

# LONDONDERRY LEACH LIBRARY

## BOARD OF TRUSTEES Minutes of January 4, 2023

Page 1 of 7

### **Call to Order:**

The meeting was called to order at 7:00 p.m. by Chair Betsy McKinney. The following board members were in attendance: Kim Bears, Robert Collins, Carol Introne, Cynthia Peterson, and Liz Thomas. Also in attendance: Erin Matlin, Library Director; Donna Plante, Assistant Director and Head of Reference and Technical Services.

### **Secretary's Report:**

The Secretary's Report for December 7, 2022, was distributed prior to the meeting. No changes were made. A **motion** was made by Cynthia Peterson to accept the minutes as written. The **motion was seconded** by Kim Bears. All in attendance accepted the motion, **motion carried**.

### **Director's Report:**

#### Gifts Donated to the Leach Library –

- Anonymous patrons donated \$115.00
- Margaret Wang donated \$790.00
- Neil & Carmen Santos donated \$25.00
- An anonymous patron donated a book  
*The Lighthouse Keeper Saves the Bay* by Teddy Biron

A **motion** was made by Carol Introne to accept the gifts. The **motion was seconded** by Liz Thomas. All in attendance accepted the motion, **motion carried**.

#### Announcements

- 11/30/22 – We reported an issue with our catalog's security certificate to the IT Department.
- 12/8/22 – New roof leak discovered outside of Study Room A.\*
- 12/8/22 – ENE Systems were here to replace Pump 2 and fix the radiator leak on the lower level.
- 12/13/22 – Pine State Elevator completed a quarterly check of the elevator.
- 12/16/22 – New leak discovered at front entrance.\*
- 12/21/22 – Called the Fire Department regarding a gas-like smell. We were asked to evacuate the library, and the Fire Department came by to take a look. They did not find anything, and we were cleared to go back in the building.
- 12/28/22 – The catalog was down while changes were made to the Town's fiber network. Some users are still reporting having trouble accessing the catalog, and we have reported this to the IT Department.

# LONDONDERRY LEACH LIBRARY

## BOARD OF TRUSTEES Minutes of January 4, 2023

Page 2 of 7

\*We are continuing to work with DPW regarding a couple of leaks from the roof. It appears that they have it under control, and any major fixes will have to wait till the spring.

### Scheduled and Unscheduled Closings

- 1/24/22 – Library Closed – Christmas Eve
- 1/26/22 – Library Closed – Observed Christmas Holiday
- 12/31/22 – Library Closed – New Year’s Eve
- 1/2/23 – Library Closed – Observed New Year’s Holiday

### Library Projects Update

- Talk Box – Installation is expected in February 2023
- Energy Audit – work in progress

### News & Programs that went out in December

- New STEAM-Based Programs for Grades 4-8  
Leach Library is excited to announce two new STEAM-based programs for participants in grades 4-8!

During the Explorers program, tweens and teens will explore nature-based activities one Saturday a month. The January session will be on Saturday, January 7 at 10:00 a.m.

The Block by Block Coding Club will offer tweens and teens the opportunity to learn coding skills on and off-screen with games and activities one Wednesday afternoon a month. The January meeting will be on Wednesday, January 25 at 4:00 p.m.

Registration is required and begins one week before each session. To register, please visit the main circulation desk or call the library at (603) 432-1132. For more information about these and other teen activities, check out the Teen Program Guide available on the library’s website or at the main circulation desk.

- Little Sprouts Baby Lapsit  
Beginning on Tuesday, January 10 at 9:00 a.m. and continuing weekly through February 14, 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, please visit the children’s desk or call the library at (603) 432-1127.
- Wiggle Worms Story Time  
Beginning on Tuesday, January 10 at 10:30 a.m. and continuing weekly through February 14, toddlers ages 2-3 years old and their caregivers are invited to the

# LONDONDERRY LEACH LIBRARY

## BOARD OF TRUSTEES Minutes of January 4, 2023

Page 3 of 7

Leach Library for story time with songs, rhymes, books, and more. Registration is required and begins one week before each session. To register, please visit the children's desk or call the library at (603) 432-1127.

