

# LONDONDERRY LEACH LIBRARY

## BOARD OF TRUSTEES

Minutes of April 6, 2022

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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: Kim Bears, Robert Collins, Carol Introne, Jan McLaughlin, Cynthia Peterson, and Liz Thomas. Also in attendance: Erin Matlin, Library Director; Megan Donovan, Head of Circulation Services; and Joe Green, Town Council Liaison.

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

The Secretary's Report for March 2, 2022, was distributed prior to the meeting. No changes were made. A **motion** was made by Robert Collins to accept the minutes as written. The **motion was seconded** by Cynthia Peterson. All in attendance accepted the motion, **motion carried**.

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

#### Gifts Donated to the Leach Library –

- None

#### Announcements –

- February 21, 2022 – The DPW fixed a couple of broken tiles in the front entry. We had extra tiles and it was dry and all set by Tuesday when we opened.
- March 11, 2022 – Access Lock & Safe came to the library to do a quick fix on the front door.
- March 15, 2022 – Pine State Elevator & Family Future Security came to do the elevator inspection. We passed. In addition, Pine State also removed the battery lowering system.
- March 23, 2022 – Hampshire Fire came out to an internal inspection and had to replace to gauges.

#### Scheduled and Unscheduled Closings –

- 2/25/22 – Closed all day – Snow

#### News & Programs that went out in March –

March 9<sup>th</sup> – 26<sup>th</sup> the Boy Scouts had a collection box here at the library to them with a fundraiser. It was a success and they were very thankful for allowing them to have the box here.

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### Kids' Corner Story Time

Miss Jennifer offered two March story time sessions in the children's room. 13 people attended on Tuesday, March 22 at 10:30 a.m. 15 people attended on Thursday, March 24 at 4:00 p.m.

### Upcoming Library Events/Programs –

#### Library After Dark

Wednesday, April 13, 6:30 – 8:45 p.m.

Leach Library presents a special after-hours movie night in the adult room! Join the library staff for a showing of Disney's live-action movie Beauty and the Beast along with refreshments, raffle prizes, and a selfie photo booth. PJs and costumes are welcome. Registration opened on Monday, April 4.

### Kids' Corner Story Time

Tuesday, April 19, 10:30 a.m.

Thursday, April 21, 4:00 p.m.

Join Miss Jennifer for a 30-minute story time session in the children's room! Registration opens on Tuesday, April 12.

### Russia, the United States, and the War in Ukraine

Wednesday, April 20, 7:00 p.m.

Dr. Kurk Dorsey, Professor of History and Liberal Studies at the University of New Hampshire, will provide commentary on the history of the conflict, the perspectives of the Ukrainian citizens, the threat of nuclear warfare, and the efforts at diplomacy. Registration opens on Wednesday, April 13.

### Young Adult Book Bingo

Friday, April 22, 3:30 – 4:30 p.m.

Bingo winners choose a free book! Space is limited to the first 25 participants in grades 6-12.

### Children's Book Bingo

April 26, 27 & 28, 11:00 a.m. – 12:00 p.m.

Play picture bingo to win a book! Registration opens Tuesday, April 19.

### An Evening with Mrs. Eliza Hamilton

Wednesday, May, 11, 7:00 p.m.

Join Anne Barrett as she transports audience members back in time and shares Eliza Hamilton's story. From wealthy belle to family protector, Eliza's indomitable spirit and unwavering devotion to Alexander enabled her to survive and thrive after tragedy. Registration opens on Wednesday, May 4.

### Meetings and Trainings –

- March 3, 2022 – Donna, Megan and myself attended a meeting to learn about Hoopla. (Zoom)

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- March 10, 2022 – Attended the Leadership Londonderry at the cable center. I introduced myself and shared information about the recent changes and updates at the library. (In Person)
- March 16, 2022 – Attended the Merri-Hill-Rock Director's Meeting. (Zoom)
- March 25, 2022 – Attended the Urban Library Administrative Consortium Meeting. (ULAC) (Zoom)
- March 31, 2022 – Attended the Senior Staff Meeting at Town Hall.
- April 5, 2022 – Attended the Preparing for book/program challenges program. (Zoom)

### **Head of Circulation Services' Report:**

#### Programs and Activities –

- In March, The Aviation Museum of New Hampshire coupon pass was added to the list of available passes and discounts offered by the library. The coupon allows up four individuals admission to the museum free of charge Friday – Sunday.

#### Circulation and Children's –

- In the month of March, there were a total of 91 circulations of the 38 Launchpads. Which is an increase of 75% as compared to the previous month. Since the introduction of the collection, there have been 518 total circulations.

#### Reference –

- There were a total of 1883 reference questions in the month of March.

#### Technical Services –

- There was a total of 695 materials added to the collection in the month of March.

### **Old Business:**

- Library operations with COVID-19 Pandemic  
Erin Matlin proposed plans to reopen the library to pre-COVID-19 hours. In addition to expanding hours the library will open the second study room and increase in-person programs for all age groups.
- Concrete Repair  
Erin Matlin presented the cost estimate of \$1,800.00 for the repair of the concrete pad near the emergency exit and relining the front steps. The Board raised concerns that the emergency exit slab may be too thin causing the issue to reoccur in the future. A discussion ensued. Ms. Matlin will contact the company to reevaluate the repair.
- American Rescue Plan Act (ARPA) Subgrant #2

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Erin Matlin notified the Board that the library staff is in the processing phase of the new materials being funded by the grant. Hoppla had a successful launch on March 17, 2022 with 139 patrons signing up to use the service to date.

### **New Business:**

- Election of Officers

Betsy McKinney nominated Robert Collins for the position of Vice Chair.

A **motion** was made by Carol Introne to accept the nomination of Vice Chair. The **motion was seconded** by Cynthia Peterson. All in attendance accepted the motion, **motion carried**.

- Meeting Room Policy

Erin Matlin distributed the updated Meeting Room Policy. A discussion ensued.

A **motion** was made by Robert Collins to accept the revised policy. The **motion was seconded** by Cynthia Peterson. Six voted in favor of the motion; one voted against the motion, **motion carried**.

- Study Rooms Policy

Erin Matlin distributed the updated Study Rooms Policy. A discussion ensued.

A **motion** was made by Robert Collins to accept the revised policy. The **motion was seconded** by Cynthia Peterson. Six voted in favor of the motion; one voted against 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 (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, Cynthia Peterson; Aye, Liz Thomas.

The Board invited Director Erin Matlin and Megan Donovan into the Non Public Session.

The Board entered Non Public Session at 7:48 p.m.

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**Exit Non Public Session**

Chair Betsy McKinney requested a motion to exit Non Public Session. Robert Collins made a **motion** at 7:55 p.m. to exit Non Public Session. The **motion was seconded** by Cynthia Peterson. Board's **vote**: 7-0-0 to exit.

A **motion** was made at 7:56 p.m. by Cynthia Peterson to adjourn the meeting. The **motion was seconded** by Robert Collins. All in attendance accepted the motion, **motion carried**.

Notes by: Erin Matlin, Megan Donovan

Minutes Typed by: Megan Donovan

Date: April 6, 2022

Respectfully submitted,

Megan Donovan  
Head of Circulation Services