

# LONDONDERRY LEACH LIBRARY

## BOARD OF TRUSTEES

Minutes of June 2, 2021

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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: Robert Collins, John Curran, Carol Introne, and Vicki Stachowske. Also in attendance: Donna Plante, Head of Reference and Technical Services; and Megan Donovan, Head of Circulation Services.

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

The Secretary's Report for May 5, 2021, 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 John Curran. All in attendance accepted the motion, **motion carried**.

Sandy Geisler arrived at 7:04 p.m.

### **Head of Reference and Technical Services' Report:**

#### Gifts Donated to the Leach Library –

- Mr. and Mrs. John Maynard donated \$100.00 to the library.
- Mr. and Mrs. Ravi Pandit donated \$50.00 to the library.

A **motion** was made by John Curran to accept the gifts. The **motion was seconded** by Vicki Stachowske. All in attendance accepted the motion, **motion carried**.

#### Announcements -

- On May 10, 2021, all emergency lights were inspected.
- On May 19, 2021, the flag pole repair was scheduled, but the company could not complete the repair without a bucket truck. Scheduling the bucket truck is in progress.
- On May 24, 2021, the HVAC units were cleaned and prepped for the summer.
- On June 1, 2021, the front door handle would not open from the outside when unlocked. Our locksmith looked at it today and determined it needs to be repaired. Repair time currently is unknown, so we will prop it open during browsing hours.

#### Reference –

- In the month of May, there were a total of 1,840 reference questions.

#### Technical Services –

- There were a total of 456 materials added to the collection in the month of May.

**Head of Circulation Services Report:**

Programs and Activities –

- Starting on Tuesday, June 1, 2021 at 10:00 a.m., a video with Library Technician Taylor Calabro explaining how to use and listen to the library’s Playaway audiobooks became available.
- Starting on Monday, June 7, 2021 at 10:00 a.m., watch as Public Services Librarian Matt Fuller highlights new materials on backyard wildlife.
- Starting on Monday, June 14, 2021 at 10:00 a.m., a virtual craft time video will be available. Participants can follow along with Mr. Nate to make their own bug jar hanger. Craft kits are available while supplies last.
- Starting on Monday, June 21, 2021 at 10:00 a.m., watch a young adult book talk featuring graphic novels from the library’s collection and a demonstration on how to create your very own comic book! Craft kits are available while supplies last.
- Beginning on Monday, June 28, 2021 at 10:00 a.m., Miss Jennifer reads a special bedtime story called “The First Star”! This story time features a book written by Londonderry author Janice Spina and illustrated by her husband John Spina.

Circulation and Children’s –

- Since implementing walk-in browsing, library visits and circulation have increased.

**Old Business:**

- Library operations with COVID-19 Pandemic  
Donna Plante and Megan Donovan presented recommendations for the next phase of reopening the library. A discussion ensued. The Board decided that beginning the week of June 14, 2021, the library would transition to summer hours as follows:

**Drive-Thru Service**

- Monday: 10:00 a.m. – 12:00 p.m.
- Tuesday: 10:00 a.m. – 12:00 p.m.
- Wednesday: 10:00 a.m. – 12:00 p.m.

**Browsing**

- Monday: 12:00 – 6:00 p.m.
- Tuesday: 12:00 – 6:00 p.m.
- Wednesday: 12:00 – 6:00 p.m.
- Thursday: 10:00 a.m. – 6:00 p.m.
- Friday: 10:00 a.m. – 6:00 p.m.
- Saturday: 10:00 a.m. – 6:00 p.m.

In addition, the library will only track occupancy on an as-needed basis to allow for staff coverage at the Children’s Circulation Desk. Seating will remain limited during this phase. The book sale case will be available during browsing hours.

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Programming will remain virtual with some take-home activities available for all ages during the summer.

**New Business:**

- American Rescue Plan Act (ARPA) Subgrants  
Donna Plante shared that the library has the opportunity to apply for grant funding during two rounds of applications offered by the Institute of Museum and Library Services and the New Hampshire State Library.

A **motion** was made by Vicki Stachowske to give Donna Plante the legal authority to sign the American Rescue Plan Act (ARPA) Subgrant application(s) and enter into the agreement with the New Hampshire State Library. The **motion was seconded** by Robert Collins. All in attendance accepted the motion, **motion carried**.

- Old Home Day Parade  
The Board agreed to close the library on Saturday, August 21, 2021, for the Old Home Day celebration. It was announced that any board members interested in walking in the Old Home Day Parade should notify Megan Donovan.
- Donations

A **motion** was made by Vicki Stachowske to accept all donations received by the library until the next Board of Trustees meeting. The **motion was seconded** by Robert Collins. All in attendance accepted the motion, **motion carried**.

A **motion** was made at 7:31 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: June 2, 2021

Respectfully submitted,

Megan Donovan  
Head of Circulation Services