

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES

Minutes of June 7, 2023

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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: Kim Bears, Christine Fitzgerald, Carol Introne, Jan McLaughlin, and Liz Thomas. Also in attendance: Erin Matlin, Library Director; Donna Plante, Assistant Director and Head of Technical Services.

Public Comment:

Londonderry resident Maureen Hardy expressed her concerns regarding the workshop content at the annual conference offered by the New Hampshire Library Trustees Association (NHLTA). Maureen requested that the library cease paying for the Trustees' NHLTA membership dues with taxpayer money on the basis that the content presented does not reflect New Hampshire, family, or Londonderry values.

Secretary's Report:

The Secretary's Report for May 3, 2023, was distributed prior to the meeting. No changes were made. A **motion** was made by Liz Thomas to accept the minutes. The **motion was seconded** by Kim Bears. All in attendance accepted the motion, **motion carried**.

Director's Report:

Gifts Donated to the Leach Library –

- Liz McQuaid donated \$50.00 to the library in memory of Suzanna Nimtz
- Frances Sullivan donated \$250.00 to the library in memory of William H. Dyer
- Becky Weber donated \$500.00 to the library in memory of William H. Dyer
- Timothy and Elizabeth McQuaid donated \$50.00 to the library in memory of Ethel Trifilo
- Prosciutto's Pizza donated one \$20.00 gift card
- New Hampshire Fisher Cats donated four ticket vouchers
- McDonald's donated 300 coupons for one free ice cream cone
- Altitude Trampoline Park donated two 60-minute jump passes
- Hilltop Fun Center donated four mini golf passes

A **motion** was made by Christine Fitzgerald to accept the gifts. The **motion was seconded** by Jan McLaughlin. All in attendance accepted the motion, **motion carried**.

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Announcements

- 5/2/23 – ENE came to replace the 6 valves
- 5/8/23 – Pennichuck did a backflow test. Passed.
- 5/9/23 – ENE finished valve replacement
- 5/18/23 – Code Red came to move the sprinklers in the alcoves closest to the central fire station.
- 5/24/23 – Radiator leak in the reference office – ENE came out to fix.
- 5/25/23 – Cunningham Security was here to update our security codes.
- 5/26/23 - Drew Caron, Director of Cable Services, and his consultant replaced outdated sound and A/V equipment in the meeting room
- 5/28/23 – Pine State Elevator came to do the quarterly check.
- 6/1/23 – Ricky from DPW came to replace any missing ceiling tiles and paint the new sprinkler pipes.
- 6/3/23 – Best Qualified Cleaning came to clean the carpets and the upholstery in the library.
- 6/6/23 – Cunningham Security came to review our keypad to supply a quote for an upgrade.

We are signed up for the Community Bag and the Bloomin' 4 Good flower program at Hannaford Supermarkets. When our organization is selected, we will be notified and be provided a press kit as a helpful resource to promote our month. You can learn more about this program by visiting the website <https://hannaford.2givelocal.com>

Scheduled and Unscheduled Closings

- 5/29/23 – Memorial Day – Library Closed

Library Projects Update

- Energy Audit – work in progress

News & Programs that went out in May

- Leach Library Summer Hours
Leach Library summer hours will take effect from Monday, June 19 through Saturday, September 9. During this timeframe, the library will be open Monday through Wednesday 9:00 a.m. to 8:00 p.m., Thursday and Friday 9:00 a.m. to 5:00 p.m., and Saturday 9:00 a.m. to 1:00 p.m. Curbside service will continue to be provided during operating hours upon request.

Make the most of summer with your Leach Library card! The library offers outdoor toys and equipment in the Library of Things collection, discounts and passes to local museums and attractions, summer reading programs for all ages with reading incentives and special events, online collections and databases available 24/7 on the library's website, and more. For more information, call the library at (603) 432-1132.

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- Leach Library Summer Reading Programs

Registration for the Leach Library Summer Reading Program begins on Thursday, June 1 and continues through Thursday, August 31. This year's program theme is All Together Now. All ages are welcome to participate!

To register for the children's program, stop by the children's room! Children are encouraged to work All Together Now this summer following the themes of teamwork, kindness, and unity. Enjoy special events, crafts, and prizes throughout the summer!

