

LEACH LIBRARY  
BOARD OF TRUSTEES  
Minutes of January 3, 2024

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**Call to Order:**

The meeting was called to order at 6:59 p.m. by Chair Betsy McKinney. The following board members were in attendance: Kim Bears, Christine Fitzgerald, Carol Introne, Jan McLaughlin, Helen Palmieri, 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:**

Kirsten Hildonen shared with the Board that Town email addresses have been created for all the Library Trustees. The addresses will have the .org suffix for now but will eventually move to .gov. She shared her contact information and asked the Trustees to contact her for help logging in and navigating their email. She noted that the Library Trustees' webpage will be updated with live links to their Town emails.

Jan McLaughlin asked Erin Matlin to update the Trustees' printed list of contact information.

Donna Plante asked Kirsten Hildonen if the Trustees could have an email distribution list so members of the public could email all the Trustees under one email address. Kirsten responded that she would set one up with IT.

**Secretary's Report:**

The Secretary's Reports for December 6, 2023 and December 11, 2023 were distributed prior to the meeting.

Donna Plante noted that she removed the extra page break from the December 6, 2023 minutes and fixed an incomplete sentence.

A **motion** was made by Carol Introne to accept the December 6, 2023 minutes with the changes. The **motion was seconded** by Liz Thomas. All in attendance accepted the motion, **motion carried**.

A **motion** was made by Kim Bears to accept the December 11, 2023 minutes without changes. The **motion was seconded** by Christine Fitzgerald. All in attendance accepted the motion, **motion carried**.

## **Director's Report:**

### Gifts Donated to the Leach Library –

- Margaret Wang donated \$800.00.
- Cross Farm Book Club, Londonderry donated \$180.00 for children's programming.
- Hannaford donated \$49.00 from the Re-usable Bag Program.
- Eduporium awarded the library an Educational Technology Grant in the form of store credit for \$500.00.

Megan Donovan shared more information about the Eduporium store and explained that the credit will be used to purchase reusable STEM equipment for children's and young adult programs.

Liz Thomas asked for which age group the equipment is intended. Megan responded it will be used mainly by 9 to 18-year-old participants.

Jan McLaughlin asked if the equipment will be added to the Library of Things collection. Megan responded that currently it will be for library use only.

The Board congratulated Megan on being awarded the grant.

A **motion** was made by Kim Bears to accept the gifts. The **motion was seconded** by Christine Fitzgerald. All in attendance accepted the motion, **motion carried**.

### Announcements

- 11/27/23 – ENE was here to fix a roof-top unit that was leaking into the foyer, this was not roof related.
- 12/12/23 – Delivered cookies with Donna to the Fire, Police, DPW, Town Manager, Town Clerk, IT, Cable and Finance Departments.
- 12/27/23 – Paperback racks were removed from the library by DPW

### Scheduled and Unscheduled Closings

- 12/23/23 – Library Closed – Christmas Holiday
- 12/25/23 – Library Closed – Christmas Day
- 12/26/23 – Library Closed at 6:00pm due to short staffing
- 12/30/23 – Library Closed at 1:00pm – New Year's Holiday
- 1/1/24 – Library Closed – New Year's Day

### News & Programs

#### New Year, New Library Card

Starting on January 2, 2024, the Leach Library will begin issuing brand new library cards to all current and new cardholders! The new library cards will include both a wallet and keychain size card.

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To upgrade their card free of charge, patrons can bring their current library card or a valid photo ID to the library any time during operating hours. For current Overdrive and Libby users, the library staff will merge each patron's account information to their new card number. Please allow up to 72 hours for the account update.

Leach Library staff encourages all cardholders to visit the library for a new card so it will be compatible when the library joins GMILCS in Fall 2024. For additional information, please call the library at (603) 432-1132.

- Hannaford Community Bags for Leach Library

Leach Library has been selected to benefit from Hannaford's Community Bag Program, which makes it easy for customers to contribute to their local communities.

