

# LONDONDERRY LEACH LIBRARY

## BOARD OF TRUSTEES Minutes of February 2, 2022

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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: Robert Collins, Carol Introne, and Vicki Stachowske. Also in attendance: Erin Matlin, Library Director; Donna Plante, Head of Reference and Technical Services; Megan Donovan, Head of Circulation Services; and Joe Green, Town Council Liaison.

### **Public comment:**

Liz Thomas introduced herself to the Board and stated that she is running for one of the open Library Trustee positions.

### **Public Hearing:**

Acceptance of Unanticipated Revenue Pursuant to RSA 202-A:4-c, XVI (American Rescue Plan Act)

Donna Plante distributed a handout detailing how the funds will be spent.

A **motion** was made by Carol Introne to accept the American Rescue Plan Act grant funds awarded through the Institute for Museum and Library Services and the N.H. State Library totaling \$12,321.00. The **motion was seconded** by Robert Collins. All in attendance accepted the motion, motion carried.

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

The Secretary's Report for December 1, 2021, was distributed prior to the meeting. No changes were made. A **motion** was made by Vicki Stachowske to accept the minutes as written. The **motion was seconded** by Carol Introne. All in attendance accepted the motion, **motion carried**.

### **Treasurer's Report:**

The Treasurer's Report for October 1, 2021 – December 31, 2021, was distributed prior to the meeting. No changes were made. A **motion** was made by Betsy McKinney to accept the report as written. The **motion was seconded** by Carol Introne. All in attendance accepted the motion, **motion carried**.

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

#### Gifts Donated to the Leach Library –

- Margaret Wang donated \$780.00 to the library.
- Cody Favata donated 1 book to the library.  
*The Quest of Mallory Bones*
- Robert W. Averill donated 1 book to the library.  
*Mt. Moosilauke: Tip Top News 1880-1916*
- Alexandria Peary donated 2 books to the library.  
*COVID Spring II*  
*Battle of Silicon Valley at Daybreak*

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

#### Announcements –

- On December 2, 2021 – Control Technologies (HVAC) came to take a look at the heat in the children's room (over the past few days it was running very cold in there). They replaced a circuit board and it is all fixed.
- On December 6, 2021 – Gutterworks came and did the semi annual clean out of the gutters, etc.
- On December 22, 2021 – Helpers from St. Jude Parish Community came to pick up the 941 items that we were able to donate from our Food For Fines program. Happy to report that 87 patrons were able to benefit from this program.
- On January 27, 2022 – All the fire extinguishers were inspected.
- On January 28, 2022 – Therrien Roofing came to repair the loose shingles on the roof.
- On January 31, 2022 – The Londonderry Fire Department came to do our assembly permit.
- New handicap signs were put in by DPW.
- Library Shed was removed by DPW.

Sandy Geisler arrived to the meeting at 7:06 p.m.

#### Scheduled and Unscheduled Closings –

- 1/5/22 – Closed at 11:00am – Icy conditions
- 1/7/22 – Closed all day – Snow
- 1/17/22 – Closed all day – Martin Luther King Jr. Day
- 1/29/22 – Closed all day – Snow

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### Programs – Press Releases that went out in December and January – December:

- **Leach Library Virtual Program: Share a Story with Library Friends**  
Drop by the Leach Library Facebook page to share a quick story with library friends! New videos will be available to watch starting on Thursday, December 2, December 16, and December 30 at 10:00 a.m. To reserve the featured titles, please call the library at (603) 432-1132 or sign in to your account on the library catalog.
- **Leach Library Virtual Program: “Brighten Up Breakfast and Brunch”**  
Starting on Monday, December 6, 2021 at 10:00 a.m., Senior Public Services Librarian Matt Fuller shares a variety of cookbooks with breakfast and brunch ideas just in time for family holiday meal preparation. The video will be available on the Leach Library Facebook page, blog, and YouTube channel. To reserve any of the featured titles, please call the library at (603) 432-1132 or sign in to your account on the library catalog.
- **Leach Library Virtual Program: Craft Time**  
Starting on Monday, December 13, 2021 at 10:00 a.m., a virtual craft time will be available to watch on the Leach Library Facebook page, blog, or YouTube channel. Make a winter mouse ornament with Mr. Taylor! Craft kits are available at the children’s room desk while supplies last.
- **Leach Library Virtual Program: Young Adult Craft**  
Starting on Monday, December 20, 2021 at 10:00 a.m., a virtual craft for teens will be available on the Leach Library Facebook page, blog, and YouTube channel. Miss Megan will demonstrate how to make your own wooden nutcracker. Craft kits are available by the main desk while supplies last.
- **Leach Library Virtual Program: Story Time**  
Beginning on Monday, December 27, 2021 at 10:00 a.m., join Miss Jennifer for “A Snowy Day” story time! The video will be available to watch on the Leach Library Facebook page for a limited time. To reserve the featured titles, please call the library at (603) 432-1132 or sign in to your account on the library catalog.
- **Food for Fines**  
The Derry Public Library and Londonderry Leach Library are excited to announce a Food for Fines drive to benefit local food pantries. The friendly competition will begin on Wednesday, December 1, 2021. Non-perishable food donations will be accepted at both libraries during operating hours until closing on Saturday, December 18, 2021.

For every food item donated, up to two dollars in overdue fines will be cleared from your library card. Food for Fines does not apply to lost or damaged items, and no rain checks will be given.

Each library will report their total donation count on Facebook throughout the program. To join in on the fun, bring your non-perishable donations to the circulation desk with your library card. Please note glass jars and expired food will not be accepted.

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For donation suggestions and additional information, call the Derry Public Library at (603) 432-6140 or the Leach Library at (603) 432-1132.

### January:

- **Leach Library to receive NH State Library ARPA grant funding**  
Leach Library is pleased to announce that it has been awarded \$12,321 in funding through the Institute for Museum and Library Services' "Grants to States" program. The grant program is part of the American Rescue Act Plan of 2021 and is being facilitated by the N.H. State Library.

Leach Library will use this grant award to reach new users and expand the collection beyond traditional library materials to meet community needs that have been highlighted by the COVID-19 Pandemic.

In the grant application, Leach Library detailed that it would meet these needs by using grant funds to introduce an additional downloadable service that will be available 24/7 and will increase accessibility to digital materials. The library will also establish a "Library of Things" to circulate practical equipment and kits that meet patrons' personal, educational, and recreational needs. In Spring 2022, the library staff will conduct a marketing campaign to promote these new resources with an ambitious goal to register 500 new cardholders.

"The Board of Trustees are grateful to the efforts of Donna Plante, who authored the grant application with the help of Megan Donovan, and the staff who have soldiered through the operation of the Leach Library during these days and months of pandemic challenges," said Leach Library Board of Trustees Chair Betsy McKinney. "We trust that the improvements to services this grant provides will give patrons an even better experience."

"New Hampshire's strong relationship with its public libraries was made even more evident during the past two years, when librarians and their staffs were able to adjust services nimbly in order to continue to meet the needs of their communities," said N.H. State Librarian Michael York. "The innovative programs funded by these grants will continue to strengthen not only public library services, but also the communities in which the libraries reside."

"As pillars of our communities, libraries and museums bring people together by providing important programs, services and collections. These institutions are trusted spaces where people can learn, explore and grow," said IMLS Director Crosby Kemper. "IMLS is proud to support their initiatives through our grants as they educate and enhance their communities."

The Leach Library Board of Trustees invites members of the public to attend a public hearing at the library on February 2, 2022 at 7:00 p.m. to accept the grant funds. For more information and project updates, please call the library at (603) 432-1132 or check the [Leach Library's website](#) or [Facebook page](#).

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Part of the N.H. Department of Natural and Cultural Resources, the N.H. State Library promotes excellence in libraries and library services to all New Hampshire residents, by assisting libraries and the people of New Hampshire with rapid access to library and informational resources through the development and coordination of a statewide library/information system; by meeting the informational needs of New Hampshire's state, county and municipal governments and its libraries; and by serving as a resource for New Hampshire. For more information, visit [nh.gov/nhsl](http://nh.gov/nhsl).

