

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES Minutes of April 5, 2023

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Call to Order:

The meeting was called to order at 7:01 p.m. by Chair Betsy McKinney. The following board members were in attendance: Kim Bears, Carol Introne, Jan McLaughlin, and Helen Palmieri. Also in attendance: Erin Matlin, Library Director; Donna Plante, Assistant Director and Head of Technical Services.

Election of Officers:

The Board elected Kim Bears as Vice Chair.

Secretary's Report:

The Secretary's Report for March 1, 2023, was distributed prior to the meeting. Erin Matlin noted that the RSA cited prior to entering the Non Public Session needed to be changed to RSA 91-A:3 II, subparagraph (c).

A **motion** was made by Kim Bears to accept the minutes with the changes. The **motion was seconded** by Betsy McKinney. Four voted in favor of the motion; one abstained, **motion carried**.

Treasurer's Report:

The Treasurer's Report for October 1, 2022 – December 31, 2022, was distributed prior to the meeting. No changes were made. A **motion** was made by Carol Introne to accept the report as written. The **motion was seconded** by Jan McLaughlin. All in attendance accepted the motion, **motion carried**.

Director's Report:

Gifts Donated to the Leach Library –

- 20 titles from the New Hampshire State Library for the professional collection. These books were paid for using American Rescue Plan Act grant funds and were donated to all eligible NH libraries.
- John Doelman donated one book:
Quetico Connection: Finding Spirit in a Million Acres of Canadian Wilderness
- Coach Stop Restaurant and Tavern donated one \$25 gift card
- Great NH Restaurants donated one \$25 gift card
- Mel's Funway Park donated two \$25 gift cards

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- Poor Boy's Diner donated four \$25 gift cards
- XtremeCraze donated one \$95 gift certificate

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

Announcements

- 3/10/23 – Pine State Elevator and Cunningham Security were here to do the elevator check. We passed.
- 3/13/23 – The TalkBox was delivered and installed. – Looks great!
- 3/21/23 – Cunningham Security was here to fix communication between our building and them.
- 4/4/23 – Panic Buttons tested

Scheduled and Unscheduled Closings

- 3/4/23 – Library Closed for Snow
- 3/14/23 – Library Closed for Snow
- 3/16/23 – Library Closed at 5:00pm – Short Staffed

Library Projects Update

- Energy Audit – I reached out to Eversource, and they do offer energy audits at no cost. I also reached out to a S.E.E.D.S (Sustainable Energy Education Demonstration Services), and they also do energy audits at a cost of \$3,500.00.

News & Programs that went out in April

- April Library Hours
Leach Library is open Monday through Thursday from 9:00 a.m. to 8:00 p.m. On Fridays and Saturdays, the library is open from 9:00 a.m. to 5:00 p.m. The library will be closed on Thursday, April 13 for staff training.
- Leach Library Community Survey
The Leach Library wants to hear from you! A community survey will be available from April 1 through May 31. Survey participants can enter a raffle at the end of the online survey or at the library's main desk for a chance to win one of two \$50 Market Basket gift cards. Limit one entry per person. The link to the survey will be posted on the library's website and Facebook page. Paper copies will be available at the library. For more information, please call the library at (603) 432-1132.
- Explorers Workshop: Rock On!
On Saturday, April 1 at 10:00 a.m., participants in grades 4-8 will dig into the world of geology by exploring rocks in the Leach Library Meeting Room! During the one-hour workshop, students will learn about the different types of rock formations and identify a variety of rocks and minerals during exciting rock-

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themed activities. The workshop will end with a fun rock painting craft! Registration is required and begins on Saturday, March 25. To register, please visit the main desk or call the library at (603) 432-1132.

- Puzzle Exchange

The Leach Library Puzzle Exchange is back by popular demand! From Monday, April 3 through Saturday, April 8, drop off your jigsaw puzzle donations at the main circulation desk during library operating hours. The library will accept gently-used jigsaw puzzles for any age with any size, shape, and piece count. In exchange, the library staff will provide a voucher indicating how many puzzles you contributed. On Monday, April 10, return to the library with your voucher between 10:00 a.m. and 7:00 p.m. to select your new puzzles! For further information, call the library at (603) 432-1132.

- Little Sprouts Baby Lapsit

On Tuesday mornings at 9:00 a.m. through April 11, 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 April 11, 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 each session. To register, please visit the children's desk or call the library at (603) 432-1127.

