Nancy Hendricks asked if the policy should include a disclaimer to no longer allow a group to use the room if they did not follow the policy. Kim Bears responded there is such a section in the policy.

Christine Fitzgerald asked if the application is available online. Donna Plante responded that it is not available online yet, but she has drafted a new webpage for library policies that will be posted when there is a substantial number of updated policies available.

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Jan McLaughlin asked if the online form could be a fillable document. Donna Plante responded that she has not tested if that is possible with the library's PDF software, but she would look into it.

Jan McLaughlin suggested using Google Forms if the fillable PDF does not work. Donna Plante responded that she hesitates to use Google Forms because the library needs to be careful when collecting personal information through a third party.

Christine Fitzgerald asked how a meeting room request for the same date would be handled. Donna Plante responded that the staff would use the application date to approve the reservation for the first applicant.

Jan McLaughlin asked if the library staff has had any trouble with groups staying beyond their reserved time. Donna Plante responded that it was a problem mostly for the final group using the room before closing. Since then, the staff have asked them to end their meeting 15 minutes before the library closes.

A **motion** was made by Liz Thomas to accept the revised policy without changes. The **motion was seconded** by Nancy Hendricks. All in attendance accepted the motion, **motion carried**.

- Request for Funding – Summer Reading

Donna Plante presented a funding proposal for the 2024 Summer Reading Programs totaling \$4,100.00, which she estimated to be 46% of the summer programs' total cost. Donna explained she is requesting funding to save programming funds in FY25 when the library will need to make adjustments due to the budget cut. Some summer expenses will also come from the FY24 budget, and 75% of the programming budget has been spent.

Jan McLaughlin asked if the adult program included in the proposal will be on astronomy or astrology. Donna Plante confirmed it is an astrology program.

Liz Thomas asked how much money is in the Trustees' account. Erin Matlin responded that after removing funds earmarked for other projects, the Board has about \$37,000.

Liz Thomas asked if the Board contributed any funds for the Summer Reading Programs last year. Donna Plante responded that the Board did not fund any summer programs last year. She explained that the Friends usually sponsor some summer programs, but they do not have the funds to do so this year.

Liz Thomas stated that the Board could support the proposal this year, but she is concerned about the Board's ability to provide funding going forward. She would

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like the Board to find other ways to bring in funds so the Board can continue to support the library.

Kim Bears suggested adding conscience jars where patrons could donate money they would have paid toward an overdue fine.

Liz Thomas noted she wants to move forward with supporting this proposal, but she wants the Board to be more proactive in raising money for the Trustees' account.

A **motion** was made by Liz Thomas to pay \$4,100.00 from the Trustees' account for the 2024 Summer Reading Programs. The **motion was seconded** by Nancy Hendricks. All in attendance accepted the motion, **motion carried**.

Helen Palmieri suggested having a fundraiser at Old Home Day.

Erin Matlin encouraged the Board to reach out to the NH Library Trustees Association for funding ideas. Erin added that currently there is a jar for donations for the Friends in the Children's Room.

Donna Plante added that she believes fundraising is not a library trustee's responsibility. Instead, she would ask the Board to help with advocacy and support requests for additional Town funding while the Friends focus on fundraising.

Erin Matlin agreed that more advocacy is needed because there is an impression that the library has too much funding, yet the community is asking staff to provide more. She noted that it is a challenge to provide more without more funding for materials, programs, and staff. She reiterated that the library does not have enough staff as there are times when she and Donna are covering desks instead of doing their work or when there is no coverage at the children's desk. The staff should be able to take the time off they are given, but it often creates a short-staffing situation or removes someone from their normal responsibilities to cover a desk. Erin stated that she and Donna can speak all day to how important the library is, what the library offers, and what the library needs, but it needs to be voiced by more people.

Jan McLaughlin responded that the Trustees should be presenting the budget to the Town.

Liz Thomas asked Rep. Doug Thomas if he could invite the Trustees to talk about the library on his cable show. Rep. Doug Thomas responded that they have invited Erin to the show and are working on scheduling that. They could also invite one or two Trustees but cautioned that any presentation about the library

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should not be perceived as electioneering. Instead, it should focus on what the library is offering.

