

# LONDONDERRY LEACH LIBRARY

## BOARD OF TRUSTEES Minutes of February 1, 2023

Page 1 of 8

### **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, Jan McLaughlin, 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 January 4, 2023, was distributed prior to the meeting.

Donna Plante let the Board know that the library's warrant article number changed since the last meeting to number 13. The number of materials added to the collection in 2022 also increased to 7,446 when including donations.

A **motion** was made by Kim Bears to accept the minutes with the changes. The **motion was seconded** by Liz Thomas. All in attendance accepted the motion, **motion carried**.

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

#### Gifts Donated to the Leach Library –

- Liz Thomas donated \$156.71 to fund 2 library programs
- Liz Thomas donated \$25.00 to purchase a gift card for a library program presenter
- William R. Graser donated one book to the library  
*Smell the Gunpowder: The Land of the Morning Calm*
- The Friends of the Londonderry Leach Library donated \$400.00 for a telescope from the New Hampshire Astronomical Society's Library Telescope Program to be added to the Library of Things collection.

A **motion** was made by Robert Collins to accept the gifts. The **motion was seconded** by Jan McLaughlin. All in attendance accepted the motion, **motion carried**.

#### Announcements

- 1/4/23 – ENE Systems was here doing annual maintenance
- 1/10/23 – Catalog access was restored
- 1/11/23 – DPW was here prepping the area where the privacy pod will go
- 1/26/23 – More roof leaks were discovered in the adult area from melting snow

#### Scheduled and Unscheduled Closings

- 1/16/23 – Library Closed – Martin Luther King Jr. Day
- 1/20/23 – 1/20/23 – Library opened at noon due to snow

# LONDONDERRY LEACH LIBRARY

## BOARD OF TRUSTEES Minutes of February 1, 2023

Page 2 of 8

- 1/23/23 – Library Closed – Snow
- 1/25/23 – Library Closed at 4:00pm – Snow

### Library Projects Update

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

### News & Programs that went out in January

- New STEAM-Based Programs for Grades 4-8  
Leach Library is excited to offer 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 February session will be on Saturday, February 4 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 February meeting will be on Wednesday, February 22 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 desk.

- Children's Book Bingo  
The Leach Library will be offering children's Book Bingo on Saturday, February 4 at 2:00 p.m. Everyone will have the chance to win at least one book of their choosing. Registration is required and begins on Saturday, January 28. To register, please visit the children's desk or call the library at (603) 432-1127.
- Little Sprouts Baby Lapsit  
On Tuesday mornings at 9:00 a.m. 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  
On Tuesday mornings at 10:30 a.m. through February 14, toddlers ages 2-3 years old and their caregivers are invited to the Leach Library for story time with songs, rhymes, books, and more. Registration is required and begins one week before

# LONDONDERRY LEACH LIBRARY

## BOARD OF TRUSTEES Minutes of February 1, 2023

Page 3 of 8

each session. To register, please visit the children's desk or call the library at (603) 432-1127.

- Bookworms Story Time

On Wednesday mornings at 10:00 a.m. 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

On Wednesday, February 8 at 4:00 p.m., visit the Leach Library for the monthly crafting social hour for adults 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, February 9 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.

- Teen Candy Sushi Creations

Participants in grades 6-12 are invited to stop by the library on Tuesday, February 14 from 3:30-4:30 p.m. to make sushi-inspired candy treats. An assortment of candy treats and suggested "recipe" cards will be available to teens to create their take on candy sushi. Teens will have an opportunity to try their creations during the program or bring them home in a takeout box to enjoy later. Registration is required and begins on Tuesday, February 7. To register, please visit the main desk or call the library at (603) 432-1132. Please advise library staff of any food allergies when registering for the program.

