

# LONDONDERRY LEACH LIBRARY

## BOARD OF TRUSTEES Minutes of September 1, 2021

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### **Call to Order:**

The meeting was called to order at 6:55 p.m. by Chair Betsy McKinney. The following board members were in attendance: Robert Collins, John Curran, Carol Introne, Cynthia Peterson, 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 June 2, 2021, was 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 Carol Introne. All in attendance accepted the motion, **motion carried**.

### **Treasurer's Report:**

The Treasurer's Report for January 1, 2021 – March 31, 2021 and April 1, 2021 – June 30, 2021, were distributed prior to the meeting. No changes were made. A **motion** was made by John Curran to accept the reports as written. The **motion was seconded** by Robert Collins. All in attendance accepted the motion, **motion carried**.

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

#### Gifts Donated to the Leach Library –

- The Derry Medical Center Charitable Foundation donated \$1,000 to the library. The donation will be earmarked to purchase large print books. The check was deposited on June 15, 2021.
- Mr. Carmine Vittoria donated a copy of his book, Bitter Chicory to Sweet Espresso: Survival from WW II in the Naples, Italy Area, 1940-49, to the library.
- The Temple Beth Abraham Tzedek Committee donated a copy of What We Will Become: A Mother, A Son, and A Journey of Transformation by Mimi Lemay.

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 June 4, 2021, the rope in the library's flag pole was replaced.
- On June 7, 2021, the Town replaced the shingles on the roof over the children's room emergency exit stairs.

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- On June 8, 2021, it was decided the handicap parking sign that was knocked down during snow removal will not be replaced. The hole in the sidewalk has been filled.
- On July 9, 2021, a new front door handle was installed.
- On July 12, 2021, a roof leak was found near the entrance of the library. Upon further inspection, the roof needed flashing installed in several places. Two areas around the skylights also needed to be resealed. The work was completed on August 6, 2021. The Town started repairing the entryway ceiling on August 27, 2021.
- Additional roof repairs were needed on the back side of the building closest to the Central Fire Station. The work was completed on August 30, 2021.
- On July 15, 2021, the boiler alarm light was on. After a reset, pump one was not running and needed to be rebuilt. The repair was completed on August 4, 2021.
- On July 21, 2021, the gutters were cleaned.
- On August 4, 2021, a new laminator was delivered and installed.
- On August 4, 2021, the right door handle on the inner set of doors at the library's entrance was repaired. A long-term repair is still needed, and our locksmith is checking for parts.
- On August 25, 2021, the landscapers found a yellow jacket nest under an irrigation cover near the library's entrance. Dave Wholley treated the nest after hours, but they persisted. A pest control company has been scheduled.
- The annual audit has been rescheduled for the week of September 13, 2021.
- The interview process was completed over the summer for an internal position.

### Reference –

- In the month of June, there were a total of 1,658 reference questions.
- In the month of July, there were a total of 1,813 reference questions.
- In the month of August, there were a total of 1,693 reference questions.

### Technical Services –

- There were a total of 577 materials added to the collection in the month of June.
- There were a total of 418 materials added to the collection in the month of July.
- There were a total of 663 materials added to the collection in the month of August.

## **Head of Circulation Services Report:**

### Programs and Activities –

- In July and August, the library held a Virtual Summer Reading Program. There was a combined total of 160 participants who read 3,749 books.
- Throughout the summer, the library staff continued to provide weekly virtual programs available for all ages.

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- Take and Make craft kits continue to be a popular activity for children and young adult patrons. A total of 1,305 assorted kits were given out during June, July and August.

### Circulation and Children's –

- The Londonderry Arts Council has resumed their library art displays. Local artist Christine Patton is the first of the returning artists. She has nine photographic prints on display for the month of September.
- There was an increase of usage for museum passes during June, July, and August. A total of 115 passes were handed out in that time with the most popular passes being the McAuliffe-Shepard Discovery Center, Zoo New England, and Squam Lake Natural Science Center.

### **Old Business:**

- Library operations with COVID-19 Pandemic  
Donna Plante and Megan Donovan presented their recommendations based on current staffing levels. The Board agreed to expand browsing hours to Monday – Saturday, 10:00 a.m. – 6:00 p.m. and to offer the Drive-Thru Service upon request. Programs will continue to be offered virtually.

A **motion** was made by John Curran to implement the current recommendations. The **motion was seconded** by Carol Introne. All in attendance accepted the motion, **motion carried**.

- American Rescue Plan Act (ARPA) Subgrants  
Donna Plante distributed the ARPA award notification for Sub-grant Round 1 from the Institute of Museum and Library Services and the New Hampshire State Library. She updated the Board on the guidelines for the ARPA Sub-grant Round 2. A discussion ensued about possible projects.

### **New Business:**

- Juneteenth federal holiday  
The Board decided to move the discussion to a future meeting.

### **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

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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, John Curran; Aye, Vicki Stachowske; Aye, Robert Collins; Aye, Carol Introne; Aye, Cynthia Peterson.

The Board invited former Assistant Director Sally Nelson, Donna Plante and Megan Donovan into the Non Public Session.

The Board entered Non Public Session at 7:20 p.m.

**Exit Non Public Session**

Chair Betsy McKinney requested a motion to exit Non Public Session. John Curran made a **motion** at 7:45 p.m. to exit Non Public Session. The **motion was seconded** by Vicki Stachowske. Board's **vote:** 6-0-0 to exit.

A **motion** was made at 7:46 p.m. by Cynthia Peterson 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: September 1, 2021

Respectfully submitted,

Megan Donovan  
Head of Circulation Services