

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES Minutes of May 3, 2023

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Call to Order:

The meeting was called to order at 7:02 p.m. by Chair Betsy McKinney. The following board members were in attendance: Kim Bears, Christine Fitzgerald, Carol Introne, Helen Palmieri, and Liz Thomas. Also in attendance: Erin Matlin, Library Director; Donna Plante, Assistant Director and Head of Technical Services.

Secretary's Report:

The Secretary's Report for April 5, 2023, was distributed prior to the meeting. No changes were made. A **motion** was made by Kim Bears to accept the minutes with the changes. The **motion was seconded** by Liz Thomas. All in attendance accepted the motion, **motion carried**.

Treasurer's Report:

The Treasurer's Report for January 1, 2023 – March 31, 2023, was distributed prior to the meeting. No changes were made. A **motion** was made by Liz Thomas to accept the report as written. The **motion was seconded** by Helen Palmieri. All in attendance accepted the motion, **motion carried**.

Director's Report:

Gifts Donated to the Leach Library –

- Peking and the Mystics donated \$20.00
- Robert and Ginny Guaraldi donated \$100.00 in memory of Barbara Broderick
- Long Blue Cat Brewing donated one \$20.00 gift card
- Pipe Dream Brewing donated one \$50.00 gift card
- Londonderry Country Club donated two gift certificates for one 18-hole round of golf
- Janie's Uncommon Cafe donated one \$25.00 gift card
- Captain's Cove Mini Golf donated eight passes for one free game
- 102 Escape donated one \$30.00 gift certificate
- Papa Gino's Pizza donated 100 coupons for a free slice of cheese pizza
- The Majestic Theatre donated two ticket vouchers valid for two tickets each
- Janice Spina donated three books:
 - The Misunderstood Angel* (Branyrd the Angel Series Book 1)
 - Mission of Mercy* (Branyrd the Angel Series Book 2)
 - Make Believe is Fun: Bedtime Stories for Children*

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- One additional title 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.

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

Announcements

- 4/13/23 – DPW removed the plexi-glass from the reference desk.
- 4/18/23 – Hampshire Fire was here to replace the sprinkler head in the meeting room closet.
- 4/22/23 – Green Team of Londonderry planted the proposed blueberry bushes by the library sign.
- 4/24/23 – New England Lawn came to turn on outside sprinklers.
- 4/25/23 – Annual Public Library Survey was completed and submitted to the state.

Scheduled and Unscheduled Closings

- 4/13/2023 – Library Closed: Staff Development Day

Library Projects Update

- Energy Audit – work in progress

News & Programs that went out in May

- Little Sprouts Baby Lapsit
Beginning on Tuesday, May 2 at 9:00 a.m. and continuing weekly through May 23, 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
Beginning on Tuesday, May 2 at 10:30 a.m. and continuing weekly through May 23, 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.
- Teen Advisory Board
Teens let your voice be heard at the next Leach Library Teen Advisory Board meeting on Tuesday, May 2, 2023 from 3:00-4:00 p.m. in the young adult section

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of the library. Teens in grades 6th -12th discuss the issues related specifically to teen use of the library. Each meeting includes snacks.

- Bookworms Story Time
Beginning on Wednesday, May 3 at 10:00 a.m. and continuing weekly through May 24, 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 week before each session. To register, please visit the children's desk or call the library at (603) 432-1127.

- Star Wars Day at Leach Library
Celebrate Star Wars Day at Leach Library on Thursday, May 4 with special themed programs!

At 3:00 p.m., teens and tweens in grades 4-12 can learn the ways of the Force at Jedi Academy. During this one-hour program, students will have blaster training and lightsaber fencing practice. They will also build their own paper starfighter.

At 4:30 p.m., kid crafters are invited to make a pool noodle lightsaber craft in the library meeting room. Crafts will be provided, and staff will be available to offer assistance.

At 6:30 p.m., join the library staff for a showing of the 1977 Star Wars movie (rated PG) in the library meeting room. Snacks will be provided, and all attendees will be entered to win a raffle prize.