- Gumdrop Towers

Enjoy some gumdrop fun on Wednesday, February 15 at 4:30 p.m. as we celebrate National Gumdrop Day at the Leach Library. See how high you can build a tower made from gumdrops and toothpicks without it falling over, then try again using a different strategy. This program is designed for ages 6 and older. Registration is required and begins on Wednesday, February 8. To register, please visit the children's desk or call the library at (603) 432-1127.

# LONDONDERRY LEACH LIBRARY

## BOARD OF TRUSTEES Minutes of February 1, 2023

Page 4 of 8

- Duplo Budding Builders  
Join the Leach Library staff on Thursday, February 23 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. Registration is required and begins on Thursday, February 16. 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, February 23 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, February 16. To register, please visit the children's desk or call the library at (603) 432-1127.
- Theodore Roosevelt and the Last Frontier  
On Tuesday, February 23 at 7:00 p.m., Dr. Kurk Dorsey, Professor of History and Liberal Studies at the University of New Hampshire, will present a talk on Theodore Roosevelt. The presentation will explore several international disputes that were shaped by Roosevelt's presidency, as well as their implications for the conservation movement.  
  
Dr. Dorsey holds a PhD in History from Yale University and is currently the History Department Chair at the University of New Hampshire. He primarily discusses modern history of the United States, World War II, Canadian history, modern American environmental history, U.S. foreign policy, and the history of the New Hampshire Presidential Primary.  
  
Registration is required and begins on Thursday, February 16. To register, please visit the main desk or call the library at (603) 432-1132.
- Library After Dark Movie Night  
On Friday, February 24 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 *Hidden Figures*, the 2016 award-winning biographical drama based on Margot Lee Shetterly's bestselling book (rated PG), along with refreshments and raffle prizes. Registration is required and opens on Friday, February 17. To register, please visit the main desk or call the library at (603) 432-1132.
- Game On!  
After school on Friday afternoons, teens are invited to stop by the Leach Library to try out a board game. Each week, one game will be set up and ready for students to come and play. All board games are for in-library use only and may be used during library hours. Games are located in the young adult section of the library. For more information about this and other teen activities, check out the Teen Program Guide available on the library's website or at the main desk.

# LONDONDERRY LEACH LIBRARY

## BOARD OF TRUSTEES Minutes of February 1, 2023

Page 5 of 8

- Vacation Week Activities  
Crafts, as well as a variety of coloring and activity pages, will be available at Leach Library during Winter Break from Monday, February 27 until Saturday, March 4. There will also be a Guess-It jar for a chance to win a fun stuffed animal.
- Notary Service at Leach Library  
Leach Library is now offering limited, free notary services to users when a notary is available during operating hours. The library's notary service is intended for simple documents and is limited to three documents per person per visit. Please contact the library for more information and availability at (603) 432-1132.

### Upcoming Library Events/Programs

2/4 – Take your Child to the Library Day

10:00 Explorers

2:00 Book Bingo (Children's)

2/7 – Teen Advisory Board

2/8 – Crafternoon

2/9 – Craft Time (Children's)

2/13 – Friends Meeting

2/14 – Candy Sushi (Young Adult)

2/15 – Gumdrop Towers (Children's)

2/22 – Coding Club (Young Adult)

2/23 – Duplo (Children's)

Lego (Children's)

Theodore Roosevelt (Adult)

2/24 – Library After Dark: Hidden Figures

2/27-3/3 – School Vacation Week Activities

Storytime sessions on Tuesdays & Wednesdays till 2/15/23

### Meetings and Trainings

1/9/23 – Erin attended the Friends of the Leach Library Meeting

1/9/23 – Erin attended the Town Council Meeting at Town Hall

1/12/23 – Erin attended the Joint Loss Management Meeting at Town Hall

1/12/23 – Erin attended an Aggregation Meeting at Town Hall

1/16/23 – Erin & Donna attended the Town Council Meeting & Budget Public Hearing at Town Hall

1/18/23 – Erin attended the Merri-Hill-Rock Group Meeting (Zoom)

1/18/23 – Erin, Donna, Megan and Kim Bears met for the Materials Review Committee

### Staffing Update

Nothing at this time.

