

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES Minutes of March 24, 2021

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Call to Order:

The meeting was called to order at 6:58 p.m. by Chair Betsy McKinney. The following board members were in attendance: Robert Collins, John Curran, Sandy Geisler, Cynthia Peterson, and Vicki Stachowske. Also in attendance: Barbara Ostertag-Holtkamp, Library Director; Donna Plante, Head of Reference and Technical Services; and Megan Donovan, Head of Circulation Services.

Public Comment:

Mr. Kevin Olvaney brought his concerns to the Board of Trustees inquiring why the library is still closed. Chair Betsy McKinney stated that this topic will be discussed later in the meeting. Mr. Olvaney then asked why the library does not have a dedicated website separate from the town. Chair Betsy McKinney stated that this matter has been previously discussed and the Board opted to prioritize the library collection at this time as the Town of Londonderry maintains and updates the current website for the library at no additional cost to the library. Mr. Olvaney also suggested adding scrubbing software for the public computers and adding additional programming specifically geared towards seniors. The Board thanked Mr. Olvaney for his suggestions and they will take them into consideration. Mr. Olvaney left the meeting at 7:15 p.m.

Secretary's Report:

The Secretary's Reports for November 4, 2020 and November 18, 2020, were distributed prior to the meeting. No changes were made. A **motion** was made by John Curran to accept the minutes as written. The **motion was seconded** by Robert Collins. All in attendance accepted the motion, **motion carried**.

Treasurer's Report:

The Treasurer's Report for October 1, 2020, through December 31, 2020, was distributed. A **motion** was made by Robert Collins to accept the report as written. The **motion was seconded** by John Curran. All in attendance accepted the motion, **motion carried**.

Director's Report:

Gifts Donated to the Leach Library –

- Ms. Margaret Wang donated \$770.00 to the library. Approved by Board on 1/25/21 by email.

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- The Hodgkins Family donated \$200.00 to the library. Approved by Board on 1/25/21 by email.
- Ms. Dana Raza donated \$20.00 to the library.
- Mr. Robert Napolitano has donated two copies of his books “Girvan” and “Leopold Christ” to the library.
- Ms. Ellie Atherton donated a copy of her book “Stepping-Stones: Following a Pathway to the End of Life” to the library.
- Ms. Colleen Beal donated three cannisters of Market Basket Disinfecting Wipes 75 count, fresh scent to the library.
- The library received an anonymous donation of two canisters of disinfecting wipes and a can of Lysol spray.

A **motion** was made by Cynthia Peterson to accept the gifts. The **motion was seconded** by John Curran. All in attendance accepted the motion, **motion carried**.

Programs –

- The staff continues to make and post virtual programs on the library’s Facebook page.

Announcements -

- On January 14, 2021, the sprinklers were inspected. There is a new requirement to have a ball drip valve, so that needed to be installed. The valve was installed on February 15, 2021.
- On February 2, 2021, the snow plow crew knocked down the middle stair railing. A welder came on February 4, 2021 and repaired it.
- On February 4, 2021, a technician from Eversource called to say an upgraded meter needed to be installed. **This will need to be scheduled when the weather is warmer.**
- On February 9, 2021, the elevator was inspected. The elevator passed inspection, but the back-up system is no longer working. **Presently, I am waiting for a quote from Pine State Elevator.**
- On February 12, 2021, the Fire Department called saying that the fire alarm was not pinging in the Fire Department. NH Fire Protection was called and, after various attempts to resolve the issue, it was determined that the alarm panel needed specialty batteries. The batteries were ordered and installed on February 17, 2021.
- On February 12, 2021, the alcove temperature continues to be a concern, so insulation was installed in the two pillars closest to the window in both alcoves. **Steve's crew still needs to apply one coat of paint.**
- On February 12, 2021 (?), the handicapped sign was knocked over and removed by the snow plow crew. **It will need to be reinstalled when the weather is warmer. Jake Butler from Shady Hill suggested moving all signs to the other side of the sidewalk. However, it is my recommendation that they stay where they are since it might impact the irrigation system if moved.**

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- On March 2, 2021, the shingles on the small overhang above the children's room emergency stairs started blowing off during a wind storm. **The roofer will need to be called when the weather is warmer.**
- On March 24, 2021, John Trottier of the Public Works Department asked for space in the library parking lot for town employee use while the Town Hall parking lot is under construction beginning on March 29, 2021.

Old Business:

- Library operations with COVID-19 Pandemic

Megan Donovan distributed a packet with updated data on the current COVID-19 conditions in New Hampshire and the status of other nearby libraries. A discussion ensued about implementing the library's next phase of reopening. The next phase of operation will begin the week of April 12, 2021 and will include:

- Drive-Thru Service hours on Saturdays will be extended until 6:00 p.m. for appointments.
- The library will open two days a week consisting of one day with the hours of 4:00 – 8:00 p.m. and one day with the hours of 10:00 a.m. – 2:00 p.m. for patron browsing.
 - Appointments are limited to Londonderry residents at this time.
 - Patrons who arrive without an appointment may be allowed in the building as space allows.
 - The Children's Room will remain closed at this time.
 - Computer use will not be available during browsing hours at this time.
 - During browsing hours, the Reference Desk will only be available via phone or email.
 - Seating availability will be limited.
- Trees for wind break

As the alcove temperature continues to be a concern, the Library Board of Trustees discussed moving forward with plans to select options for trees to create a wind buffer.

New Business:

- Transfer from the Treasurer's account to the Book Account

A **motion** was made by John Curran to transfer \$20,000.00 from the Treasurer's Account into the Book Account. The **motion was seconded** by Cynthia Peterson. All in attendance accepted the motion, **motion carried**.

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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, John Curran; Aye, Vicki Stachowske; Aye, Robert Collins; Aye, Sandy Geisler; Aye, Cynthia Peterson.

The Board entered Non Public Session at 8:17 p.m.

Exit Non Public Session

Chair Betsy McKinney requested a motion to exit Non Public Session. Vicki Stachowske made a **motion** at 9:04 p.m. to exit Non Public Session. The **motion was seconded** by Robert Collins. Board's **vote:** 6-0-0 to exit.

A **motion** was made at 9:05 p.m. by John Curran to adjourn the meeting. The **motion was seconded** by Vicki Stachowske. All in attendance accepted the motion, **motion carried**.

Notes by: Barbara Ostertag-Holtkamp, Donna Plante, Megan Donovan

Minutes Typed by: Megan Donovan

Date: March 24, 2021

Respectfully submitted,

Megan Donovan
Head of Circulation Services