

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES Minutes of May 1, 2024

Page 1 of 17

Call to Order:

The meeting was called to order at 7:00 p.m. by Vice Chair Helen Palmieri. The following board members were in attendance: Christine Fitzgerald, Nancy Hendricks, Jan McLaughlin, 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.

The Pledge was led by Helen Palmieri.

Public Comment:

No public comment.

Secretary's Report:

The Secretary's Report for April 9, 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 Jan McLaughlin. All in attendance accepted the motion, **motion carried**.

Treasurer's Report:

The Treasurer's Report for January 1 – March 31, 2024, was distributed prior to the meeting.

Moira Ryan asked if any of the expenditures from the April meeting were included in the report. Erin Matlin responded they are not included in the report. Helen Palmieri noted the report covers through March 31.

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

Director's Report:

Announcements

- 4/9 – Ricky (DPW) came by to fix a broken toilet handle in the children's bathroom.
- 4/11 – With the help from Department Heads, we submitted the Public Library Survey Annual Report.
- 4/15 – New England Lawn Irrigation turned on our lawn sprinklers.

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES

Minutes of May 1, 2024

Page 2 of 17

- 4/19 – A-1 Phoenix Cleaning stripped and re-finished our meeting room floor.
- 4/24 – Code Red Fire Systems installed a new fire panel in the front foyer.

Scheduled and Unscheduled Closings

- 4/5/2024 – Library Closed at 5:00 p.m. due to snow
- 4/6/2024 – Library Closed due to snow

News & Programs

- Summer at the Leach Library

Summer Reading Program sign-ups for children, young adults, and adults begin on Saturday, June 1! This year's theme is Adventure Begins at Your Library, and the program will include story times, craft workshops, special presenters and performers, collaborative off-site events, reading incentive prizes, and more. Visit the library to register and pick up program information from June 1 through August 31.

Leach Library summer hours will take effect from Monday, June 24 through Saturday, September 7. During this timeframe, the library will be open Monday through Wednesday 9:00 a.m. to 8:00 p.m., Thursday and Friday 9:00 a.m. to 5:00 p.m., and Saturday 9:00 a.m. to 1:00 p.m. Curbside service will continue to be provided during operating hours upon request.

Make the most of summer with your Leach Library card! The library offers outdoor toys and equipment in the Library of Things collection, discounts and passes to local museums and attractions, online collections and databases available 24/7 on the library's website, and more. For more information, call the library at (603) 432-1132.

- 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.

- 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 per person

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES

Minutes of May 1, 2024

Page 3 of 17

while supplies last). After getting your free comic book, stop by the teen 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.
- Little Sprouts Baby Lapsit
On Tuesday mornings at 9:00 a.m. beginning on May 7 and continuing through May 21, 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. 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
On Tuesday or Wednesday mornings at 10:30 a.m. beginning on Tuesday, May 7 and continuing through May 22, 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.
- Crafternoon
Drop in to Crafternoon, a monthly 90-minute meet-up for crafters at the Leach Library! On Wednesday, May 8 at 4:00 p.m., bring your own craft project and supplies, and work alongside other local crafters. No registration is required.

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES

Minutes of May 1, 2024

Page 4 of 17

There will not be a meeting in July and August. For more information, call the library at (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.
- Craft Time
On Monday, May 13 at 4:30 p.m., children are invited to the Leach Library to color and assemble a 3D spring garden craft. Craft kits will be provided and staff will be available to help. Registration is required and begins on Monday, May 6. To register, visit the library's online event calendar or call (603) 432-1127.
- Apple Byte Open Play
On Tuesday, May 14 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, May 7. 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 Master Falconer Henry Walters from Monadnock Falconry!

Henry earned his falconry license in Massachusetts before eventually moving to New Hampshire, where he worked as a seasonal raptor biologist for New Hampshire Audubon and co-founded the New Hampshire Young Birders Club. As a teacher, naturalist, and writer, Henry has found ways to make environmental education a creative endeavor.

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.

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES

Minutes of May 1, 2024

Page 5 of 17

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.

- Duplo Budding Builders

Duplo Budding Builders will be meeting on Thursday, May 23 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, May 16. To register, visit the library's online event calendar or call (603) 432-1127.

- Building Buddies

Join the Leach Library staff on Thursday, May 23 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, May 16. To register, visit the library's online event calendar or call (603) 432-1127.

- Tinker Time

Join Leach Library staff on Saturday, May 25 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, May 18. To register, visit the library's online event calendar or call (603) 432-1127.