- Bookworms Story Time  
Beginning on Wednesday, January 11 at 10:00 a.m. and continuing weekly through February 15, Leach Library will offer story time for preschoolers ages 3-5 years old. Bookworms will focus on preschoolers learning more about words, numbers, and concepts through stories, songs, rhymes, and games. The program will also include a simple craft to promote developing fine motor skills. Registration is required and begins one week before each session. To register, please visit the children's desk or call the library at (603) 432-1127.
- Crafternoon  
Starting on Wednesday, January 11 at 4:00 p.m., Leach Library will be offering a monthly crafting social hour in the Meeting Room called Crafternoon. 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.
- Craft Time  
On Thursday, January 12 at 4:30 p.m., kid crafters are invited to the Leach Library to work on a craft in the meeting room. Craft kits will be provided, and staff will be available to offer assistance. Registration is required and begins on Thursday, January 5. To register, please visit the children's desk or call the library at (603) 432-1127.
- Library After Dark for Teens  
Participants in grades 6-12 are invited to stop by the Leach Library's main reading room from 6:00-7:00 p.m. after closing on Friday, January 13 to team up in a capture the flag inspired laser tag experience. Teens will team up to collect their team icons and try to make it back to the starting point first! Registration is required and begins on Friday, January 6. To register, please visit the main desk or call the library at (603) 432-1132.
- 3D Snowflake Craft  
The Leach Library staff will be offering a 3D Snowflake craft on Saturday, January 21 at 2:00 p.m. Make this fun craft with the assistance of staff, a few pieces of paper, and a dash of glitter. Registration is required and begins on Saturday, January 14. To register, please visit the children's desk or call the library at (603) 432-1127.
- Duplo Budding Builders  
Join the Leach Library staff on Thursday, January 26 at 10:00 a.m. for a meeting of Duplo Budding Builders. Following a theme, participants will create using larger Duplo blocks. This program is designed for younger Lego enthusiasts ages 0-5.

# LONDONDERRY LEACH LIBRARY

## BOARD OF TRUSTEES Minutes of January 4, 2023

Page 4 of 7

Registration is required and begins on Thursday, January 19. To register, please visit the children's desk or call the library at (603) 432-1127.

- Building Buddies

Join the Leach Library staff on Thursday, January 26 at 4:30 p.m. for a new 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 19. To register, please visit the children's desk or call the library at (603) 432-1127.

- This Land of Snow

On Thursday, January 26 at 7:00 p.m., join Anders Morley for a talk on his book *This Land of Snow: A Journey Across the North in Winter* at the Leach Library.

A passionate skier since he was young, Morley dreamed of going on a bold outdoor adventure. One year in his early thirties, he decided to cross-country ski across Canada alone. *This Land of Snow* details that journey, but is more than just an outdoor adventure set against an awe-inspiring backdrop; it is a literary meditation on winter and the approach of mid-life. The book was honored with the 2021 National Outdoor Book Award (NOBA) for the travel-writing category.

A dual citizen of the U.S. and Canada, Anders Morley grew up in New Hampshire and began skiing at age five. After earning a master's degree in Scotland, he moved to Italy where he worked as a translator and English teacher, and explored the Alps in his free time. He contributes regularly to New Hampshire magazine and his work has appeared in a variety of other publications including *The Globe and Mail*, *Northern Woodlands* magazine, and *The Aureorean*. Morley lives in Northern New Hampshire.

Registration is required and begins on Thursday, January 19. To register, please visit the main desk or call the library at (603) 432-1132.

- Library After Dark Movie Night

On Friday, January 27 at 6:00 p.m., Leach Library will host a special after-hours movie night in the main reading room! Join the library staff for a showing of *Where the Crawdads Sing*, the 2022 film based on the bestselling story of the Marsh Girl (rated PG-13), along with refreshments and raffle prizes. Registration is required and opens on Friday, January 20. To register, please visit the main desk or call the library at (603) 432-1132.

- U.S. Major Dailies Now Available at Leach Library

All Leach Library cardholders now have access to ProQuest's U.S. Major Dailies database! The database offers full-text access to current issues of major national newspapers including *The New York Times*, *The Wall Street Journal*, *The Washington Post*, and more. To start browsing, follow the link from the Leach

## LONDONDERRY LEACH LIBRARY

### BOARD OF TRUSTEES Minutes of January 4, 2023

Page 5 of 7

Library's "Online Collections & Databases" webpage, and enter your library card number. For more information, contact the Reference Department at (603) 432-1132 or [reference@londonderrynh.org](mailto:reference@londonderrynh.org).