To register for the young adult program, visit the library's main desk! All students entering grades 6-12 in the Fall are invited to sign up and join us for a variety of activities and events this summer. Young adults can also earn raffle tickets for weekly prize drawings for any book that they read or listen to through the end of August. At the end of the summer, there will be two grand prize raffle drawings open to all young adult participants!

To register for the adult program, visit any of the public desks. The program is open to all Leach Library cardholders ages 18 and up. Each book read or listened to earns participants a raffle ticket for a chance to win weekly prizes. For more chances to win, pick up the monthly word puzzles and the summer-long bingo game on the adult display table. Complete and turn in the games (one entry per patron) by the noted due dates to be entered into the monthly raffles.

For more information about the Summer Reading Program, call the library at (603) 432-1132.

- Butterfly Basics

On Thursday, June 8 at 7:00 p.m., Mark Ellingwood will give a presentation on basic butterfly biology, identifying different butterflies, and the natural history of the most common species found in your neighborhood. He will also speak about how to participate in butterfly monitoring in New Hampshire.

Mark Ellingwood is a retired wildlife biologist who formerly worked for NH Fish & Game. Today, he continues to inform and educate the public about the remarkable species that reside in New Hampshire and aims to foster a greater appreciation for and understanding of the diverse wildlife resources that make New Hampshire unique.

All attendees will be entered to win a four-pack of free admission coupons for the Butterfly Place in Westford, MA. Registration is required and opens on Thursday, June 1. To register, please visit the main desk or call the library at (603) 432-1132.

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- Crafternoon
On Wednesday, June 14 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.
- Juneteenth: Do We Have a Segregated History?
On Monday, June 19 at 7:00 p.m., Ray Dinsmore and Charlotte Richard, two graduate students studying history at UNH, will collaborate to give a special Juneteenth presentation. They will speak about slavery in the Americas, emancipation, the Civil Rights movement, the origins of the Juneteenth holiday, and race in contemporary America. Registration is required and opens on Monday, June 12. To register, please visit the main desk or call the library at (603) 432-1132.
- Elephant & Piggie Visit the Library
Best friends Elephant and Piggie will help us get the summer started with visits to the Leach Library. Enjoy a story and song followed by a high five and time for a picture with Elephant and Piggie. Visits are scheduled for Tuesday, June 20 at 11:00 a.m., Wednesday, June 21 at 4:00 p.m., and Thursday, June 22 at 4:00 p.m. Registration is required and begins one week prior to the event. When registering, please specify which session you will be attending. To register, visit the children's desk or call the library at (603) 432-1127.
- Fan Faire at Leach Library
Stop by the Leach Library on Friday, June 23 for a special Library After Dark for Teens program. Join us from 6:00 – 7:30 p.m. for a superhero-themed, live-action mystery game inspired by Clue! Participants will also have early access to additional Fan Faire activities.

On Saturday, June 24, the fun continues with a variety of activities from 9:30 a.m. – 12:30 p.m. in the main library such as a scavenger hunt, opinion polls, DIY photo booths, and more! Head downstairs to the Leach Library Meeting Room for Character Design from 9:30 – 10:30 a.m. to create your own DIY comic book, paper mask, and a Perler bead souvenir of your favorite comic book or video game character. Then from 11:00 a.m. – 12:30 p.m., race against your friends in a video-game-inspired obstacle course during Sonic vs. Mario. All activities are open to the public and intended for ages 8 – 18. All participants will receive a swag bag while supplies last and earn raffle tickets for door prizes.

Registration is suggested and opens on Friday, June 16. To register, please visit the main desk or call the library at (603) 432-1132.