- Block by Block Coding Club and Maker Lab

On Wednesday, May 29 from 4:00 to 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. This program is open to participants age 9-14.

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES

Minutes of May 1, 2024

Page 6 of 17

Registration is required and begins on Wednesday, May 22. To register, visit the library's online event calendar or call (603) 432-1132.

- Explorers Workshop: Dig into Dinosaurs
Celebrate National Dinosaur Day at the Leach Library on Saturday, June 1 from 1:30-2:30 p.m. This one-hour program will focus on paleontology and dinosaurs. Participants will excavate their own dinosaur then create an identification card for their new dinosaur that will include a name and characteristics. This program is open to participants age 9-14. Registration is required and begins on Saturday, May 25. To register, visit the library's online event calendar or call (603) 432-1132.

Meetings and Trainings

- 4/10 – Erin attended a Rotary Breakfast to talk about the Leach Library joining GMILCS.
- 4/10 – Erin, Donna and Megan hosted a meeting with 2 members of GMILCS to discuss onboarding questions.
- 4/11 – Erin and Colleen attended the Joint Loss Management Meeting at Town Hall.
- 4/15 – We hosted the Derry Public Library for a tour of our library and the services we offer.
- 4/16 – Erin and Jennifer met with Katie Michaud from Londonderry Trailways to start the process of putting in a Storywalk on the new trail behind the library.
- 4/18 – Erin and Donna attended our first GMILCS board meeting at the Derry Public Library.
- 4/22 – Erin, Donna and Colleen met with Nancy and Moira (Personnel Policy Sub-Committee) to review and go over the changes we recommend.
- 4/24 – Erin, Donna and Megan went to the Bedford Public Library to sit in on a GMILCS Catalog instruction course and get a tour of the Bedford Public Library.
- 4/29 – Erin attended a meeting with Susan Morin, President of the Friends of the Library and Bethany, Peggy and Carol, members of the Friends of the Library to discuss future initiatives.

Staffing Update

May Work Anniversaries

- 5/2 – Katie – 2 years!
- 5/3 – Kathy – 2 years!
- 5/15 – Becca – 1 year!

Moira Ryan asked if Erin does anything to celebrate staff work anniversaries. Erin Matlin responded that staff receive pins for the major milestones (1 year, 5 years, 10 years, etc.).

Assistant Director's Report:

Technical Services

- During April, the library staff added 576 materials to the collection.
- Library Technician Nick Maher-Lewis learned how to process Library of Things materials this month to help with our backlog. We have added new games and equipment to the collection including binoculars, cribbage, ladder toss, a blood pressure monitor, a Bluetooth speaker, Rummikub, and more.

Summer Reading 2024: "Adventure Begins at Your Library"

Registration for this year's summer reading program begins on Saturday, June 1! We will kick off summer events during the week of June 17. Summer hours will take effect from Monday, June 24 through Saturday, September 7.

We will be promoting the 2024 NH Adventure Challenge sponsored by the NH State Library and other state agencies and local organizations. Residents can complete challenge tasks and submit their challenge brochure for a chance to win prizes. For more information, visit <https://nhsl.libguides.com/NHAdventureChallenge>.

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 10:00am – 2:00pm
- Town of Londonderry Employee Benefits Fair on Wednesday, May 15 from 9:00am – 4:00pm

Oscar Update (Submitted by Library Technician Kat Smith)

Since Oscar arrived in March, he has been making waves with the patrons of Londonderry. Oscar was on the front page of both *The Eagle Tribune* and *The Derry News*. Children have been reading to him when he is in his cage and following him around when he goes on walks. He has received fan mail and handmade pictures. One child even wrote him a book in which she expressed how helpful Oscar is when dealing with her anxiety! Oscar is already a beloved part of the community and has proven to be a wonderful educational resource, both in literacy and in environmental science. Children and adults come to see him and ask questions about how big he will grow, what he eats, and where his species comes from. Patrons have asked if they can bring him food, and one homeschooling family has made Oscar's diet a part of their curriculum by starting a tortoise-friendly garden! Oscar has also made his presence known on our social media page, and is promoting our programs and materials during his walkabouts. We look forward to many more programs and experiences with Oscar, who has cemented himself as Leach Library's mascot and educational ambassador!

Christine Fitzgerald asked if there is a way to find out how many people attend each program. Donna Plante responded that Department Heads include some program

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES Minutes of May 1, 2024

Page 8 of 17

attendance statistics in their reports and she could share numbers for any other program the Trustees are interested in. Christine added she is interested in getting an overall sense of how well each program is attended.