For the month of January, whenever a \$2.50 Hannaford Community Bag is purchased at the Hannaford located at 6 Hampton Drive in Londonderry, \$1 will be donated to the Leach Library.

To learn more about this program, please visit [hannaford.2givelocal.com](http://hannaford.2givelocal.com).

- Drop-In Tech Help

Curious about reserving library materials online from home? Want to learn how to access our various 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.

- Craft Time

On Monday, January 8 at 4:30 p.m., kid crafters are invited to the Leach Library to create a shredded paper snowman in the meeting room. Supplies will be provided, and staff will be available to offer assistance.

Registration is required and begins on Tuesday, January 2. To register, visit the library's online calendar or call (603) 432-1127.

- Little Sprouts Baby Lapsit

On Tuesday mornings at 9:00 a.m. beginning January 9 and continuing through February 13, 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

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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 calendar or call (603) 432-1127.

- Wiggle Worms Story Time  
Due to popular demand, Leach Library will be offering a second session of Wiggle Worms! On Tuesday or Wednesday mornings at 10:30 a.m. from January 9 through February 14, 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 calendar or call (603) 432-1127.

- Apple Byte Open Play  
On Tuesday, January 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.

Registration is required and begins on Tuesday, January 2. To register, visit the library's online calendar or call (603) 432-1132.

- ESL Conversation Group  
Leach Library is partnering with the Nashua Adult Learning Center to offer a free ESL Conversation Group at the library on Wednesday afternoons from January 10 through February 21, 12:30-2:30pm. The group is free and open to adults ages 18 and older. Participants will receive free storybooks provided by New Hampshire Humanities.

Advance registration is required and is open now through January 3, 2024. Please contact M.T. Huard at the Nashua Adult Learning Center, (603) 716-7017, [mhuard@nashuaalc.org](mailto:mhuard@nashuaalc.org). Participants will be asked to take a brief initial assessment before the first session.

- Crafternoon  
Drop in to Crafternoon, a monthly 90-minute meet-up for crafters at the Leach Library! On Wednesday, January 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.

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- Space Rangers

Get ready to blast off into a new adventure on Thursday, January 11 from 4:00 – 5:00 p.m. in the Leach Library Meeting Room. During this one-hour, space-themed program, students age 9-14 will explore different space science topics through hands-on activities and games. This month's focus will be rovers and satellites!

Registration is required and begins on Thursday, January 4. To register, visit the library's online calendar or call (603) 432-1132.

- True Crime Podcast Discussion

Join the Leach Library staff on Thursday, January 11 at 6:30 p.m. to discuss all seven episodes of Bear Brook: Season 1, a case that happened right here in New Hampshire. Listen to all episodes for free on Spotify, Stitcher, Apple Podcasts, or at BearBrookPodcast.com.

Don't know how a podcast discussion works? It's exactly like a book discussion, but instead of participants reading the same book prior to the meeting, they listen to the same podcast.

Registration is open and limited to 15 participants. To register, visit the library's online calendar or call (603) 432-1132.

- Intro to Paper Quilling: Heart Greeting Card

On Saturday, January 13 at 12:00 p.m., join Gariné Arakelian at Leach Library for an introductory workshop on paper quilling. Adults and teens (ages 13 and up) are invited to make their very own paper quilled heart greeting card! Keep it to decorate your home or gift it to that special someone.

After receiving a Bachelor of Arts with a concentration in Commercial Art, Gariné Arakelian developed and instituted a curriculum for youth classes at Worcester Art Museum, Fitchburg Art Museum, and Worcester Center for Crafts. In addition to paper quilling, she also works in the mediums of pottery, clay tiles, skin care, candle and soap making, and more.

Registration is limited to 20 participants and opens on Saturday, January 6. To register, visit the library's online event calendar or call (603) 432-1132.

- Duplo Budding Builders

Join the Leach Library staff on Thursday, January 18 at 10:00 a.m. for a meeting of Duplo Budding Builders. 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, January 11. To register, visit the library's online event calendar or call (603) 432-1127.