Registration is required for each program and begins on Thursday, April 27. To register, please visit the main desk or call the library at (603) 432-1132.

- Crafternoon
On Wednesday, May 10 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. There will not be a meeting in July and August. For more information, call the library at (603) 432-1132.
- Best Bike Rides in New England
On Thursday, May 11 at 7:00 p.m., join author and professor David Sobel for a presentation on bike riding in New England. In this talk, Professor Sobel will discuss some of his favorite bike rides, various factors he takes into consideration when planning a ride, how to design rides using online tools, and the importance of incorporating bike riding into one's personal wellness regimen.

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David Sobel is a Professor Emeritus in the Education Department at Antioch University in Keene, NH. His most recent book, *Best Bike Rides in New England*, focuses on backroads biking.

Registration is required and begins on Thursday, May 4. To register, please visit the main desk or call the library at (603) 432-1132.

- Explorers Workshop: What's the Buzz...
Tweens and teens are invited to the Leach Library Meeting Room on Saturday, May 13 at 10:00 a.m. to explore the world of pollinators and flowers. During the one-hour workshop, students will learn about the different parts of flowers and how they are pollinated. There will be a fun flower pollination game and other activities including a flower smash art project. This program is open to ages 9-14. Registration is required and begins on Saturday May 6. To register, please visit the main desk or call the library at (603) 432-1132.
- "Library After Dark" Movie Night
On Friday, May 19 at 6:00 p.m., Leach Library will host a special after-hours movie night in the main reading room! Join Peter Quill, Groot, and friends on an intergalactic adventure during a showing of the 2014 Marvel film (rated PG-13), along with refreshments and raffle prizes. Registration is required and opens on Friday, May 12. To register, please visit the main desk or call the library at (603) 432-1132.
- Clay Tile Workshop with Rick Hamelin
On Wednesday, May 24 at 6:30 p.m., artist Rick Hamelin will present his family-friendly, hands-on clay tile workshop. Each participant will use self-hardening clay and non-toxic acrylic paint to create a colorful tile project. There is no glazing or kiln firing involved, so participants can take the tile home after the program.

Rick Hamelin has been potting since 1976. He has taught and worked in museums and currently lectures and demonstrates on pottery throughout New England. This program is limited to 20 participants. Registration is required and begins on Wednesday, May 17. To register, please visit the main desk or call the library at (603) 432-1132.
- Duplo Budding Builders
Join the Leach Library staff on Thursday, May 25 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 Thursday, May 18. To register, please visit the children's desk or call the library at (603) 432-1127.

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- Building Buddies
Join the Leach Library staff on Thursday, May 25 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, May 18. To register, please visit the children's desk or call the library at (603) 432-1127.
- Paper Airplane Design and Flying
In celebration of National Paper Airplane Day, children are invited to Leach Library to design, create, and fly their best paper airplane on Saturday, May 27 at 2:00 p.m. A few design ideas will be provided or try your own! Registration is required and begins Saturday, May 20. To register, please visit the children's desk or call the library at (603) 432-1127.
- 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, May 31 at 4:00 p.m. in the Leach Library Meeting Room. Registration is required and begins on Wednesday, May 24, 2023. To register, please visit the main desk or call the library at (603) 432-1132.
- Leach Library Community Survey
The Leach Library wants to hear from you! A community survey is available 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 online survey is posted on the library's website, and paper copies are available at the library. For more information, please call the library at (603) 432-1132.

Meetings and Trainings

- 4/10/23 – Erin attended the Friends Meeting
- 4/21/23 – Erin attended the ULAC meeting at the State Law Library in Concord
- 5/15/23 – Erin and Donna will attend Town Council Meeting at 7:00pm.

Staffing Update

- We have hired Rebecca Berezin as our new Reference Librarian. She will start on May 15th.

Assistant Director's Report:

Technical Services

In April, 580 materials were added to the collection.

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Library of Things

We have started adding Montessori toys in the Library of Things collection. We displayed Library of Things materials in the display case in April, and it was a great way to promote the collection.