Head of Children's Services Report:

Statistics

- 4/17 - NH Audubon, 28 participants
- 4/23 - Magician Mike Bent, 76 participants
- 480 children's crafts given out

Last Month's Programs and Activities

The Children's Room offered story times, Craft Time, Duplo and Lego programs, and Tinker Time. Little Sprouts Baby Lapsit and Wiggle Worms Story Time took a short break at the end of April to allow time for planning and will return for three weeks in May before summer story times begin the first week in July. In addition to our regular programming, the Children's Room offered a cookie decorating program in which children created turtle cookies in honor of Oscar, the NH Audubon presented their educational program Nocturnal Wonders, which was sponsored by Cross Farm Book Club, and magician Mike Bent performed during school vacation week.

Dr. Smiley from Smiley Veterinary Clinic was here to give Oscar his first check-up on April 1 and allowed patrons to observe and ask questions. We learned a lot about Oscar and the children had some great questions for Dr. Smiley.

Displays

Library Technician Kylie Hernandez updated the children's display case with brand new themes, including gnomes and farms.

News and Updates

All regular children's programming will take place during the month of May, including story times, Lego, and a 3D spring garden craft for children of all ages. In addition, we will be offering an Ewok Catapult STEM building challenge in celebration of Star Wars Day on May 4th.

Classroom visits are being scheduled for early May, and I hope to visit as many classrooms as possible to get children excited about our Summer Reading Program.

Head of Circulation Services Report:

Statistics

The total number of library visitors continues to increase. This past month the library visits were 43% higher than the same timeframe as last year.

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES

Minutes of May 1, 2024

Page 9 of 17

The top five titles checked out were *The Women* by Kristin Hannah (war fiction), *Lessons in Chemistry* by Bonnie Grimes (historical fiction), *None of This is True* by Lisa Jewel (mystery), *I'm Glad my Mom Died* by Jennette McCurdy (autobiography), and *Funny Story* by Emily Henry (fiction).

Last Month's Programs and Activities

In April, we held a multigenerational program for Earth Day. During the program, 50 patrons of all ages painted peat pots, planted seeds, and viewed a nature documentary, *The Wings of Life*.

Displays

In the month of April, the teen display focused on graphic novels and manga. Featured titles include *Dragon Ball Super* by the late Akira Toriyama and *Naruto* by Masashi Kishimoto.

News and Updates

The Circulation Staff gave out 500 pairs of solar eclipse glasses prior to the April 8th eclipse. These glasses were received through the Solar Eclipse Activities in Libraries program in partnership with the Space Science Institute and the Gordon and Betty Moore Foundation. Our Solar Eclipse Viewing Party brought in over 150 visitors of all ages including Congressman Chris Pappas.

We are borrowing a solar telescope from the New Hampshire State Library for the next several weeks and will offer pop-up programs for patrons, staff and weather permitting. This past Saturday 22 patrons took advantage of the opportunity to view the sun through the telescope.

Moir Ryan asked how many people have gotten their new library card. Megan Donovan responded that about 1,700 existing patrons have received a replacement card, and about 34% of active library cardholders have a new card.

Moir Ryan suggested *Spy Family* be featured in the graphic novels display.

Moir Ryan asked what the staff has planned for Memorial Day. Erin Matlin responded that staff will prepare a display, but there is no specific programming planned related to Memorial Day. Moira recommended including a book featuring a New Hampshire nurse who is a prisoner of war, *We Band of Angels* by Elizabeth M. Norman.

Liz Thomas stated that the library has become revitalized in the last few years. She recognized that library programs take a lot of time and thought and likely involve a lot of time outside of work hours. On behalf of the Trustees, she shared her appreciation for the staff's devotion, professionalism, and enthusiasm to keep Leach

Library a great library. Jan McLaughlin added that all the services the staff provides keep the library relevant.

Head of Reference and Adult Services Report:

Statistics

- The library gained 24 Facebook followers.
- 181 reference questions were answered by phone.
- 350 uses of Leach Library WiFi
- 119 uses of Leach Library public computers
- 7 uses of the TalkBox privacy pod
- 40 uses of Study Room A and 30 uses of Study Room B
- 11 uses of the Historical Room
- 29 reference instruction sessions were conducted, with a total attendance of 85 people.

