

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES Minutes of September 7, 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, Jan McLaughlin, Cynthia Peterson, and Liz Thomas. Also in attendance: Erin Matlin, Library Director; Donna Plante, Assistant Director and Head of Reference and Technical Services.

Secretary's Report:

The Secretary's Report for July 20, 2022, 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 Carol Introne. All in attendance accepted the motion, **motion carried**.

Director's Report:

Gifts Donated to the Leach Library –

- Howie Newman donated a music CD to the library.
Trust Me, You'll Like It
- Janice Spina donated two books to the library.
The Unknown Territory
Make Believe: Bedtime Stories for Children
- Janet Morneau donated two books to the library.
The Gator Pit
Discussion Guide for the Gator Pit
- David J. Ellis donated two books to the library.
Londonderry's First Settlers (edition 2.1)
The Settlement at Dismore Corner (High Range and Pillsbury Roads)

A **motion** was made by Liz Thomas to accept the gift. The **motion was seconded** by Kim Bears. All in attendance accepted the motion, **motion carried**.

Announcements

- July 18, 2022 – ENE Systems of New Hampshire came to see the HVAC to prepare for the fix.
- July 25, 2022 – We had a visit from the 2018 Red Sox Championship Trophy. We had over 70 patrons come to see it and the response was very positive. Comments like: "That was awesome" and "So cool" were heard constantly.

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- July 27, 2022 – ENE Systems officially started the HVAC fix. Completed replacement on 8/4.
- August 3, 2022 – Door Control came to set up the doors for handicap accessibility.
- August 5, 2022 – Pine State Elevator came out to do our elevator inspection – passed.
- August 10, 2022 -- Gerard A. LaFlamme, Inc. completed the electrical work for the handicap doors.
- August 24, 2022 – Did a walk-through of the building with Bruce from A-1 Phoenix to have him prepare a quote for a deep clean of the building (examples: dust, cobwebs, marks on the walls, etc.)
- August 25, 2023 – We had a visit from an ice cream truck to help celebrate the summer reading program. Library paid for the first 40 patrons. 83 patrons in total came by for a yummy treat!
- August 31, 2022 – Auditors from Melanson audited our FY21-22 records.
- September 6, 2022 – I reached out to the police for assistance related to the teens. I met with the school resource officer from the Middle School to come up with a strategy.
- We also have had a lot of positive feedback regarding fine free summer. Patrons really appreciated it.

Scheduled and Unscheduled Closings

- August 20, 2022 – Library Closed. We participated in Old Home Days (booth and parade).
- September 5, 2022 – Labor Day

News & Programs that went out in July/August

JULY

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

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(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.

- 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.

AUGUST

- Adult Craft

On Thursday, August 11, join the Leach Library staff for an adult craft at 11:00 a.m. or 7:00 p.m. in the library meeting room. Participants can paint their own ceramic birdhouse. Registration is required and opens on Thursday, August 4 at 9:00 a.m. To register, please visit the main desk or call the library at (603) 432-1132.

- "Library After Dark" Movie Night

On Friday, August 26 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 a 2018 superhero film (rated PG-13) along with refreshments and raffle prizes. PJs and costumes are welcome. Registration is required and opens on Friday, August 19 at 9:00 a.m. To register, please visit the main desk or call the library at (603) 432-1132.

- Young Adult Book Discussions

Young adults entering grades 6-8 can come to the Leach Library and discuss the novel *Go Big or Go Home* by Will Hobbs. Sessions are available on August 3, 4, and 5 at 3:30 p.m. in the library meeting room. Registration is required and available now. Students get a free copy of the book when they register.

- Young Adult Pizza Party & Carnival

On Tuesday, August 16 at 4:30 p.m., young adults entering grades 6-8 can join the Leach Library staff for a fun afternoon of pizza and carnival games in the library meeting room. Registration is required and opens on Tuesday, August 9 at 9:00 a.m. To register, please visit the main desk or call the library at (603) 432-1132.

- The Ooch Experience: Yo-Yos, Music, & Dance

On Tuesday, August 9 at 4:00 p.m., enjoy awesome yo-yo tricks along with fun music and dance moves performed by Brett Outchunis at the Leach Library!

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Registration is required and opens on Tuesday, August 2 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 Wednesday, August 10 at 11:00 a.m., explore pirates and mermaids. On Tuesday, August 23 at 11:00 a.m., prepare for a camping adventure. 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.
- Craft Day
On Monday, August 15, join the Leach Library staff and paint your own suncatcher keychain! 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, August 8 at 9:00 a.m. To register, please visit the children's room desk or call the library at (603) 432-1127.
- 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. Registration is not required for drop-in activities.