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- Building Buddies

Join the Leach Library staff on Thursday, January 18 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, January 11. To register, visit the library's online event calendar or call (603) 432-1127.

- Tinker Time

Join Leach Library staff on Saturday, January 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, January 13. To register, visit the library's online event calendar or call (603) 432-1127.

- Snow Ball Party

Join Leach Library staff on Wednesday, January 24 at 4:30 p.m. for our first Snow Ball, a fun winter-themed party for children. We'll read a story, play a game, make a snowman craft, and finish up with a light snack.

Registration is required and begins Wednesday, January 17. To register, visit the library's online event calendar or call (603) 432-1127.

- Go Native! Incorporating Native Plants into Your Landscapes

Join us at the Leach Library on Thursday, January 25 at 6:30 p.m. to learn what native plants are and why they are important to add to your landscapes with UNH Extension Master Gardener Jane Raymond! Attendees will learn where to buy natives and how to use them successfully in their new and existing gardens.

Jane became a Master Gardener in the spring of 2022 after retiring from forty-five years of teaching high school biology and chemistry. Jane was a farmer at a very young age, training animals, and helping with farm work. These early experiences fostered a love of plants and animals and led to an undergraduate degree in chemistry and a master's degree in biology.

This program series is sponsored by the Green Team of Londonderry.

Registration is required and begins on Thursday, January 18. To register, visit the library's online event calendar or call (603) 432-1132. Two more events in this gardening series are scheduled for Thursday, February 8 and Thursday, March 28 at 6:30 p.m.

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- Block by Block Coding Club and Maker Lab

On Wednesday, January 31 from 4:00 – 5:00 p.m., students in grades 4-8 will be able to explore in 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. Registration is required and begins on Wednesday, January 24. To register, visit the library's online calendar or call (603) 432-1132.

- Space Rangers

Get ready to blast off into a new adventure on Thursday, February 8 from 4:00 – 5:00 p.m. in the Leach Library Meeting Room. During this one-hour, space-themed program, students age 9-14 will explore different space science topics through hands-on activities and games. This month's focus will be on Mars!

Registration is required and begins on Thursday, February 1. To register, visit the library's online calendar or call (603) 432-1132.

- Romance Book Discussion

Do you love romance? Then this is the book discussion for you! Come to the Leach Library on Thursday, February 15 at 6:30 p.m. to discuss "The Bromance Book Club" by Lyssa Kay Adams. Chocolate will be served.

Registration opens on Thursday, January 11 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.

- Cookbook Potluck: Everything Chocolate

Love to cook and bake? Then this is the perfect program for you! Join the Leach Library staff on Wednesday, February 21 at 11:30 a.m. for a chocolate-themed potluck. Prepare and share a recipe from either "Everything Chocolate" by America's Test Kitchen or "Chocolate is Forever" by Maida Heatter.

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 is limited to 15 participants and begins on Wednesday, January 10. Please visit the library's main desk to reserve a recipe and check out a cookbook.

Meetings and Trainings

- 12/4 – Erin and Donna attended the Town Council/Budget Workshop Meeting.
- 12/11 – Erin attended the Friends of the Leach Library Meeting.

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- 12/13/23 – Kevin French, Systems Administrator and Sarah St. Martin, Systems Librarian from GMILCS met with Megan, Donna and Erin to help prepare for the transition in Fall 2024.
- 12/18 – Erin and Donna attended the Town Council/Budget Workshop Meeting, Erin presented the requested budget cut to the Town Council and Budget Committee.

Staffing Update

Nothing at this time.

Christine Fitzgerald asked if the issue with the rooftop unit caused any moisture damage. Erin responded that a ceiling tile needed to be replaced, but there was no other damage.

**Assistant Director's Report:**

Technical Services

- During December, the library staff added 486 materials to the collection.
- In 2023, library staff added a total of 7,106 new materials and withdrew 13,697 materials. The staff is continuing to evaluate the collection and update barcodes in preparation for joining GMILCS in the fall.

