

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES Minutes of April 21, 2021

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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, Sandy Geisler, Cynthia Peterson, and Vicki Stachowske. Also in attendance: Donna Plante, Head of Reference and Technical Services; and Megan Donovan, Head of Circulation Services.

Carol Introne arrived at 7:02 p.m.

Public Comment:

Mr. Ira Cohen, a long-time Londonderry resident, shared his appreciation for the library's continued good work even through the COVID-19 pandemic. He expressed his gratitude that the library staff has continued to excel with their customer service by making the Drive-Thru Service quick and easy to use.

Secretary's Report:

The Secretary's Report for March 24, 2021, was distributed prior to the meeting. No changes were made. A **motion** was made by Cynthia Peterson to accept the minutes as written. The **motion was seconded** by Robert Collins. All in attendance accepted the motion, **motion carried**.

Head of Reference and Technical Services Report:

Gifts Donated to the Leach Library –

- Mr. and Mrs. John Timmeny donated \$100.00 to the library in memory of Marie Parker.
- Mr. and Mrs. Frank Parigi, Mr. and Mrs. Jim Yoder, and Mr. and Mrs. Mike Smith donated \$225.00 to the library in honor of Marie Parker and Gina Rischard.

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

Head of Circulation Services Report:

Announcements –

- On April 7, 2021, the library building was inspected by the Department of Labor. We are waiting for a final report that will contain any issues needing correction.
- On April 19, 2021, a technician from Liberty Utilities changed the gas meter for the library.
- On April 20, 2021, the irrigation system was turned on for the season. One valve needed replacing which was completed the same day.

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Programs and Activities –

- The staff continues to plan and film virtual programs for all ages to post on the library's Facebook page.
- Penguin Random House has expanded their Story Time Temporary Open License to include prerecorded videos thru September 30, 2021. This will allow the library to use additional titles for story time programs.
- For the Summer Reading Program, the library staff is preparing take-home activities for all ages in addition to the planned virtual programs.

Circulation and Children's –

- The first browsing appointment hours were successful. The staff handled the new procedures well.

Old Business:

- Library operations with COVID-19 Pandemic

An updated packet containing current operational information from nearby libraries during the COVID-19 pandemic was distributed. In addition, Donna Plante and Megan Donovan presented recommendations for the next reopening phases for the library. A discussion ensued. It was decided that beginning on Saturday, May 8, 2021, the library would transition from Drive-thru Services to browsing appointments on Saturdays. The Board also discussed current staffing coverage and determined that there is a need to expand staff hours as the library continues with the reopening process.

New Business:

- Library Administrative Tasks

Chair Besty McKinney relayed to the board the administrative tasks she is currently completing while the Library Director's position remains unfilled.

A **motion** was made at 7:43 p.m. by Vicki Stachowske to adjourn the meeting. The **motion was seconded** by Robert Collins. All in attendance accepted the motion, **motion carried**.

Notes by: Donna Plante, Megan Donovan

Minutes Typed by: Megan Donovan

Date: April 21, 2021

Respectfully submitted,

Megan Donovan
Head of Circulation Services