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- Craft Time
Join the Leach Library staff on Monday, June 26 at 10:00 a.m. for a foam parrot craft in the Meeting Room. Kits will be provided for the activity, and library staff will be available to help. Registration is required and begins on Monday, June 19. To register, please visit the children's desk or call the library at (603) 432-1127.
- Adult Craft-to-Go Kits
From June 26 through August 14, a new craft-to-go kit will be available for adults each Monday at the Leach Library while supplies last. Kits will be available for pickup by the main desk.
- Maker Monday Workshop
From June 26 through August 7, Maker Workshops will be offered weekly on Mondays from 12:00 – 2:00p.m. at the Leach Library. Teens and tweens are invited to stop by the Young Adult area during the weekly workshop to explore their imagination with arts, crafts, coding, building, and more! No registration required.
- Kindness Club Ladybug Picnic
On Tuesday, June 27 at 11:00 a.m., children and caregivers are invited to bring lunch, along with a blanket to sit on, and listen to a few stories outside (weather permitting). Please check in at the children's desk. Sessions will be moved to the Meeting Room in the case of rain. Registration is required and begins on Tuesday, June 20. To register, please visit the children's desk or call the library at (603) 432-1127.
- Young Adult Summer Book Club
Teens and tweens are invited to come and discuss Wildfire by Rodman Philbrick on Tuesday, June 27 from 6:00 – 7:00 p.m. in the Leach Library Meeting Room. Registration is required and begins on Thursday, June 1. Space is limited. Please visit the main desk to register and check out a copy of the book.
- Cloud Dough Make & Play
Join the Leach Library staff on Wednesday, June 28 at 4:00 p.m. to make and play with cloud dough. Ingredients will be provided for the activity, and library staff will lead children through the steps to create fun, squishy cloud dough. Registration is required and begins on Wednesday, June 21. To register, please visit the children's desk or call the library at (603) 432-1127.
- Adult Book Bingo
On Wednesday, June 28 at 6:30 p.m., join the Leach Library staff for adult book bingo in the library meeting room. Bingo winners can choose a free book or a voucher for a free book from the Leach Library book sale. Registration is required and opens on Wednesday, June 21. To register, please visit the main desk or call the library at (603) 432-1132.

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- Dungeons & Dragons: Dragoneers Club
Calling all adventurers! Join a quest this summer during one of the standalone weekly campaigns. From June 29 through August 10, the Dragoneers Club sessions will be held weekly on Thursdays from 1:00 – 3:00 p.m. in the Leach Library Meeting Room. All sessions are open to the public and intended for ages 8-18. Registration is required and opens one week before each session.
- "Library After Dark" Movie Night
On Friday, June 30 at 6:00 p.m., Leach Library will host an after-hours movie night in the main reading room! Join a family-favorite creature on his Hawaiian adventures during this special showing of Lilo & Stitch (rated PG). Refreshments and raffle prizes will be provided. Registration is required and opens on Friday, June 23. To register, please visit the main desk or call the library at (603) 432-1132.

Meetings and Trainings

- 5/4/23-5/5/23 – Erin attended the NHLA Spring Conference in Meredith, NH. Jennifer attended on Thursday and Megan attended on Friday.
- 5/15/23 – Erin and Donna attended a Town Council meeting and spoke during public comment about the new and exciting things that are happening at the library.
- 5/16/23 – Erin and Donna were invited to a GMILCS meeting at the Hooksett Public Library
- 5/16/23 – Erin attended the Senior Resource Committee Meeting at Town Hall
- 5/17/23 – The staff hosted a table at the Employee Benefits Fair at Town Hall
- 5/17/23 – Erin attended the Merri-Hill-Rock Meeting at Hampstead Public Library
- 5/31/23 – Erin held a Department Head Meeting with staff

Staffing Update

- Rebecca Berezin our new Reference Librarian started on May 15th and is doing very well.

Assistant Director's Report:

Technical Services

- In May, 650 materials were added to the collection.
- So far in 2023, we have saved over \$1,300 by repairing materials instead of replacing them.

FY23 Ordering

We will be placing holds on our major vendor accounts next week to prepare for the fiscal year transition. There will be a delay in filling new release requests until we

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begin ordering for FY24. We will fill as many requests as we can through interlibrary loan during this time.

Summer Reading Program

Summer reading registration started on June 1. We've already had a lot of patron interest. There's a webpage for summer reading information available on our website for anyone interested in more information about the reading incentives and events. We are also currently displaying some summer reading prizes in the display case.