Donna Plante noted that extensive collection management work was long overdue and the project has allowed the staff to shift materials as well as add forward-facing displays on the shelves which she anticipates will increase circulation. Erin Matlin added that the staff will implement a regular weeding schedule to prevent such a large project in the future.

Liz Thomas asked what happens to withdrawn items. Donna Plante responded that withdrawn items typically are donated or recycled depending on their condition.

Erin Matlin shared that the project also allowed staff to accommodate a patron request to move the large print collection closer to the library entrance to improve accessibility.

Children's Room Mural Contest with the Londonderry Arts Council

The mural contest closed on December 28, 2023. Designated library staff and Londonderry Arts Council members plan to complete the review of applications in February.

ESL Conversation Group

The Adult Learning Center in Nashua will be collaborating with the library again after offering a successful ESL Conversation Group session in fall 2023. They will be offering the Conversation Group at the library again for a shorter spring session starting in January.



## **Department Head Reports:**

Erin Matlin distributed written reports from each department head providing updates on their respective departments.

### **Head of Circulation Services**

#### **Circulation Services:**

The library staff has worked diligently over the past month to complete a major collection shift. The CD book, large print, paperback, and graphic novel collections have all moved to new locations to provide easier access and visibility for patrons. Library Technician Kylie Hernandez completed the paperback shift in sync with Library Technician Nathan Jaworski who completed the large print shift. This allowed the project to be completed ahead of schedule and with great efficiency.

New library cards are being issued to all cardholders. At present, over 275 existing patrons have received their new library card.

In 2023, a total of 182,931 materials circulated which is an increase of 4.86% compared to 2022. Of those materials, the highest totals were in picture books, adult fiction, and DVDs. A total of 68,689 individuals visited the library during the year.

#### **Teen Services:**

In 2023, over 700 teens participated in the 108 programs and activities offered by the library staff. Several new programs were introduced in 2023 including a Dungeons and Dragons program series and an informal coding club for upper elementary and middle school students.

Erin Matlin thanked Megan Donovan for creating graphics for the most popular library materials in 2023.

Jan McLaughlin asked Erin to make additional copies of reports for members of the public at future meetings.

## **Old Business:**

- **GMILCS Update**

Erin Matlin shared an update regarding preparation for joining GMILCS in the fall. The library staff started issuing new cards at the beginning of the month, and the inventory project has started. Erin Matlin added that staff have received a lot of positive feedback regarding the progress toward joining GMILCS. A tentative migration date has been selected.

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- Overdue Fines

Donna Plante shared an update with the Board regarding the status of overdue fines at other GMILCS libraries, noting that most libraries in the Consortium are not currently charging fines. Two GMILCS library systems (three physical locations) are charging overdue fines with the exception of children's and young adult materials. She explained that overdue fines after joining GMILCS would only apply to overdue Leach Library materials for circulation transactions taking place at the Leach Library.

Jan McLaughlin noted that the conversation about overdue fines originated from the Trustees not having as much income from overdue fines to help support GMILCS membership in the future.

Betsy commented on the difference in overdue fine income and shared she did not think that many GMILCS libraries were fine free. She believes overdue fines help teach responsibility and encourage patrons to bring their materials back on time, but with the new information, she agreed to move on.

Liz Thomas asked if there is another way the Trustees could bring in income. Erin Matlin responded that the Trustees receive the money from the book sale.

- Budget FY25

Erin Matlin updated the Board on the December 18, 2023 Town Council Meeting where she presented the agreed upon budget cut and change to staff merit increases for FY25.

Erin Matlin shared an updated FY25 budget calendar which reflected a new date for the second budget public hearing. The second public hearing will be held on Friday, January 12 at 7:00 p.m. at Town Hall. Donna Plante will be attending to represent the library.

Jan McLaughlin asked if the Board still will review the Personnel Policy for FY26. Erin Matlin agreed that should still happen.

