

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES Minutes of June 22, 2022

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Call to Order:

The meeting was called to order at 7:01 p.m. by Chair Betsy McKinney. The following board members were in attendance: Kim Bears, Robert Collins, Carol Introne, and Cynthia Peterson. Also in attendance: Erin Matlin, Library Director, and Donna Plante, Assistant Director and Head of Reference and Technical Services.

Director's Report:

Gifts Donated to the Leach Library –

- NH Fisher Cats donated four (4) ticket vouchers to a Fisher Cats baseball game during the 2022 season.
- Derry Medical Center Charitable Foundation donated \$1,000.00 to the library.
- An anonymous donor donated \$20.00 for library museum passes.
- Cindy Grove donated one book to the library.

Libraries and the Substance Abuse Crisis: Supporting Your Community

- Amos J. Landon donated one book to the library.

The Girl, The Pig, and the Accidental Demon

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

Announcements (May and June)

- May 3, 2022 – Johnson Controls came to do an inspection and a repair on our EXIT signs.
- May 3, 2022 – Friends bookshop opened again for patrons.
- May 5, 2022 – Submitted grant for the Handicap doors to the New Hampshire Charitable Foundation.
- May 10, 2022 – Sensors were installed by HSB (Sensor Systems working with Primex). A total of 5 sensors (Water Sensor Locations: Alcove, Men's Public Restroom, Boiler Room. Heat Sensor Locations: Boiler Room, IT closet). – These systems will alert us right away if there is an indication of water or heat. Right now, we are having technical difficulties in connecting to the system to see anything but the company is working on it.
- May 19, 2022 – Library had a table at the Town Benefits Fair. We signed up 15 Town employees for library cards!
- May 24, 2022 – Pennichuck came to inspect the backflow. We did fail and I worked with Mainline Plumbing to get it fixed.
- May 26, 2022 – Pine State Elevator came to do an elevator check. All good.

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- May 27, 2022 – NE Lawn & Irrigation came to check on a leak in our irrigation line. They found the leak and all is fixed.
- May 28, 2022 & May 31, 2022– Library phones were down due to a nearby lightning strike. This also caused the adult room HVAC to fail.
- June 1, 2022 – Called Control Technologies and they came out to look at the HVAC. They were able to fix it temporarily but they will need to take back the part eventually, and the system will still need an upgrade. They did provide us with a quote as to what that would cost.
- June 3, 2022 – I received an email from New Hampshire Charitable Foundation’s Community Grants Express program that we received the grant that I had applied for! The grant in the amount of \$9,500.00 will help to install handicap push buttons on our front entry-way doors giving ease of access to our patrons! A public hearing will be needed at our next meeting to accept the funds.
- June 6, 2022 – I was the first to arrive at work and discovered a leak in the front of the circulation desk. The guess is that this leak happened sometime between close on Saturday 6/4/2022 and Monday morning. I immediately called DPW and was very lucky that the leak was an easy fix (worn out screw cover). There was no damage to the computers at the circulation desk or the desk itself. We just had to replace a ceiling tile – which we had on hand. The carpets will need to be cleaned due this event.
- June 9, 2022 – Mainline Plumbing came by to review the problem we had with the backflow.
- June 17, 2022 – Mainline Plumbing came back out to fix the part, so Pennichuck can come by and do the test again.
- June 18, 2022 – A staff member gave me a resignation letter. Their last day is 6/30/2022.

Scheduled and Unscheduled Closings

May 30, 2022 – Library Closed for Memorial Day

News & Programs that went out in May and June

- 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.
- 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.

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- “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.
- Young Adult Fun and Games
On Friday, June 10 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. Registration is required. To register, please visit the main desk or call the library at (603) 432-1132.
- Restoring Brook Trout in New Hampshire
On Wednesday, June 15 at 7:00 p.m., join Doug Whitfield and Dennis Walsh of NH Fish & Game as they guide attendees through a brief history of brook trout in New Hampshire. Learn about the work the Fish & Game Department is doing to restore the brook trout in its natural habitat, followed by related research activities and the federal Wildlife and Sport Fish Restoration Program that makes the work possible. Registration is required. To register, please visit the main desk or call the library at (603) 432-1132.