**Assistant Director's Report:**

- Circulation –  
In January, library patrons checked out a total of 14,493 items. The highest usage was in children's picture books, downloadable audiobooks, and the adult fiction collection.
- Reference –  
In January, there were a total of 1,971 reference questions.
- Technical Services –  
In January, 623 materials were added to the collection.
- Young Adult Services –  
The young adult area of the library has two new services:
  - There is an art cart available for students to use any time the library is open. The cart has a variety of art supplies including colored pencils, paper, and markers.
  - A variety of board games are available for in-library use. The collection is for ages 11-18. Visitors are able use any of the games during library hours. On Friday afternoons, a different game will be set up in the library and available to anyone who wishes to play. A special thanks goes to Awesome CCG for helping staff curate the collection and offering a discount to the library.
- Community Survey –  
The management staff is currently working on preparing a community survey to be distributed in April. A draft will be presented to the Board in March.

**Committee Reports:**

- Materials Review Committee  
A Materials Review Committee met on January 18, 2023. The committee included Library Director Erin Matlin, two library staff members, and Library Trustee Kim Bears. The committee met to review a reconsideration form received for the book *Gender Queer* by Maia Kobabe.

After consulting professional journal reviews, book awards, other libraries' classification and location, articles, and readers' reviews, the committee decided the book will remain in the young adult collection. In addition, all young adult graphic nonfiction titles will be relocated and interfiled with adult nonfiction. This change better aligns with the young adult nonfiction collection's current shelf placement. The decision was shared with the patron who submitted the form, and no appeal was filed.

# LONDONDERRY LEACH LIBRARY

## BOARD OF TRUSTEES Minutes of February 1, 2023

Page 7 of 8

### **Old Business:**

- **Budget FY24**

Erin Matlin and Donna Plante provided an update on the latest Town Council meetings they attended. Erin distributed recent news coverage that spoke to the library's warrant article. Erin also shared a letter to the community that brought attention to the library's staffing needs and achievements in the past year. Erin reminded the Board of upcoming important dates in the budget process.

### **New Business:**

- **Display Case Policy**

Erin Matlin presented an updated Display Case Policy and Application to the Board. A discussion ensued.

A **motion** was made by Carol Introne to accept the Display Case Policy and Application as written. The **motion was seconded** by Robert Collins. All in attendance accepted the motion, **motion carried**.

- **Guidelines for Privacy Pod**

Erin Matlin presented usage guidelines for the privacy pod. A discussion ensued.

- **Other Business**

Jan McLaughlin asked for an update on hoopla usage and spending. Donna Plante offered positive patron feedback. The reference staff has also reported that hoopla has saved the library money by providing instant access to materials that could prove difficult to acquire.

### **Non Public Session:**

#### **Enter Non Public Session**

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

**Roll Call Vote:** Aye, Betsy McKinney; Aye, Robert Collins; Aye, Kim Bears; Aye, Carol Introne; Aye, Jan McLaughlin; Aye, Liz Thomas.

The Board invited Director Erin Matlin and Assistant Director Donna Plante into the Non Public Session.

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES  
Minutes of February 1, 2023

Page 8 of 8

The Board entered Non Public Session at 8:00 p.m.

**Exit Non Public Session**

Chair Betsy McKinney requested a motion to exit Non Public Session. Kim Bears made a **motion** at 8:13 p.m. to exit Non Public Session. The **motion was seconded** by Liz Thomas. Board's **vote:** 6-0-0 to exit.

**Adjourn:**

A **motion** was made at 8:14 p.m. by Robert Collins to adjourn the meeting. The **motion was seconded** by Carol Introne. All in attendance accepted the motion, **motion carried**.

Notes by: Erin Matlin, Donna Plante

Minutes Typed by: Donna Plante

Date: February 1, 2023

Respectfully submitted,

Donna Plante

Assistant Director and Head of Reference and Technical Services