Rep. Doug Thomas felt it is appropriate for the Trustees to speak during public comment at a Town Council meeting. In his opinion, he always wants to see the Town stay within the budget and avoid increasing taxes. If there is a way to provide services while keeping the budget at a reasonable level in line with the rest of the Town, the Board should present that. Rep. Thomas added that everyone may want more programs, but no one wants to pay for them. If the Board wants to change public perception about the library, they need to get out in front of the people and talk about it.

Jan McLaughlin added that GMILCS is a perfect topic to be talking about as well as the library's new tortoise and the meeting rooms available.

Rep. Doug Thomas suggested Old Home Days is a perfect time for the Board to advocate for the library.

Erin Matlin asked the Trustees to speak to and support the library's overall mission and goals as well, even outside of the monetary sense.

Rep. Doug Thomas noted that no one likes surprises, so if the Board is going to present or support new programs or services, the Library Trustees should review the content so they are prepared to respond to any feedback.

Erin Matlin responded that the library staff cannot present everything to the Trustees for approval. It is the library staff's responsibility to review and make decisions about programs and materials according to library policy. The library staff does their best to share what is new or coming up with the Trustees so they are aware.

Jan McLaughlin suggested sharing what is new such as sending a link to the Board ahead of time to become familiar with the Smithsonian poster exhibit.

Donna Plante added that she will copy all Trustees when sending the library's monthly newsletters now that everyone has new Town email addresses.

Rep. Doug Thomas suggested the library submit content to the Town Lantern. Donna Plante responded that she has been submitting content.

Nancy Hendricks stated that Moira Ryan had mentioned some ideas regarding additional revenue streams that she would like the Board to discuss.

Moira Ryan shared she knows a disabled small business owner who makes dog biscuits and would like to donate their proceeds to the library. Moira would like to

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schedule a time for them to sell the biscuits at the library as it is important to include disabled people.

Erin Matlin responded that businesses have not been invited to sell their product at the library before. Donna Plante noted that it could open the door for other vendors wanting to sell their products at the library.

Christine Fitzgerald asked if the owner could use the Meeting Room for that purpose. Erin Matlin responded it cannot be used for profit purposes.

Moirra Ryan stated it is important for people to see disabled people in the community doing positive things. Erin agreed and said she would think about options.

Kim Bears asked if there is another way they could sell the product and donate the proceeds. Erin Matlin suggested they could attend a craft fair then donate their proceeds. She noted she appreciates the gesture but is unsure how to make it work with library policy.

Jan McLaughlin stated the Friends offer a table where items are sold as a library fundraiser.

Christine Fitzgerald asked if they could join the Friends or work with them on a fundraiser.

Liz Thomas added it is a very generous offer, but she would be concerned about the liability of selling someone's product at the library.

Jan McLaughlin suggested it could be a library program rather than a fundraiser. She agreed it is important for people in the community to see disabled people being involved and represented as business owners.

Donna Plante stated her hesitation is related to the policy, not related to the library being inclusive. They could sell their product elsewhere and choose to donate the proceeds to the library, or they could work with the Friends and any funds raised would go to the Friends until they decide to donate funds to the library.

Erin Matlin noted the Board needs to be mindful of library policies and any potential liability before making a decision. She suggested consulting the NH Library Trustees Association.

Jan McLaughlin asked if an offsite, private fundraiser for the library could be promoted in the library newsletter. Erin Matlin responded that a private fundraiser would not normally be promoted by the library. Individual donations are included in the Trustees' minutes when the donation is accepted.

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Donna Plante responded she would be hesitant to promote private fundraisers because the individual or business could advertise they are raising money for the library, the library would essentially be sending them business, and then they may never follow through and donate the funds to the library. It could be perceived as the library promoting a product or business. If the Friends work with an individual or business to host a fundraiser to benefit the library, that can be included in the newsletter.

Erin Matlin reiterated that the best way to donate is to work with the Friends or donate directly to the library, and those donations would go to the Trustees.