Upcoming Library Events/Programs

- “Library After Dark” Movie Night
On Friday, June 24 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 2003 film *Pirates of the Caribbean: The Curse of the Black Pearl* (rated PG-13) along with refreshments and raffle prizes. PJs and costumes are welcome. Registration is required and opens on Friday, June 17 at 9:00 a.m. To register, please visit the main desk or call the library at (603) 432-1132.
- Craft Day
On Monday, June 27, join the Leach Library staff and color-your-own dinosaur bobblehead! Sessions are available for ages 0-5 at 10:00 a.m., ages 6-11 at 1:00 p.m., and ages 12-18 at 4:00 p.m. Registration is required and opens on Monday, June 20 at 9:00 a.m. To register, please visit the main desk or call the library at (603) 432-1132.
- Guppy Gang Story Time
Join Miss Jennifer for stories, songs, and games during a special summer story time at Leach Library! On Tuesday, June 14 at 11:00 a.m., learn about sea creatures. On Tuesday, June 28 at 11:00 a.m., get ready for a day at the beach.

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Registration is required and opens one week before each session. To register, please visit the children's room desk or call the library at (603) 432-1127.

- Froggy Visits the Library
Froggy will help get the Leach Library ready for summer with a special visit! Froggy will be at the library for hugs, high fives, and photos on Tuesday, June 21 and Thursday, June 23 at 11:00 a.m. and Wednesday, June 22 at 4:00 p.m. Registration is required and opens one week before each session. To register, please visit the children's room desk or call the library at (603) 432-1127.
- Magician Peter Boie
Leach Library welcomes back Magician Peter Boie for another amazing children's show on Wednesday, June 29 at 4:00 p.m. Registration is required and opens on Wednesday, June 22 at 9:00 a.m. To register, please visit the children's room desk or call the library at (603) 432-1127.

Meetings and Trainings

- May 5, 2022 – Attended a NH State Director call (Zoom)
- May 13, 2022 – Attended a ULAC meeting at Rodgers Memorial, Hudson
- May 18, 2022 – Attended a Merri-Hill-Rock meeting (Virtual)
- May 23 & 24, 2022 – Held 2 staff meetings. Agenda items included Summer Reading update and challenged books procedure.
- June 10, 2022 – Attended a ULAC meeting in Laconia and celebrated the retirement of the Laconia Public Library Director, Randy Brough.

Old Business:

- Handicap doors for entrance
Erin Matlin distributed quotes from four vendors to add handicap accessibility to the library's front doors. A discussion ensued. The Board agreed to install door openers on one set of the doors. The installation cost will be covered by the New Hampshire Charitable Foundation grant.

A **motion** was made by Cynthia Peterson to have Door Control complete the project with an electrician. The **motion was seconded** by Kim Bears. All in attendance accepted the motion, **motion carried**.

New Business:

- HVAC Vendor
Erin Matlin distributed quotes from three vendors to replace the HVAC control panel. The Town confirmed that the library did not have to complete the full bidding process because it is considered an emergency repair. A discussion ensued.

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A **motion** was made by Robert Collins to have ENE Systems of New Hampshire complete the repair. The **motion was seconded** by Carol Introne. All in attendance accepted the motion, **motion carried**.

- Closing on Saturday, July 2, 2022 and Saturday, August 20, 2022
The Board expressed interest in closing the Saturday before Independence Day. The Board also wants to close the library on the Saturday of Old Home Days so the staff can participate in the parade and activities on the Town Common.

A **motion** was made by Robert Collins to close the library on Saturday, July 2, 2022 and Saturday, August 20, 2022. The **motion was seconded** by Kim Bears. All in attendance accepted the motion, **motion carried**.

- Temporary suspension of fines
Erin Matlin brought a staff member's suggestion to the Board to temporarily suspend overdue fines to help library patrons during this time of financial hardship. A discussion ensued.

A **motion** was made by Kim Bears to temporarily suspend overdue fines through September 3, 2022. The **motion was seconded** by Cynthia Peterson. All in attendance accepted the motion, **motion carried**.

- Next meeting date
The Board agreed to meet on Wednesday, July 20, 2022 at 7:00 p.m. and hold a public hearing to accept the New Hampshire Charitable Foundation grant funds.

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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, Kim Bears; Aye, Carol Introne; Aye, Cynthia Peterson.

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

The Board entered Non Public Session at 7:23 p.m.

Exit Non Public Session

Chair Betsy McKinney requested a motion to exit Non Public Session. Carol Introne made a **motion** at 7:28 p.m. to exit Non Public Session. The **motion was seconded** by Robert Collins. Board's **vote:** 5-0-0 to exit.

A **motion** was made at 7:29 p.m. by Cynthia Peterson 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 22, 2022

Respectfully submitted,

Donna Plante
Assistant Director and Head of Reference and Technical Services