

# LONDONDERRY LEACH LIBRARY

## BOARD OF TRUSTEES Minutes of October 5, 2022

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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: 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 September 7, 2022, was distributed prior to the meeting. No changes were made. A **motion** was made by Liz Thomas to accept the minutes as written. The **motion was seconded** by Robert Collins. All in attendance accepted the motion, **motion carried**.

### **Director's Report:**

#### Gifts Donated to the Leach Library –

- The Friends of the Londonderry Leach Library donated \$864.00 to sponsor four adult programs:
  - A Storm of Witchcraft* in October
  - Fall Candle Making in November
  - Two Greens Workshops in December
- The Friends of the Londonderry Leach Library donated \$200.00 for children's program supplies.
- The Friends of the Londonderry Leach Library donated two charging stations totaling \$905.98.
- Tim and Liz McQuaid donated \$40.00 for books in memory of Marcelino Sarabia.
- Kathleen Fincham donated a used digital camera for the Library of Things collection.

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

#### Announcements

- Student Update: Since our last meeting, the police have spoken to many students regarding their behavior in the library. At this time, we have not had any recent student issues.
- 9/13/22 – Donna and I received software training for the new HVAC from ENE Systems

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- 9/17/22 – Carpet and upholstery were cleaned throughout the library.
- 10/3/22 – Friends book shop is now open on Saturdays from 10-12.

### Scheduled and Unscheduled Closings

- September 5, 2022 – Labor Day

### Library Projects Update

- HVAC – Donna and I were trained on the software for the HVAC.
- Letters for the front of the building – Partial payment has been made and we are waiting on the letters to be manufactured. When ready, install could be done shortly after we open to patrons.

### News & Programs that went out in September

- Tie-Dye Your Own Tote Bag  
Join New England Tie Dye Company at the Leach Library on Saturday, September 10 at 10:00 a.m. to tie-dye your own tote bag. All supplies will be provided. Space is limited to 25 participants ages 8-18! Registration is required and begins on Friday, September 2. To register, please visit the main desk or call the library at (603) 432-1132.
- Little Sprouts Baby Lapsit  
Beginning on Tuesday, September 13 at 9:00 a.m. and continuing weekly through October 18, Leach Library will offer a new story time program for babies 0-18 months old. This introduction to story time is a great opportunity for your littlest sprouts to learn to interact with you and others in a new environment, as well as to begin to follow along with songs, dances, and finger movements. Registration is required and begins one week before each session. To register, please visit the children's desk or call the library at (603) 432-1127.
- Wiggle Worms Story Time  
Beginning on Tuesday, September 13 at 10:30 a.m. and continuing weekly through October 18, toddlers and their caregivers are invited to the Leach Library for a new story time with songs, rhymes, books, and more. Registration is required and begins one week before each session. To register, please visit the children's desk or call the library at (603) 432-1127.
- Bookworms Story Time  
Beginning on Wednesday, September 14 at 10:00 a.m. and continuing weekly through October 19, Leach Library will offer a new story time for preschoolers ages 3-4 years old. Bookworms will focus on preschoolers learning more about words, numbers, and concepts through stories, songs, rhymes, and games. The program will also include a simple craft to promote developing fine motor skills. Registration is required and begins one week before each session. To register, please visit the children's desk or call the library at (603) 432-1127.