Erin Matlin distributed copies of the salary survey Town Council Chairman John Farrell asked Tara Koza, Director of Human Resources, to compile. She shared that she did not have any knowledge of the survey prior to the Town Council meeting on December 18, 2023, and she did not have any input.

Helen Palmieri asked why the survey was requested. Erin Matlin responded that the reason was not shared with her.

Erin Matlin noted that the salary data does not reflect additional factors such as each position's salary range or how long the current employee has been in the position.

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Christine Fitzgerald asked about the cities and towns with no data listed on the salary survey and noted that some of the municipalities that provided data are not comparable in terms of population.

Donna Plante responded that she believes the survey data is a starting point for what information the Board should consider. She added that, while the numbers are important to compare, they do not tell the whole story. She shared that, while the Library Director position was vacant, the Board looked at the salary and adjusted the maximum salary down by over \$19,000. At that time, the Assistant Director position was also vacant, and the Board did not adjust the salary range prior to her promotion. Donna added that when she was hired in 2016, the library had two Assistant Directors, and that workload did not disappear. It was filtered into one Assistant Director position. While she believes there is a need for two Assistant Directors, it is a savings in the budget to only have one. That history needs to be considered too when reviewing the salaries.

Betsy McKinney reflected that she has seen budgets compared by the building's square footage, but that is not a fair comparison when towns with similar populations are working with less space, and each library may be required to pay different things with their budget such as different utilities and insurance. Betsy added that it is also difficult to compare without knowing the time someone has been in the position and their qualifications.

Helen Palmieri asked if Town Council made the same salary comparison request for other departments. Erin responded that she did not know. Helen asked Erin if she could find out when the project started.

Kirsten Hildonen shared that the request from Town Council was in response to comments on social media and questions from the Budget Committee regarding library salaries. She added that the Budget Committee did not question salaries for any other department's leadership.

Christine Fitzgerald suggested the questions could have resulted from the library not meeting the Budget Committee's request to match the 2.5% merit increase. Erin Matlin responded that she presented the Board's decision on the merit increases at the December 18, 2023 meeting, and that is also when she learned of the salary data that was collected. The salaries were not brought up at prior budget meetings.

Jan McLaughlin stated that it seems like the information is not complete and that all department salaries should have been surveyed. She suggested that the Board should collect more data and start looking at the FY26 budget in March.

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Kirsten Hildonen stated that she believes the survey document was prepared to refute incorrect information being disseminated on social media and attempt to provide more accurate salary information for the library's leadership in comparison to the rest of the state.

Helen Palmieri thanked Kirsten for the background information.

Christine Fitzgerald asked Erin to ask Tara Koza for additional information.

Donna Plante noted that the Board determines the library staff's salary ranges. Members of the public that disagree with how the library staff are being paid should bring their concerns to the Board of Trustees because the Trustees are the only ones who can change it. She added that a lot of salary information is available publicly through the Public Library Statistics reported annually to the New Hampshire State Library. The State Library compiles the data and posts it on their website. Donna explained that the challenge with the data is that by the time the information is posted, it may be a little outdated.

Christine Fitzgerald stated the Board determines the Library Director's salary while the Director determines the rest of the staff. Jan McLaughlin responded that the Trustees determine all library staff salaries. Erin Matlin added that she has not changed any figures on the salary ranges chart since she started except for adding cost of living adjustments.

Christine Fitzgerald responded that the Director determines salaries in terms of performance reviews. Erin Matlin explained how employee reviews are conducted. Donna Plante added that merit increases do not impact an employee's salary range. An employee's base pay has to remain within their position's salary range after receiving their merit increase. Salary ranges are only updated annually at the beginning of the fiscal year with the cost of living adjustment.

Christine Fitzgerald asked when the Trustees receive the salary ranges. Donna Plante responded that the Board would usually receive the updated salary ranges at the September meeting since they do not meet over the summer.

Christine Fitzgerald asked Erin Matlin if it was included in the September 2023 packet. Erin responded that she could check but would also bring copies to the next meeting.