Upcoming Library Events/Programs

9/10/22 – Tie Dye for Teens Program
9/12/22 – Friends Meeting
9/13/22 – Little Sprouts Storytime and Wiggle Worms Storytime
9/14/22 – Bookworms Storytime
9/15/22 – Kids Craft Time
Eliza Hamilton Adult Program
9/16/22 – Blood Pressure Check Clinic
9/19/22 – Kids Magician
9/20/22 – Little Sprouts Storytime and Wiggle Worms Storytime
9/21/22 – Bookworms Storytime
Young Adult Study Break Program
9/27/22 -- Little Sprouts Storytime and Wiggle Worms Storytime
9/28/22 – Bookworms Storytime
9/29/22 – Duplo Budding Builders
6 years+ Building Buddies
9/30/22 – Library After Dark Movie: "Lost City"

Meetings and Trainings

- 7/29/22 – ULAC Meeting (Durham Public Library)
- 8/26/22 – ULAC Meeting (Portsmouth Public Library)

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- 9/1/22 – State Library Director meeting (Virtual)

Staffing Update

I am excited to announce that we have filled the Part Time Library Technician position, and he started on September 6th.

Assistant Director's Report:

Programs and Activities –

The Summer Reading Program came to an end on August 31, 2022. A total of 596 patrons participated in the program and read more than 6,300 books!

Circulation and Children's –

In July, the library introduced a new video game collection for the Nintendo Switch. During July and August, the 35 video games circulated a total of 116 times.

Museum passes continue to be popular. As of August 31, 2022, the library has given out a total of 500 passes to patrons since January!

Reference –

In July, there were a total of 1,805 reference questions.

In August, there were a total of 1,961 reference questions.

Technical Services –

There was a total of 419 materials added to the collection in the month of July.

There was a total of 686 materials added to the collection in the month of August.

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

- I submitted the final report to the NH State Library on August 30.
- 336 patrons registered for a hoopla account during the grant period, and 407 users have registered to date. 100% of the initial deposit has been spent.
- The marketing campaign concluded at the end of July. We exceeded our goal and registered 514 new patrons!

Old Business:

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

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- HVAC Repair
Erin Matlin provided an update in the Director's Report. Erin and Donna will be trained on the new online portal next week.
- Temporary Suspension of Fines
Erin Matlin shared that patrons were very happy about the Fine-Free Summer and asked the Board if they would like to extend the suspension of fines. A discussion ensued. Some Trustees expressed interest in temporarily suspending fines for special occasions. Erin noted that it may be confusing to communicate the constant changes to the public. Instead, Erin suggested suspending overdue fines for books permanently.

A **motion** was made by Jan McLaughlin to permanently remove overdue fines for all books. The **motion was seconded** by Kim Bears. All in attendance accepted the motion, **motion carried**.

New Business:

- Signage for the front of the library
Erin Matlin presented a quote and design concept from Barlo Signs for \$1,569.19 to install "Leach Library" lettering to the beam above the front doorway. Erin expects the new signage will help visitors better identify the library.

A **motion** was made by Robert Collins to approve the quote and design concept from Barlo Signs. The **motion was seconded** by Jan McLaughlin. All in attendance accepted the motion, **motion carried**.

- 2022 Holiday Closings
Erin Matlin proposed closing the library on the following Saturdays that fall before or after holiday closings during 2022: November 12, November 26, December 24, and December 31. Staff will work their assigned hours during the rest of the payroll period.

A **motion** was made by Carol Introne to close the library this year on November 12, November 26, December 24, and December 31. The **motion was seconded** by Liz Thomas. All in attendance accepted the motion, **motion carried**.

- Next Friends Meeting
Carol Introne shared that the Friends of the Londonderry Leach Library will meet on Monday, September 12 at 1:00 p.m. in one of the library study rooms.

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- Library Energy Audit
Jan McLaughlin and Liz Thomas suggested that the library conduct an energy audit. Erin Matlin will investigate options.

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, Jan McLaughlin; Aye, Cynthia Peterson; 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 7:39 p.m.

Exit Non Public Session

Chair Betsy McKinney requested a motion to exit Non Public Session. Kim Bears made a **motion** at 8:10 p.m. to exit Non Public Session. The **motion was seconded** by Robert Collins. Board's **vote:** 7-0-0 to exit.

A **motion** was made at 8:11 p.m. by Cynthia Peterson to adjourn the meeting. The **motion was seconded** by Liz Thomas. All in attendance accepted the motion, **motion carried**.

Notes by: Erin Matlin, Donna Plante

Minutes Typed by: Donna Plante

Date: September 7, 2022

Respectfully submitted,

Donna Plante
Assistant Director and Head of Reference and Technical Services