

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES

Minutes of July 20, 2022

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Call to Order:

The meeting was called to order at 6:59 p.m. by Chair Betsy McKinney. The following board members were in attendance: Kim Bears, Carol Introne, Cynthia Peterson, and Liz Thomas. Also in attendance: Erin Matlin, Library Director; Donna Plante, Assistant Director and Head of Reference and Technical Services.

Public Hearing:

- Acceptance of Unanticipated Revenue Pursuant to RSA 202-A:4-c, XVI (New Hampshire Charitable Foundation Grant)

Erin Matlin explained that the Leach Library has been awarded grant funds totaling \$9,500.00 from the New Hampshire Charitable Foundation. The grant is made possible by gifts from the Bill and Sheila Steele Fund, Community Fund for the Manchester Region, and Oliver J. Hubbard Manchester Fund. The funds will be used to install automatic door openers on the library's front door.

A **motion** was made by Liz Thomas to accept the New Hampshire Charitable Foundation grant funds totaling \$9,500.00 with the understanding that any unused monies will be returned to the Foundation. The **motion was seconded** by Kim Bears. All in attendance accepted the motion, motion carried.

Secretary's Report:

The Secretary's Report for May 4, 2022, June 1, 2022, and June 22, 2022, were distributed prior to the meeting. No changes were made. A **motion** was made by Cynthia Peterson to accept the minutes as written. The **motion was seconded** by Kim Bears. All in attendance accepted the motion, **motion carried**.

Treasurer's Report:

The Treasurer's Report for April 1, 2022 – June 30, 2022, 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 Betsy McKinney. All in attendance accepted the motion, **motion carried**.

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Director's Report:

Gifts Donated to the Leach Library –
None

Announcements

- We have documented incidents with students not following the behavior policy which resulted in calling the police 4 times. We will continue to fill out incident reports as needed.
- June 24, 2022 – Pennichuck came to do the backflow test again and we passed.
- July 1, 2022 – Installed people counters in the front entryway. We will continue to count at circulation for a short time to see comparisons of how many people we may or may not be missing. (So far we have seen over 3,000 patrons in July!)
- July 5, 2022 – No longer updating the Library Blog.
- July 12, 2022 – The Town of Londonderry has put out a press release related to lawn watering restrictions that started Monday, July 18, 2022. The library will comply with this restriction.
- July 14, 2022 – Contacted Dave at DPW to have him take care of a bee situation at the book donation bins.

Scheduled and Unscheduled Closings

July 2, 2022 – Library Closed for extended Independence Day Holiday

July 4, 2022 – Library Closed: Independence Day

News & Programs that went out in May

- Young Adult Book Bingo
On Wednesday, July 6 at 3:30 p.m., young adults entering grades 6-12 can stop by the Leach Library to play the classic game of Bingo! All participants will receive at least one book during the game.
Registration is required and opens on Wednesday, June 29 at 9:00 a.m. To register, please visit the main desk or call the library at (603) 432-1132.
- Lindsay and Her Puppet Pals
On Monday, July 11 at 4:00 p.m., come meet Lindsay and some of her favorite puppet pals at the Leach Library! They will keep audience members entertained and laughing with their stories. Registration is required and opens on Tuesday, July 5 at 9:00 a.m. To register, please visit the children's room desk or call the library at (603) 432-1127.
- Guppy Gang Story Time
Join Miss Jennifer for stories, songs, and games during a special summer story time at Leach Library! On Tuesday, July 12 at 11:00 a.m., learn about seashells. On Tuesday, July 26 at 11:00 a.m., celebrate Shark Week. Registration is required