Last Month's Programs and Activities

- On Saturday, April 6, the library hosted musician Bob DePaolo for a free concert. DePaolo showcased his musical talents by combining various instruments such as the flute, keyboard, conga drums, and harmonica to interpret various famous classic rock songs. There were 12 attendees.
- On Monday, April 8, the library hosted a Solar Eclipse Live Viewing Party. Attendees had the opportunity to view the eclipse on the library lawn or watch live coverage in the Meeting Room.
- On Friday, April 12, library staff hosted "Cookbook Potluck: The Mediterranean." Participants were invited to prepare and share a recipe from either *The Mediterranean Dish* by Suzy Karadsheh or *The Complete Mediterranean Cookbook* by America's Test Kitchen. There were 16 participants.
- On Wednesday, April 17, library staff hosted a "Read Local" book discussion at Pasquale's Ristorante. Attendees discussed the book *The Star-Crossed Sisters of Tuscany* by Nelson Spielman. There were 12 participants.

Displays

- The library's May display in the Main Reading Room will be "Once Upon a Crime (Mystery Month)." There will also be a smaller display table in the Main Reading Room, the theme for which will be "Asian Americans and Pacific Islanders Month."

News and Updates

- The display stand with IRS tax forms will soon be taken down, but Reference staff will continue to keep a variety of tax forms behind the Reference Desk. Reference staff is also happy to print out IRS forms for patrons as needed.

- Reference staff continues to offer “Drop-In Tech Help” sessions. These sessions take place every Thursday from 10 a.m. – Noon.

Personnel Policy Subcommittee Report:

Erin Matlin shared she sent the current policy to the subcommittee on April 11 to give them a chance to review and bring their suggestions to the first meeting. The subcommittee consisting of Trustee Nancy Hendricks, Trustee Moira Ryan, Director Erin Matlin, Assistant Director Donna Plante, and Senior Library Technician Colleen Magdziarz met on April 22 to review the policy.

Erin distributed a draft copy of the revised policy with all changes highlighted. She noted that some punctuation errors and misspellings were corrected.

Erin shared that the subcommittee plans to meet again on May 22. She asked the Board to review the draft document and share any further suggestions with a member of the subcommittee. She added that the policy needs to be voted on at the Board of Trustees meeting in June because the policy includes the merit changes that take effect on July 1, 2024.

Erin reminded the Board that the information discussed at the subcommittee meeting should not be shared with the public since it is a closed meeting. The policy has not been voted on yet, so no decisions have been made. Members of the public will have the opportunity to comment at the Board of Trustees meeting in June. She added that it is unethical to share information from a closed-session meeting with members of the public.

Christine Fitzgerald asked for a copy of the current policy to compare with the draft copy. Erin Matlin responded that she has sent the policy previously but can send it to the Board again.

Nancy Hendricks shared that the subcommittee discussed areas that needed clarification as well as sick leave, military leave, insurance coverage and eligibility, and FMLA. Erin added that she received the Town’s FMLA Policy and shared it with all subcommittee members. Donna Plante suggested the Board adopt their own FMLA Policy even if it has similar language. The revised draft of the Personnel Policy currently includes a new paragraph on FMLA that refers to the FMLA Policy for more information so the Board could update each policy document separately when needed.

Nancy Hendricks noted that the subcommittee also discussed the grievance procedure, and she felt more clarity was needed for the scenario of a staff member wanting to challenge a decision made by the Library Director.

Nancy Hendricks added that the subcommittee discussed the model for employee evaluations. Erin noted that there are two evaluation forms, one for supervisors and one

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES Minutes of May 1, 2024

Page 12 of 17

for non-supervisors, that could use some updates. She recommended the Board review them after the Personnel Policy is updated.

Moira Ryan asked if the Personnel Policy covers all employees on the Library's organizational chart except the Library Page. Erin responded that the Library Page position is covered by the Personnel Policy, but they do not receive fringe benefits.

Erin asked the Board if they want the Town Attorney to review the Personnel Policy. The Board agreed the Town Attorney should review the policy before accepting the revisions.

Old Business:

- GMILCS Update

Erin Matlin shared that the Friends are \$876 away from their goal to raise \$6,800 for the GMILCS onboarding costs.

Erin Matlin added that the tentative launch date for GMILCS is in October.

- Fire Panel Replacement

Erin Matlin shared the fire panel was replaced on April 24. The cost will be paid through the Town's Maintenance Trust Fund as approved by the Town Council at their meeting on April 1, 2024.

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.

- An anonymous donor donated \$1,000 through the New Hampshire Charitable Foundation for GMILCS onboarding costs.
- Troy's Fresh Kitchen & Juice Bar donated one \$25.00 gift card for the Adult Summer Reading Program.
- Golden Nozzle Car Wash donated 12 free cash wash coupons for the Adult Summer Reading Program.