Betsy McKinney stated that she reviewed some of the Town's represented and non-represented personnel policies and saw some employees receive their merit and cost of living increases at the beginning of the fiscal year. The highest merit increase seemed to be 3.5%.

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Erin Matlin shared that she did not negotiate a higher salary when she was hired. She accepted the minimum salary that the Board offered.

Jan McLaughlin asked if Erin had the information the Trustees requested regarding how many employees had received the maximum merit increase over the last couple years. Erin Matlin responded that in 2022, about 65% of staff received the maximum merit, but there were also four new hires that did not receive a merit increase. In 2023, about 60% of staff received the maximum merit increase. She reiterated that not all employees receive the maximum merit.

**New Business:**

- Honorary Cards

Erin Matlin shared that the library currently has two patrons with honorary cards. In considering that the library's GMILCS membership fee will take total active patrons into account, Erin recommended that the Board continue offering the honorary status to both patrons but no longer issue honorary cards going forward. She added that the honorary patron type should be consistent with no fines and a three-year expiration that prompts staff to update the patron's contact information.

Megan Donovan explained the logistics and importance of having one patron type for honorary cards that would be consistent.

Kim Bears asked if the honorary cardholders would both have access to Leach Library through GMILCS after the library joins. Erin Matlin responded that joining GMILCS would not provide access for both cardholders, and the honorary status comes with the privilege of not being charged fines.

Jan McLaughlin suggested the Board could set a date for when the honorary status will expire since the Board originally decided to issue the cards.

Erin Matlin stated that there is value in honoring those who received the cards. Jan McLaughlin responded that she is concerned there are cardholders given an elite status and would prefer to set an expiration for the honorary cards.

Liz Thomas asked if the honorary status was originally presented to the individuals as being perpetual and lifelong. Erin Matlin responded that she believes it was. Liz Thomas said she understands not issuing more honorary cards, but the current cardholders were previously promised the status by the Board.

Christine Fitzgerald agreed that more honorary cards should not be issued.

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A **motion** was made by Betsy McKinney to continue offering the honorary status to current honorary cardholders with no fines and a three-year expiration, but the Board will not issue more honorary cards in the future. The **motion was seconded** by Kim Bears. Six voted in favor of the motion; one voted against the motion, **motion carried**.

- Other Business

Erin Matlin provided information regarding the cost of independently upgrading the library's catalog. One catalog had an onboarding cost of approximately \$30,000 with a first-year cost of \$25,000 with a guaranteed 3% annual increase. Another catalog had an onboarding cost of approximately \$22,000 with a second-year cost of \$6,900. She noted that the Town's IT Department would need to be heavily involved in those scenarios, and it would not come with any other access or the services GMILCS offers.

Christine Fitzgerald asked how long the library has had the current catalog. Donna Plante responded the library has had the catalog since 2016.

Erin Matlin addressed Christine Fitzgerald's public comment at the Town Council meeting on December 18, 2023 regarding it being less expensive for the library to purchase nonresident memberships for interested residents at other GMILCS libraries than to join GMILCS. Erin shared that considering the library's current active cardholders at \$50 per membership, it would cost over \$297,000 annually. Christine Fitzgerald stated that not everyone would be interested. Erin Matlin responded that even removing \$100,000 of that would still be more than the cost of GMILCS.

Christine Fitzgerald asked how many people responded to the survey. Donna Plante responded that 790 people answered the survey. Christine Fitzgerald stated that it was an example she provided to explain why she did not support joining GMILCS, but it does not matter since the Board decided to join GMILCS.

Helen Palmieri asked for an update on the staff's holiday gift. Megan Donovan responded that staff are excited, but they have not arrived yet. They are expected this month.

**Adjourn:**

A **motion** was made at 8:14 p.m. by Betsy McKinney to adjourn the meeting. The **motion was seconded** by Helen Palmieri. 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: January 3, 2024

Respectfully submitted,

Donna Plante  
Assistant Director and Head of Technical Services