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

- Adult Book Bingo
On Thursday, July 14, join the Leach Library staff for adult book bingo at 11:00 a.m. or 7:00 p.m. 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 Thursday, July 7 at 9:00 a.m. To register, please visit the main desk or call the library at (603) 432-1132.
- Craft Day
On Monday, July 18, join the Leach Library staff and paint your own puppy coin bank! 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, July 11 at 9:00 a.m. To register, please visit the children's room desk or call the library at (603) 432-1127.
- Young Adult Movie Night
On Thursday, July 21 at 5:00 p.m., young adults entering grades 6-12 can come by the Leach Library to watch the 2020 film Dolittle (rated PG). Popcorn and beverages will be provided. Registration is required and opens on Thursday, July 14 at 9:00 a.m. To register, please visit the main desk or call the library at (603) 432-1132.
- Howie Newman's Musical Baseball Show
On Monday, July 25 at 7:00 p.m., join musician and former Red Sox sportswriter Howie Newman for an evening of baseball songs, stories, and trivia at the Leach Library. Registration is required and opens on Monday, July 18 at 9:00 a.m. To register, please visit the main desk or call the library at (603) 432-1132.
- Wildlife Encounters
On Wednesday, July 27 at 4:00 p.m., Leach Library welcomes back Wildlife Encounters! They will educate the audience about a few of their animal friends (live animals). Registration is required and opens on Wednesday, July 20 at 9:00 a.m. To register, please visit the children's room desk or call the library at (603) 432-1127.
- "Library After Dark" Movie Night
On Friday, July 29 from 6:00 – 8:30 p.m., Leach Library will host a special after-hours movie night in the main reading room! Join the library staff for a showing of the 2021 animated film Encanto (rated PG) along with refreshments and raffle prizes. PJs and costumes are welcome. Registration is required and opens on Friday, July 22 at 9:00 a.m. To register, please visit the main desk or call the library at (603) 432-1132.

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- Saturday Drop-In Activities

Stop in the Leach Library Children's Room for something fun going on each Saturday through August 6. Every week there will be a different activity to complete at your own pace while the library is open from 9:00 a.m. to 5:00 p.m. In July, look forward to scavenger hunts, movies, craft projects, and a special Shark Week celebration! Registration is not required for drop-in activities. Please note the library will be closed on Saturday, July 2, but a drop-in activity will be available on Friday, July 1.

Upcoming Library Events/Programs

7/26/2022 – Guppy Gang Storytime

7/27/2022 – Wildlife Encounters program

7/29/2022 – Library After Dark Movie: Encanto

8/3-8/5/2022 – Young Adult Book Discussions

8/9/2022 – The Ooch Experience

8/10/2022 – Guppy Gang Storytime

8/11/2022 – Adult Craft Program

8/15/2022 – Children's & Young Adult Craft Day

8/16/2022 – Young Adult Carnival & Pizza Party

8/20/2022 – Old Home Days (Library will be in the parade and have a booth)

8/23/2022 – Guppy Gang Storytime

8/26/2022 – Library After Dark Movie: Black Panther

8/31/2022 – Summer Reading Ends

Meetings and Trainings

- 7/14/22 – Attended the Joint Loss Management Meeting at Town Hall

Staffing Update

We currently have a vacant part time Library Technician position open. Vacancy was posted internally on July 1st and we started reviewing any resumes on Monday, July 18, 2022.

Assistant Director's Report:

Programs and Activities –

The Summer Reading Program for all ages continues through Wednesday, August 31st! There are currently 559 patrons registered.

Reference –

In May, there were a total of 1,571 reference questions.

In June, there were a total of 1,955 reference questions.

Technical Services –

There was a total of 584 materials added to the collection in the month of May.

There was a total of 724 materials added to the collection in the month of June.

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

- We have spent 100% of the grant funds.
- I submitted the interim report to the NH State Library on May 14, and it was accepted. The final report is due August 30.
- 311 patrons have registered for a hoopla account so far.
- The marketing campaign to attract new users will continue through the end of July. 461 new patrons have registered since April 1st.

Old Business:

- Collection Development Policy
Erin Matlin distributed the updated Collection Development Policy and Request for Reconsideration of Materials or Programs form. A discussion ensued.

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

- American Rescue Plan Act (ARPA) Subgrant #2
Donna Plante provided an update in the Assistant Director's Report.

New Business:

- Resident Question
Liz Thomas brought forth a resident's inquiry regarding a book's status in the collection. The title provided could not be found in the catalog. Liz will follow up with Erin with the correct title.

A **motion** was made at 7:24 p.m. by Carol Introne to adjourn the meeting. The **motion was seconded** by Cynthia Peterson. All in attendance accepted the motion, **motion carried**.

Notes by: Erin Matlin, Donna Plante

Minutes Typed by: Donna Plante

Date: July 20, 2022

Respectfully submitted,

Donna Plante

Assistant Director and Head of Reference and Technical Services