The Institute of Museum and Library Services is the primary source of federal support for the nation's libraries and museums. We advance, support, and empower America's museums, libraries, and related organizations through grantmaking, research, and policy development. Our vision is a nation where museums and libraries work together to transform the lives of individuals and communities. To learn more, visit [www.ims.gov](http://www.ims.gov) and follow IMLS on [Facebook](#) and [Twitter](#).

- **LEACH LIBRARY  
NOTICE OF PUBLIC HEARING  
ACCEPTANCE OF GRANT FUNDS**

The Leach Library Board of Trustees will hold a public hearing pursuant to RSA 202-A:4c, III relative to the acceptance of unanticipated moneys in excess of \$5,000.

Leach Library has been awarded American Rescue Plan Act grant funds totaling \$12,321 from the Institute for Museum and Library Services' "Grants to States" Program facilitated by the N.H. State Library.

The public hearing will be held on Wednesday, February 2, 2022 at a Board of Trustees meeting scheduled to begin at 7:00 p.m. in the Leach Library Meeting Room, 276 Mammoth Road, Londonderry, NH. Contact the library for more information at (603) 432-1132.

### Meetings and Trainings –

- December 2, 2021 - I attended the NH State Director's Call (Zoom)
- December 10, 2021 – I attended the monthly Urban Library Administrators Consortium meeting (Zoom)
- December 14, 2021 – I attended a Q&A about the Annual Library Survey (Zoom)
- January 6, 2022 – I attended the NH Library Director's Monthly call (Zoom)
- January 13, 2022 – I attended the Joint Loss Management meeting at Town Hall (In Person)
- January 19, 2022 – I attended the Merri-Hill-Rock Director's meeting (Zoom)
- January 28, 2022 – I attended the Urban Library Administrators Consortium meeting (Zoom)

Staffing Update –

- December 13, 2021 – We posted our open positions
  - 2 – Library Technician positions
  - 1 – Library Page position
- We have interviews planned in February.

**Head of Circulation Services Report:**

Programs and Activities –

- The library has more than 25 virtual story time programs available on their YouTube page. While most of the prerecorded videos will continue to be available until the Penguin Random House Story Time Temporary Open License expires at the end of March the remaining videos are perpetually available due to the generosity of local author Janice Spina.
- The library will continue to provide craft kits in lieu of virtual programming as the staff focuses on the transition to in person programming.

Circulation and Children's –

- In the month of December, the adult and children's fiction collection accounted for 54% of total circulation.
- In the month of January, the adult and children's fiction collection accounted for 57% of total circulation.

Reference –

- In the month of December, there were a total of 1,474 reference questions.
- In the month of January, there were a total of 1,717 reference questions.

Technical Services –

- There was a total of 645 materials added to the collection in the month of December.
- There was a total of 682 materials added to the collection in the month of January.

**Old Business:**

• Library operations with COVID-19 Pandemic

The library will continue offering passive programs while the library staff prepares to slowly reintroduce in-house programming. The Drive-Thru Service will continue to be available upon request.

• Food for Fines & Fun Total

Due to the generosity of our library patrons a total of 941 items were donated during the Food for Fines food drive. 87 patrons were able to have their fines waived.

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### **New Business:**

- Handicap access for entrance  
Director Erin Matlin reached out to Access Lock for an estimate to retrofit the main entrance door for handicap access. The estimate for parts and labor was \$6,281.04 with the need for an electrician at an additional cost. A discussion ensued. The handicap access will be revisited at a later date.
- The Nest: Story times  
The proprietors reached out to Erin Matlin and asked if the library would be able to provide story times at their new coffee shop. This will provide an opportunity for outreach for the library. A discussion ensued. The Board was agreeable with the understanding that library operations and programs would remain the priority.
- Transfer of Treasurer  
Vicki Stachowske stepped down as Treasurer. Carol Introne volunteered to take up the position. All in attendance were in favor of the new Treasurer.

A **motion** was made at 7:29 p.m. by Robert Collins to adjourn the meeting. The **motion was seconded** by Vicki Stachowske. All in attendance accepted the motion, **motion carried**.

Notes by: Erin Matlin, Donna Plante, Megan Donovan

Minutes Typed by: Megan Donovan

Date: February 2, 2022

Respectfully submitted,

Megan Donovan  
Head of Circulation Services