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

- Outreach & Funding Ideas

Erin Matlin shared that there was some discussion at the April meeting about outreach and fundraising ideas, and she wanted to provide an opportunity to continue the discussion.

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES

Minutes of May 1, 2024

Page 13 of 17

Erin noted it is not necessarily the Trustees' position to raise money as it is more of the Friends' responsibility to fundraise. She offered to share the Board's fundraising ideas with the Friends and suggested they consider joining the Friends. Trustees can also encourage others to join the Friends for \$10 per year, and anyone is welcome to join even if they do not have time to attend meetings or volunteer. She noted that all money goes back to the library.

Nancy Hendricks asked if there is a grant writer on staff. Erin responded the library does not have a grant writer on staff. The Town also does not have a grant writer on staff, but they contract grant writing services. Erin noted that she, Donna, and Megan have all written grants. Nancy asked if there are resources for the staff to ask for assistance writing grants. Erin responded that staff at other libraries and professional associations have been the best resources for grant writing, and she anticipates having more support after the library joins GMILCS. Jan McLaughlin added that the group offering the grant may be a good resource too.

Helen Palmieri asked if the Friends meet regularly. Erin responded that the Friends meet monthly on the second Monday at 1:00 p.m. Their next meeting is on Monday, May 13 at 1:00 p.m., and it is open to the public. They are trying to do more fundraising, but they need more members. Christine Fitzgerald suggested they consider meeting in the evening so people working can attend.

Megan Donovan shared that the Friends will be offering a t-shirt fundraiser over the summer. Pre-orders will be accepted from June 1 through July 5 to help fund the order. She is hopeful the order will arrive in time to sell them at the library's Old Home Day booth in August.

Jan McLaughlin suggested an opportunity for people to take a photo with Oscar or a life-sized photo of Oscar.

Megan added that there is also an idea to raffle paintings created by Oscar for World Turtle Day in May. The staff still needs to test out painting with him.

Erin Matlin shared that Library Technician Kelli Meattley did a great job adding tortoise facts to the back of Oscar's table in the Children's Room to encourage visitors to learn more about him. Erin encouraged the Board to check it out.

- Budget Subcommittee

Erin Matlin recapped that the Board wanted to form a subcommittee to review the library budget for FY26.

Nancy Hendricks and Jan McLaughlin volunteered to serve on the subcommittee. Erin noted that she would check with Kim Bears to see if she is interested in participating.

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES

Minutes of May 1, 2024

Page 14 of 17

- Gift Waiver

Donna Plante presented a Deed of Gift Form to be considered by the Board. Donna shared that the need for the new form arose after the Board recently accepted artwork to be hung in one of the study rooms. She noted there is currently nothing used to document the transfer of ownership for donated personal property. The form refers to the gift procedure outlined in the library's Collection Development Policy and gives the library the right to remove or dispose of the item if it no longer fits the library's needs, is damaged, etc. The form also leaves the option for a plaque to be added to artwork at the expense of the library, and there are other pieces in the library that have them.

Jan McLaughlin recommended the form include copyright status information. Nancy Hendricks suggested Erin ask the Town attorney to review the form and consider adding language for copyright information.

Nancy Hendricks asked if the donor or their family would be contacted in the event the library removes their donated work. Erin Matlin responded that it would depend on the circumstances. Megan Donovan added that the form leaves the removal to the library's discretion, so the library could choose to do that if possible.

Jan McLaughlin asked if the form would apply to all donated materials. Erin Matlin responded that it does not apply to everything that is donated. Donna Plante clarified that the form does not apply to any items donated to the collection. Instead, it would apply to artwork, handcrafted furniture, etc.

Erin noted that RSA 202-A:4-d is referenced on the form and applies specifically to personal property donated to libraries.

A **motion** was made by Nancy Hendricks to authorize Erin Matlin to have the Town Attorney review the proposed Deed of Gift Form. The **motion was seconded** by Jan McLaughlin. All in attendance accepted the motion, **motion carried**.

Other Business:

- NHLTA Conference

Erin Matlin shared that the annual NH Library Trustees Association Conference is on Wednesday, June 5. She distributed the schedule and list of sessions to the Board. Erin noted the library can reimburse Trustees for the registration fee.

