

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES

Minutes of May 4, 2022

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Call to Order:

The meeting was called to order at 7:00 p.m. by Chair Betsy McKinney. The following board members were in attendance: Robert Collins, Carol Introne, Jan McLaughlin, Cynthia Peterson, and Liz Thomas. Also in attendance: Erin Matlin, Library Director; Donna Plante, Head of Reference and Technical Services; and Joe Green, Town Council Liaison.

Secretary's Report:

The Secretary's Report for April 6, 2022, was distributed prior to the meeting. No changes were made. A **motion** was made by Jan McLaughlin to accept the minutes as written. The **motion was seconded** by Cynthia Peterson. All in attendance accepted the motion, **motion carried**.

Treasurer's Report:

The Treasurer's Report for January 1, 2022 – March 31, 2022, was distributed prior to the meeting. No changes were made. A **motion** was made by Cynthia Peterson to accept the report as written. The **motion was seconded** by Robert Collins. All in attendance accepted the motion, **motion carried**.

Director's Report:

Gifts Donated to the Leach Library –

- Mike Cameron and Missy DeMille donated 1 book to the library.

Mike the Lineman

A **motion** was made by Carol Introne to accept the gift. The **motion was seconded** by Liz Thomas. All in attendance accepted the motion, **motion carried**.

Announcements

- April 5, 2022 – Submitted our NH Annual State report for library statistics. (Due date was 4/29)
- April 21, 2022 – New England Lawn came to turn back on our sprinklers outside.
- April 29, 2022 – Boiler inspection was done and passed.
- May 2, 2022 – We opened up full hours (Monday-Thursday 9-8pm, Friday and Saturday 9-5pm, Sunday Closed)
- May 3, 2022 – Friends bookshop opened to patrons!
- May 3, 2022 – Launched our Library of Things collection!

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Scheduled and Unscheduled Closings

None

News & Programs that went out in April

April 13, 2022 6:30 – 8:45pm – Library After Dark

Join us for a special after-hours movie night! Call the library to register.

April 19, 2022, 10:30am & April 21, 2022, 4:00pm Kids' Corner Story Time

Join Miss Jennifer for a 30-minute story time! Call the library to register starting April 12.

April 20, 2022, 7:00 -8:00pm – Russia, the United States, and the War in Ukraine

Presented by Dr. Kurk Dorsey, Professor of History and Liberal Studies at UNH. Call the library to register starting April 13.

April 22, 2022, 3:30 – 4:30pm – Young Adult Book Bingo

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

April 26, 27, 28th, 2022 11:00am – 12:00pm Children's Book Bingo

Play picture bingo to win a book! Call the library to register starting April 19.

Upcoming Library Events/Programs

- Kids' Corner Story Time

Join Miss Jennifer and friends for 30-minute story time sessions on Tuesday, May 10 and Tuesday, May 24 at 10:30 a.m., or Thursday, May 12 and Thursday, May 26 at 4:00 p.m. in the Leach Library Children's Room! Participants will receive a small stuffed animal and a take-home activity.

Space is limited to 10 children per session. Registration opens one week before each program. To register, please visit the children's desk or call the library at (603) 432-1127.

- An Evening with Mrs. Eliza Hamilton (**CANCELLED, PERFORMER IS ILL**)

On Wednesday, May 11 at 7 p.m., join Anne Barrett at the Leach Library 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.

Named "Storyteller of the Year" by the North of Boston Convention and Visitors Bureau in 2006, Anne Barrett researches, writes, and produces her own performances and lectures with a focus on educating and entertaining. Registration is required. To register, please visit the main desk or call the library at (603) 432-1132.

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- **Young Adult Fun and Games**

On Friday, May 20 from 3:30 – 4:30 p.m., Leach Library will offer a fun afternoon of games and activities for young adults. Assorted board games, activities, and craft supplies will be available for use during the program. Space is limited to the first 25 participants in grades 6-12. For further information, please call the library at (603) 432-1132.

- **“Library After Dark” Movie Night**

On Friday, May 27 from 6:00 – 8:30 p.m., Leach Library will host a special after-hours movie night in the adult room! Join the library staff for a showing of the 1993 film Jurassic Park (PG-13) along with refreshments and raffle prizes. PJs and costumes are welcome.