Indoor Digital Sign

The IT Department helped us purchase and install a TV behind the main circulation desk on April 18. We will use the TV as a digital sign to promote library services, programs, collections, and resources. We have already received a lot of positive feedback.

FY23 Ordering

Collection development staff is wrapping up ordering this month for Fiscal Year 2022-2023. There will be a delay in filling new release requests until we begin ordering for FY24. We will fill as many requests as we can through interlibrary loan during this time.

Community Survey

The community survey is available to the public through May 31. The online link is available on the library's website. We have received over 560 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. We have added a note that anyone experiencing trouble with the link should contact the library to be entered into the raffle.

Department Head Reports:

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

Old Business:

- Budget FY24
Erin Matlin and Donna Plante presented a proposal of service changes as requested by the Board for fiscal year 2023-2024. The first phase would involve restructuring two positions within the existing salary budget line to accommodate a staff promotion. The second phase would temporarily change the library's public service hours for the summer from June 19 – September 9, 2023. The temporary hours would allow the library to effectively staff programs and periods of high usage over the summer. The third and final phase would include subscribing to software and other vendor services that would free up some staff time. Erin and Donna expressed that the Board will still need to revisit staffing needs for FY25. A discussion ensued.

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A **motion** was made by Liz Thomas to accept the proposal without changes. The **motion was seconded** by Helen Palmieri. All in attendance accepted the motion, **motion carried**.

- Staff Development Day
Erin Matlin provided an update on the success of the library's first Staff Development Day and thanked the Board for providing lunch. Erin hopes to plan more all-staff trainings in the future.
- Community Survey
Donna Plante provided an update on the community survey in the Assistant Director's Report.

New Business:

- Old Home Days 2023
Erin Matlin asked the Board to consider closing the library on Saturday, August 19, 2023 so the staff can participate in the Old Home Days Parade. The library plans to have a booth on the Town Common again to promote library services.

A **motion** was made by Kim Bears to close the library on Saturday, August 19, 2023 for Old Home Days. The **motion was seconded** by Christine Fitzgerald. All in attendance accepted the motion, **motion carried**.

- Children's Room Furniture Proposal
Erin Matlin presented a proposal prepared by Jennifer Bryant, Head of Children's Services, to purchase furniture and a rug to replace the puzzle table in the children's room. A discussion ensued.

A **motion** was made by Kim Bears to accept the proposal without changes. The **motion was seconded** by Liz Thomas. All in attendance accepted the motion, **motion carried**.

- Program Policy
Erin Matlin presented a Program Policy to the Board. A discussion ensued.

A **motion** was made by Liz Thomas to accept the Program Policy as written. The **motion was seconded** by Helen Palmieri. All in attendance accepted the motion, **motion carried**.

- Other Business
Erin Matlin shared the upcoming Municipal Trustees Training Hybrid Workshop offered by the NH Municipal Association.

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Christine Fitzgerald asked the library staff to consider adding health-related programming such as CPR or babysitting certification classes.

Christine Fitzgerald asked for clarification on the library's Collection Development Policy and student borrowing privileges. A discussion ensued.

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 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, Christine Fitzgerald; Aye, Carol Introne; Aye, Helen Palmieri; Aye, Liz Thomas.

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

The Board entered Non Public Session at 7:51 p.m.

Exit Non Public Session

Chair Betsy McKinney requested a motion to exit Non Public Session. Carol Introne made a **motion** at 8:08 p.m. to exit Non Public Session. The **motion was seconded** by Liz Thomas. Board's **vote:** 6-0-0 to exit.

Adjourn:

A **motion** was made at 8:15 p.m. by Kim Bears to adjourn the meeting. The **motion was seconded** by Helen Palmieri. All in attendance accepted the motion, **motion carried**.

Notes by: Erin Matlin, Donna Plante

Minutes Typed by: Donna Plante

Date: May 3, 2023

Respectfully submitted,

Donna Plante
Assistant Director and Head of Technical Services