Summer Hours

Summer hours will take effect on Monday, June 19 through Saturday, September 9. During this time, library operating hours will be:

- Monday through Wednesday: 9:00 a.m. – 8:00 p.m.
- Thursday and Friday: 9:00 a.m. – 5:00 p.m.
- Saturday: 9:00 a.m. – 1:00 p.m.

Community Survey

The community survey closed on May 31. 790 people submitted the survey online or on paper. While a full analysis is not available yet, some highlighted results are included below.

- The majority of participants were library cardholders ages 35 and over.
- 94% of respondents were in favor of the library joining GMILCS.
- The top three services that participants are interested in the library adding:
 1. Membership in the GMILCS Consortium
 2. A library website (separate from LondonderryNH.gov)
 3. More adult programs
- The majority of respondents visit the library between once a week and a few times a month.
- The top three days/times when participants are most likely to visit the library:
 1. Saturday mornings
 2. Thursday evenings
 3. Saturday afternoons
- The top three types of additional programs/events participants were interested in:
 1. Hands-on crafting/DIY workshops
 2. Educational classes or series
 3. Author talks
- The top three ways participants learn about library news, programs, and services:
 1. Social media/Leach Library Facebook page
 2. Leach Library website
 3. Local newspapers

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Department Head Reports:

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

Old Business:

- Budget FY24
Erin Matlin provided an update on the service changes proposed and accepted at the meeting on May 3, 2023.
- Children's Room Furniture Proposal
Erin Matlin provided an update on the children's room furniture proposal accepted at the meeting on May 3, 2023. The new furniture and fixtures were purchased and have started to arrive. DPW also removed the puzzle table last month in preparation.
- Community Survey
Donna Plante provided an update on the community survey in the Assistant Director's Report.

New Business:

- GMILCS – Membership Inquiry and Presentation
Erin Matlin presented on the Greater Manchester Integrated Library Consortium System (GMILCS) and how the Leach Library's potential membership would benefit the community. Erin reviewed the Consortium's membership requirements and an initial estimate for joining. Donna Plante provided data and feedback related to GMILCS from the community survey. A discussion ensued.

Yvette Couser, President of GMILCS and Director of the Merrimack Public Library, shared her experience and knowledge regarding GMILCS and spoke to the membership benefits. Yvette encouraged questions and concerns from the Board.

Susan Brown, Londonderry resident and Assistant Director of the Derry Public Library, elaborated on Yvette's experience with GMILCS and spoke to the community's expectation of a more advanced automation system.

Londonderry resident Helen Arnold asked about how membership works for academic libraries.

Liz Thomas asked if the Board votes to make a formal inquiry whether it implies any commitment. Yvette confirmed it does not.

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A **motion** was made by Kim Bears to send a formal letter of inquiry to explore GMILCS membership. The **motion was seconded** by Liz Thomas. All in attendance accepted the motion, **motion carried**.

- Other Business

The Trustees discussed how they would like to respond to public comments going forward.

The Board discussed the workshops and training opportunities offered by the NH Library Trustees Association (NHLTA) and decided that it remains a valuable resource for the Trustees. Donna Plante shared that the Board's bylaws state that the library will pay for each Trustee's NHLTA membership dues.

Christine Fitzgerald asked if there was a way to see if survey respondents were residents or library patrons. Donna Plante confirmed there was a question on the survey asking about participants' cardholder and/or resident status.

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, Jan McLaughlin; 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 8:05 p.m.

Exit Non Public Session

Chair Betsy McKinney requested a motion to exit Non Public Session. Kim Bears made a **motion** at 8:19 p.m. to exit Non Public Session. The **motion was seconded** by Carol Introne. Board's **vote:** 6-0-0 to exit.

A **motion** was made by Jan McLaughlin to seal the non public minutes. The **motion was seconded** by Liz Thomas. All in attendance accepted the motion, **motion carried**.

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Adjourn:

A **motion** was made at 8:37 p.m. by Jan McLaughlin to adjourn the meeting. The **motion** was **seconded** by Kim Bears. All in attendance accepted the motion, **motion carried**.

Notes by: Erin Matlin, Donna Plante

Minutes Typed by: Donna Plante

Date: June 7, 2023

Respectfully submitted,

Donna Plante
Assistant Director and Head of Technical Services