Registration is required and opens on Friday, May 20 at 9:00 a.m. To register, please visit the main desk or call the library at (603) 432-1132.

Meetings and Trainings –

- April 7, 2022 – I attended the NH State Director’s Call (Zoom).
- April 14, 2022 – I attended the Joint Loss Management Meeting at Town Hall
- April 18, 2022 – I held our first full staff meeting.
- April 28, 2022 – Met with Town Manager, Mike and CFO Justin to discuss the panic button quote.

Head of Reference and Technical Services’ Report:

Programs and Activities –

In April, there were a total of 102 participants in the Children’s Spring Book Bingo programs offered during the school vacation week. 39 participants attended adult programs in April.

Circulation and Children’s –

In the month of April, there was an increase of 63% in total circulation as compared to 2021.

Reference –

In April, there were a total of 1,696 reference questions.

Technical Services –

There was a total of 586 materials added to the collection in the month of April.

American Rescue Plan Act (ARPA) Sub-grant #2 Update –

- We have spent 88% of the grant funds.
- Library staff have continued promoting the hoopla service. 187 patrons have registered for a hoopla account so far.

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- The marketing campaign to attract new users will continue through the end of July. 94 new patrons have registered since April 1st. Library staff will attend the benefits fair for Town of Londonderry employees this month and register new patrons on-site.
- We have introduced new digital monthly newsletters. Patrons can subscribe at <https://www.libraryaware.com/3790/Subscribers/Subscribe>. Print copies are available at the main desk, and a digital copy is available on the library's website.
- On April 27, Playaway Bookpacks were added to the collection and replaced the children's audio kits.
- The Library of Things collection was launched on May 3, 2022 with 37 materials. Library staff will continue adding more materials to the collection as they are cataloged and processed.

Old Business:

- Handicap access for entrance
Erin Matlin provided an update on possible funding options for installing automatic door openers at the main entrance.
- Library operations with COVID-19 Pandemic
The library opened full hours as of Monday, May 2, 2022. Masks are optional for all staff and visitors. The plexiglass shields at each public desk will remain in place until further notice.
- Concrete Repair
Erin Matlin confirmed the details of the concrete repair project with the vendor, and they will honor their initial quote. The work can be completed within the next month depending on weather conditions. The Board agreed to move forward with the repair.
- American Rescue Plan Act (ARPA) Subgrant #2
Donna Plante provided an update in the Head of Reference and Technical Services' Report. Trustees provided additional suggestions on items that could be purchased for the Library of Things collection.
- Meeting Room Policy (Update)
Erin Matlin distributed the updated Meeting Room Policy. A discussion ensued.

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A **motion** was made by Robert Collins to accept the revised policy. The **motion was seconded** by Liz Thomas. All in attendance accepted the motion, **motion carried**.

- Juneteenth Federal Holiday

The Board will revisit observing the Juneteenth holiday next year.

New Business:

- Old Home Days

Erin Matlin invited Trustees to join the library staff in promoting the library during the Old Home Days celebrations. The staff will be walking in the parade on Saturday, August 20 and will staff a booth on the Town Common. Erin Matlin will send more information to the Board by email.

- Security Alert System

Erin Matlin distributed a quote for the installation of 11 new panic buttons that will use the same alert system as Town Hall. The quote includes a recurring annual fee starting in year two. A discussion ensued. The Board agreed to move forward with the installation.

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, Carol Introne; Aye, Jan McLaughlin; Aye, Cynthia Peterson; Aye, Liz Thomas.

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

The Board entered Non Public Session at 7:55 p.m.

Exit Non Public Session

Chair Betsy McKinney requested a motion to exit Non Public Session. Robert Collins made a **motion** at 8:07 p.m. to exit Non Public Session. The **motion was seconded** by Cynthia Peterson. Board's **vote:** 6-0-0 to exit.

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A **motion** was made at 8:07 p.m. by Betsy McKinney to adjourn the meeting. The **motion was seconded** by Robert Collins. All in attendance accepted the motion, **motion carried**.

Notes by: Erin Matlin, Donna Plante

Minutes Typed by: Donna Plante

Date: May 4, 2022

Respectfully submitted,

Donna Plante
Head of Reference and Technical Services