- Leach Library Teen Advisory Board

Want to help plan programs for teens at the library? Would you like to help choose which books, games, and magazines are added to the young adult collections? Do you want volunteer hours? Let your voice be heard! Teens in grades 6-12 are invited to the Leach Library Young Adult Area to discuss the issues related specifically to teen use of the library on Tuesday, April 4 at 3:00 p.m. No registration is required, and snacks will be provided.

- Bookworms Story Time

On Wednesday mornings at 10:00 a.m. through April 12, 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

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

- Craft Time

On Thursday, April 6 at 4:30 p.m., kid crafters are invited to the Leach Library to make a fun Peep craft in the meeting room. Crafts will be provided, and staff will be available to offer assistance. Registration is required and begins on Thursday, March 30. To register, please visit the children's desk or call the library at (603) 432-1127.

- Escape from the Hidden Library

On Tuesday, April 11, 2023 at 6:00 p.m. teens in grade 6-12 will work together in small groups during this escape-room-inspired program to complete library-themed challenges. Journey to the hidden office in the basement archives of the library. Once inside, you will have to navigate through the archivist's files, unlock clues, and discover forgotten secrets. Snacks will be available during the program. Registration is required and begins on Tuesday, April 4. To register, please visit the main desk or call the library at (603) 432-1132.

- Crafternoon

On Wednesday, April 12 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.

- Flower Cupcake Decorating

Celebrate spring by decorating a flower cupcake on April 15 at 2:00 p.m. at Leach Library! Cupcakes and candy will be provided, and children are invited to create a fun and colorful flower cupcake. Registration is required and begins Saturday, April 8. 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, April 20 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 Friday, April 14. 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, April 20 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 Friday, April 14. To register, please visit the children's desk or call the library at (603) 432-1127.

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- Peking and the Mystics Performance

On Thursday, April 20 at 7:00 p.m., musical group Peking and the Mystics will give an a cappella performance. Their eclectic repertoire, comprised of original arrangements by the group members themselves, incorporates jazz, swing, doo-wop, and pop music of many decades ranging from the 1890s to the 2000s.

Peking and the Mystics consists of Gene Blake, Andrew Cranin, Chris Parker, David Pratt, and Tim Vaill. They have toured nationally and internationally (including trips to the Far East and South America), recorded four CDs, appeared on television and radio, and been featured in national print media.

Registration is required and begins on Friday, April 14. To register, please visit the main desk or call the library at (603) 432-1132.

- Vacation Week Activities

To kick-off school vacation week, Leach Library will host a fun magic show featuring Magic by George on Monday, April 24 at 4:00 p.m. Get ready for laughs and to be amazed!

A marble run activity will be offered on Wednesday, April 26 at 10:00 a.m. Using pipe covers, cardboard tubes, and a few other supplies, children will be able to design fast and creative marble runs. This program is for children ages 5 and up.

On Thursday, April 27 at 7:00 p.m., come to Leach Library for an extra special Stuffed Animal Sleepover. Children will enjoy a couple of bedtime stories then have the chance to introduce a favorite stuffed animal friend. Stuffedies will then be tucked in for a fun night at the library. Be sure to bring a stuffed animal that children can sleep without as pick-up will not be until the following day.

Registration is required and begins one week prior to each event. To register, please visit the children's desk or call the library at (603) 432-1127.

- Theodore Roosevelt and the Last Frontier

On Tuesday, April 25 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.

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Registration is required and begins on Tuesday, April 18. To register, please visit the main desk or call the library at (603) 432-1132.

- Block by Block Coding Club
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 on Wednesday, April 26 at 4:00 p.m. in the Leach Library Meeting Room. Registration is required and begins on Wednesday, April 19. To register, please visit the main desk or call the library at (603) 432-1132. For more information about other teen activities, check out the Teen Program Guide available at the Leach Library main circulation desk.
- "Library After Dark" Movie Night
On Friday, April 28 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 Lyle, Lyle, Crocodile, the 2022 feature film based on the children's book by Bernard Waber (rated PG), along with refreshments and raffle prizes. Registration is required and opens on Friday, April 21. To register, please visit the main desk or call the library at (603) 432-1132.
- Museum Passes at Leach Library
Before visiting a local museum or attraction, remember to check and see if you can get discounted admission with a Leach Library museum pass or coupon! Passes are available for over a dozen locations including the Aviation Museum of New Hampshire, Currier Museum of Art, New Hampshire Philharmonic, Squam Lakes Natural Science Center, Zoo New England, and more. For a complete list, visit the library's website or stop by the main circulation desk. Call the library to check availability and reserve a pass at (603) 432-1132.