Christine Fitzgerald noted some people will not give money without getting something in return, so selling items where the proceeds go to a good cause will be more appealing.

Erin Matlin responded that raising money does not have to mean selling something at the library. The Trustees could also reach out to large corporations and organizations for donations.

Nancy Hendricks asked if the library will still accept donations from individuals or business owners wanting to give a portion of their proceeds to the library. Erin confirmed anyone can still donate to the library, but the library will not be able to promote their initiative.

Helen Palmieri suggested discussing outreach and funding further at the next meeting.

Christine Fitzgerald asked how the gift certificate donations will be used. Erin Matlin responded that they will be used for summer reading prizes.

- Old Home Day 2024

Erin Matlin asked the Board to consider closing the library on Saturday, August 17, 2024 so the staff can participate in the Old Home Days Parade. The library plans to have a booth on the Town Common again to promote library services.

A **motion** was made by Nancy Hendricks to close the library on Saturday, August 17, 2024 for Old Home Days. The **motion was seconded** by Helen Palmieri. All in attendance accepted the motion, **motion carried**.

- Personnel Policy Subcommittee

Erin Matlin asked the Board to form a subcommittee to review the Leach Library Personnel Policy. The Personnel Policy needs to be revised to include the lower merit increase for staff, but there are other areas of the policy that need to be reviewed.

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Donna Plante asked that at least one management staff member and one non-management staff member be represented on the subcommittee.

Nancy Hendricks and Moira Ryan volunteered to serve on the subcommittee.

Erin Matlin stated she will send them both the current policy to review and will work with them on scheduling a meeting.

Jan McLaughlin asked the Board to consider forming another subcommittee to review the budget.

Donna Plante recommended that a budget subcommittee meet before the September Board meeting. The Board agreed to discuss a budget subcommittee at the next meeting.

Kim Bears asked why the Board does not meet in July and August. Donna Plante responded that the decision was likely made because the Board had trouble meeting quorum during those months.

Other Business:

- **Trustee Gifts**

Erin Matlin asked the Board to consider paying for the recent Trustee gifts, engraved clocks totaling \$203.00.

Christine Fitzgerald asked if there are other gift options aside from a clock such as a gift certificate. Erin Matlin responded that the Trustees could decide to give a different gift or offer a choice of gifts.

Jan McLaughlin noted that appreciation gifts are usually an item sometimes paired with a gift card.

A **motion** was made by Liz Thomas to pay for the Trustee gifts totaling \$203.00 from the Trustees' account and to continue paying for Trustee gifts going forward. The **motion was seconded** by Helen Palmieri. All in attendance accepted the motion, **motion carried**.

- **Book Sale Vouchers for Friends Membership Drive**

Erin Matlin asked the Board to allow the Friends of the Leach Library to give a book sale voucher for one free item as an incentive for their Membership Drive in June.

Moira Ryan asked for the dates of the Membership Drive. Erin Matlin responded that the Friends have not set the dates yet but will share them when available.

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The Board agreed to provide book sale vouchers for the Friends' Membership Drive.

- Documents Shared with the Board

Erin Matlin distributed updated contact lists to the Board including personal phone numbers for herself and Donna. She asked the Board to only use them for emergencies.

Donna Plante asked the Board not to share their personal numbers without their permission.

Erin Matlin shared two GMILCS flyers with the Board, one explaining the consortium and one explaining the steps involved to join GMILCS.

Helen Palmieri asked if Trustees could share the flyers. Erin Matlin confirmed they can. Donna Plante added that the phases were posted on the library's Facebook page if they would like to share it from there.

Adjourn:

A **motion** was made at 8:58 p.m. by Nancy Hendricks to adjourn the meeting. The **motion was seconded** by Christine Fitzgerald. All in attendance accepted the motion, **motion carried.**

Notes by: Erin Matlin, Donna Plante

Minutes Typed by: Donna Plante

Date: April 9, 2024

Respectfully submitted,

Donna Plante
Assistant Director and Head of Technical Services