Jan McLaughlin stated she felt the sessions were more balanced this year compared to last year, noting the controversy surrounding some of last year's session topics. Erin Matlin responded that the sessions are likely chosen based on

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES
Minutes of May 1, 2024

Page 15 of 17

current trends and issues so library trustees will have the tools they need. She noted that NHLTA has their own governing board to make those decisions.

Erin encouraged the Board to attend the conference.

- Meeting Recordings

Christine Fitzgerald stated that the majority of voters at the last election wanted all Town meetings to be recorded. She noted that meeting minutes do not document everything that happened during a meeting because they are vague. At minimum, she asked if the Board of Trustees meeting's audio recordings could be saved for 91-A requests after the minutes are approved.

Erin Matlin responded that the Meeting Room is not equipped to record video during meetings, and that would require funding.

Jan McLaughlin asked if the audio recordings are on tape. Donna Plante responded they are digital audio recordings.

Donna Plante stated that it is the Board's decision whether to make recordings available.

Nancy Hendricks shared she would like the public to be able to at least listen to the recordings if they are unable to attend the meetings. She thought the Town was planning to provide equipment so all meetings could be recorded. Jan McLaughlin responded that she is not sure a plan would include the library.

Christine Fitzgerald asked if the library could use a Town meeting space. Erin Matlin responded that there are two rooms set up for recording at Town Hall, Moose Hill and Sunnycrest. There is another board that meets the same night in Moose Hill, and Sunnycrest would not leave enough room for the public to attend. Erin noted that the Board could explore meeting another night.

Moir Ryan asked if a recorded Zoom meeting was possible. Megan Donovan responded that using GoToMeeting over COVID was unsuccessful with audio and connectivity issues. Erin Matlin noted that there is still a subscription and storage cost related to virtual meetings.

Nancy Hendricks asked if recordings could be uploaded anywhere. Donna Plante responded she would need to check with IT about available storage on the Town website.

Jan McLaughlin stated that the Board needs to find a solution that will work for the community.

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES

Minutes of May 1, 2024

Page 16 of 17

Nancy Hendricks noted it was an advisory-only warrant article and does not need to be adopted immediately.

Christine Fitzgerald shared she has been getting a copy on a USB drive every month and suggested the library save a hardcopy of the recording for now if someone wants to come in to listen to it.

Donna Plante responded that the Cable Department was providing hardcopies of all available Town meeting recordings to be added to the library collection. The practice was discontinued because of shelf space and low usage. They also would have been factored into the GMILCS membership fee as holdings. With meeting recordings being available online, the staff decided to remove them from the collection. Donna noted it would be difficult to move backwards and start adding hardcopies of the Board meeting recordings to the collection.

Nancy Hendricks asked if the meeting recording is transcribed. Donna Plante responded that she uses the recording to write the minutes.

Nancy Hendricks asked if the minutes are available to the public. Erin Matlin responded that the minutes are online, and paper copies are available at the library.

Christine Fitzgerald noted the recording is deleted when the minutes are approved. She added that she is surprised the library does not keep them for Right-to-Know requests.

Donna Plante responded that by law the recording only needs to be kept until the minutes are approved, and to her knowledge, that has not changed as a result of 91-A yet. She added that the Board is still legally in compliance, but if the Board would like the staff to investigate storing recordings, she requested they provide more direction so they can focus on one option.

Nancy Hendricks asked how many 91-A requests the Board has received. Christine Fitzgerald responded there have been under five to her knowledge.

Jan McLaughlin noted the library has faced issues on the budget for a couple years in a row and having recordings available may be another resource for members of the public to get information about all the wonderful things happening that they may not get from the minutes.

If there is a large data cost, Christine Fitzgerald suggested that the Board move their meeting date to a different day when the conference room is available to record the meeting. She asked if there would be a cost to upload to YouTube.

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES
Minutes of May 1, 2024

Page 17 of 17

Donna Plante noted there would not be a cost if the meeting was recorded at Moose Hill and included with the Cable Department's online recordings.

A **motion** was made by Jan McLaughlin to have library staff investigate how to store the Board's digital audio recordings going forward. The **motion was seconded** by Christine Fitzgerald. All in attendance accepted the motion, **motion carried**.

Public Comment:

No public comment.

Adjourn:

A **motion** was made at 8:14 p.m. by Nancy Hendricks to adjourn the meeting. The **motion was seconded** by Liz Thomas. All in attendance accepted the motion, **motion carried**.

Notes by: Erin Matlin, Donna Plante, Megan Donovan

Minutes Typed by: Donna Plante Date: May 1, 2024

Respectfully submitted,

Donna Plante
Assistant Director and Head of Technical Services