Meetings and Trainings

- 3/9/23 – Attended a Town Department Head Meeting at Town Hall.
- 3/9/23 – Attended Leadership Londonderry that we also hosted. Liz Thomas was there to represent the Trustees.
- 3/13/23 – Attended the Friends Meeting
- 3/15/23 – Attended the Merri-Hill-Rock Meeting (virtual)
- 3/21/23 – Attended the Senior Resource Committee Meeting at Town Hall
- 3/24/23 – Hosted the ULAC meeting here at the library – it was hybrid for those that could not attend in person.
- 3/30/23 – Attended the NH State Library Director Meeting (virtual)

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Staffing Update

- On March 13th, Matt Fuller was promoted to Head of Reference and Adult Services. Due to Matt's promotion, Donna's position title is now Assistant Director and Head of Technical Services.
- Full-Time Reference Librarian position has been posted and we will start reviewing resumes on April 7th.

Assistant Director's Report:

Community Survey

The community survey is available to the public through May 31. The online link has been posted to the library's website and Facebook page. The Town also shared the link today. We have received over 250 responses so far.

Anyone who participates in the survey can enter to win one of two \$50 Market Basket gift cards. Some participants have reported having trouble accessing the raffle form at the end of the survey. This is due to limitations set by Survey Monkey. In order to offer a custom redirect at the end of the survey, we would need to upgrade our subscription for a significant cost. Instead, we have added a note that anyone experiencing trouble with the link should contact the library to be entered into the raffle.

Annual Public Library Survey

The management staff is working on reporting the library's annual statistics that are due to the State Library this month. The State Library compiles all data to be shared publicly and with the Institute of Museum and Library Services.

Plexiglass Barriers

The plexiglass barrier surrounding the reference desk will be removed this month with help from DPW. It will be stored at the library. All reference staff were consulted before making this decision. The plexiglass barriers at the main desk and children's desk will remain in place for now.

Department Head Reports:

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

Jan McLaughlin requested usage statistics for the TalkBox at the next meeting.

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Old Business:

- **Budget FY24**

Erin Matlin provided an update on Warrant Article No. 13. It did not pass at the Town Election on March 14. A discussion ensued. The Board asked Erin Matlin and Donna Plante to propose service changes that could accommodate hiring a full-time library technician at the next meeting.

- **Staff Development Day**

Erin Matlin shared the schedule for Staff Development Day on Thursday, April 13. The Board previously approved closing the library for the day.

The Board agreed to provide lunch for the library staff with a maximum budget of \$400.00.

- **Relocate Alcove Sprinkler Heads**

Erin Matlin provided an update on the project to move the sprinkler heads in both alcoves closest to the Central Fire Station. The Town agreed to cover the cost and is currently seeking additional quotes.

- **Community Survey**

Donna Plante provided an update on the community survey in the Assistant Director's Report.

New Business:

- **Sprinkler and HVAC Maintenance**

Erin Matlin presented two quotes to be considered for maintenance. One quote from ENE would replace six VAV box reheat coil valves for \$2,670. The other quote from Hampshire Fire would replace a corroded sprinkler head in a meeting room storage closet for \$350.

A **motion** was made by Carol Introne to accept both quotes and proceed with the repairs. The **motion was seconded** by Jan McLaughlin. All in attendance accepted the motion, **motion carried**.

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 (c), Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or

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waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.

Roll Call Vote: Aye, Betsy McKinney; Aye, Kim Bears; Aye, Carol Introne; Aye, Jan McLaughlin; Aye, Helen Palmieri.

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

The Board entered Non Public Session at 7:41 p.m..

Exit Non Public Session

Chair Betsy McKinney requested a motion to exit Non Public Session. Kim Bears made a **motion** at 8:01 p.m. to exit Non Public Session. The **motion was seconded** by Helen Palmieri. Board's **vote:** 5-0-0 to exit.

Adjourn:

A **motion** was made at 8:04 p.m. by Carol Introne to adjourn the meeting. The **motion was seconded** by Jan McLaughlin. All in attendance accepted the motion, **motion carried**.

Notes by: Erin Matlin, Donna Plante

Minutes Typed by: Donna Plante

Date: April 5, 2023

Respectfully submitted,

Donna Plante
Assistant Director and Head of Technical Services