#### Upcoming Library Events/Programs

1/9/23 – 1:00 Friends Meeting  
1/10/23 – 6:00 Teen Advisory Board  
1/11/23 – 4:00 Crafternoon (Adults)  
1/12/23 – 4:30 Craft Time (Children's)  
1/13/23 – 6:00 LAD for Teens: Laser Tag  
1/21/23 – 2:00 3-D Snowflakes (Children's)  
1/25/23 – 4:00 Coding Club (Young Adult)  
1/26/23 – 7:00 This Land of Snow (Adult)  
1/27/23 – 6:00 LAD Movie: *Where the Crawdad's Sings*

Storytime sessions on Tuesdays & Wednesdays 1/10/23-2/15/23

#### Meetings and Trainings

12/14/22 – Donna, Matt and Kylie attended Anti-Harassment Training at Town Hall  
12/16/22 – Erin attended the ULAC meeting (virtual)  
12/20/22 – Erin and Matt attended the Senior Resources Committee Meeting (we will be participating in this group to see how the library can connect, assist, and help our senior population).  
12/21/22 – Donna and Erin met with 2 members of the Londonderry Arts Council to discuss plans for artist displays in the library.

#### Staffing Update

Nothing at this time.

### **Assistant Director's Report:**

- Circulation –  
In 2022, the library saw a 7% increase in circulation as compared to 2021.  
The average weekly patron visits increased 204% from January to December in 2022.
- Programs –  
In 2022, the library offered 134 children's programs, 28 young adult programs, and 60 adult programs with a total of 8,178 participants.
- Reference –  
In 2022, there was a total of 21,157 reference and reader's advisory questions.
- Technical Services –  
There was a total of 7,446 materials added to the collection in 2022.

# LONDONDERRY LEACH LIBRARY

## BOARD OF TRUSTEES Minutes of January 4, 2023

Page 6 of 7

### **Old Business:**

- Budget FY24

Erin shared Warrant Article No.13 provided by Finance Director Justin Campo that, if passed, would add a full-time Library Technician position to the library's staff. A discussion ensued.

A **motion** was made by Carol Introne to recommend Warrant Article No. 13 for the full-time Library Technician as written. The **motion was seconded** by Robert Collins. All in attendance accepted the motion, **motion carried**.

- Staff Copier Quotes

Donna presented quotes from three vendors for upgraded photocopier machines to replace the staff machine in the Technical Services office. A discussion ensued.

A **motion** was made by Kim Bears to accept the quote from Budget Document Technology to lease a new machine. The **motion was seconded** by Cynthia Peterson. All in attendance accepted the motion, **motion carried**.

### **New Business:**

- Notary Policy

Erin shared that three staff members are now notaries for the State of New Hampshire, and they will be able to provide free notary services for patrons based on availability. A policy was drafted for the new service. A checklist for patrons will also be available to ensure efficient notary transactions. A discussion ensued.

A **motion** was made by Liz Thomas to accept the Notary Service Policy as written. The **motion was seconded** by Robert Collins. All in attendance accepted the motion, **motion carried**.

- Staff Development Day

Erin recommended closing the library on Thursday, April 13, 2023 for a staff development day and presented ideas for training sessions. A discussion ensued.

A **motion** was made by Kim Bears to close the library for a staff development day on Thursday, April 13, 2023. The **motion was seconded** by Cynthia Peterson. All in attendance accepted the motion, **motion carried**.

- Materials Review Committee

Erin asked for a Trustee to volunteer to serve on a Materials Review Committee planning to meet within the next two weeks. Kim Bears volunteered. An update will be provided to the Board at the next meeting.

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES  
Minutes of January 4, 2023

Page 7 of 7

**Adjourn:**

A **motion** was made at 7:33 p.m. by Carol Introne 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

Minutes typed by: Donna Plante Date: January 4, 2023

Respectfully submitted,

Donna Plante  
Assistant Director and Head of Reference and Technical Services