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- Craft Time  
On Thursday, September 15 at 4:30 p.m., kid crafters are invited to the Leach Library to work on a craft in the meeting room. Craft kits will be provided, and staff will be available to offer assistance. Registration is required and begins on Thursday, September 8. To register, please visit the children's desk or call the library at (603) 432-1127.
- An Evening with Mrs. Eliza Hamilton  
On Thursday, September 15 at 7:00 p.m., join Anne Barrett at the Leach Library as she transports audience members back in time and shares Eliza Hamilton's story. From wealthy belle to family protector, Eliza's indomitable spirit and unwavering devotion to Alexander enabled her to survive and thrive after tragedy. Named "Storyteller of the Year" by the North of Boston Convention and Visitors Bureau in 2006, Anne Barrett researches, writes, and produces her own performances and lectures with a focus on educating and entertaining. Registration is required and begins on Thursday, September 8. To register, please visit the main desk or call the library at (603) 432-1132.
- Magician Robert Clarke  
Magician and juggler Robert Clarke will be at the Leach Library to perform his interactive and fun-filled family program "The Lucky Show" on Monday, September 19 at 4:00 p.m. Registration is required and begins on Monday, September 12. To register, please visit the children's desk or call the library at (603) 432-1127.
- Study Break at Leach Library  
Take a break from homework and stop by the library on Wednesday, September 21 at 3:00 p.m. for a fun afternoon of games and activities for students ages 11-18. Assorted board games, activities, and craft supplies will be available for use during the program. No registration required.
- Duplo Budding Builders  
Join the Leach Library staff on Thursday, September 29 at 10:00 a.m. for the first meeting of Duplo Budding Builders. Following a theme, participants will create using larger Duplo blocks. This program is designed for younger Lego enthusiasts ages 0-5. Registration is required and begins on Thursday, September 22. To register, please visit the children's desk or call the library at (603) 432-1127.
- Building Buddies  
Join the Leach Library staff on Thursday, September 29 at 4:30 p.m. for a new Lego program designed for ages 6 and up. Each month, there will be a fun theme and time to create using the library's Legos. Registration is required and begins on Thursday, September 22. To register, please visit the children's desk or call the library at (603) 432-1127.

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- “Library After Dark” Movie Night  
On Friday, September 30 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 2022 adventure film (rated PG-13) along with refreshments and raffle prizes. Registration is required and opens on Friday, September 23. To register, please visit the main desk or call the library at (603) 432-1132.
- Sign Up for a Library Card  
September is Library Card Sign Up Month! Help the Leach Library win the New Hampshire trophy by signing up for a library card from September 1 – 30. Already have a card? Spread the word by telling your friends, family, and neighbors. To sign up for a Leach Library card, visit the main desk any time the library is open with a photo ID and proof of residency. Children ages 6 and up can sign up for a card in the children’s room. The library is open Monday through Thursday 9:00 a.m. – 8:00 p.m. and Friday and Saturday 9:00 a.m. – 5:00 p.m. For additional information, please call the library at (603) 432-1132.
- New Leach Library Databases  
Starting September 1st, Leach Library cardholders have access to two new online databases! For ratings and reviews of consumer products, check out Consumer Reports. For up-to-date investment information and analyses, check out Value Line. Access both databases by selecting “Online Collections & Databases” on the Leach Library website, and log in with your library card number. For further information, please call the library at (603) 432-1132.

### Upcoming Library Events/Programs

10/4, 10/11, 10/18 – Baby and Toddler Storytimes  
10/5, 10/12, 10/19 – Preschool Storytimes  
10/15 – Goosebumps Movie Double Feature  
10/16 – Senior Expo – Library will have a table.  
10/17-10/22 – Puzzle Exchange drop off week  
10/20 – Storm of Witchcraft program  
10/24 – Puzzle Exchange Day (10-7)  
10/25 & 10/26 – Children’s Halloween program  
10/28 – Library After Dark: Hocus Pocus

### Meetings and Trainings

9/1/22 – State Library Director Meeting (Virtual)  
9/12/22 – Friends Meeting  
9/15/22 – Department Head Meeting (Town Hall)  
9/26 & 9/27 – Staff meetings  
10/3/22 – Donna and I met with Justin to discuss the FY24 budget (Town Hall)  
10/24, 10/25, 10/26 Erin, Donna, Megan, Jennifer and Matt will be attending various sessions at the NELA Conference.

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### Staffing Update

Nothing new to report.

### **Assistant Director's Report:**

#### Circulation –

September was Library Card Sign-Up Month. We participated in the Granite State Library Card Challenge, a friendly competition between New Hampshire libraries. During the month, we signed up or renewed 189 patrons, which is a 4.4% increase!

#### Reference –

In September, there were a total of 1,521 reference questions.

#### Technical Services –

There was a total of 651 materials added to the collection in the month of September.

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

Our final report was accepted by the New Hampshire State Library on October 3<sup>rd</sup>. Our grant obligations are now complete.

### **Old Business:**

- Energy Audit  
Erin is working on finding a contact person or company for an updated energy audit.

### **New Business:**

- Deep Clean Proposal  
Erin presented a quote prepared by the library's current cleaning company, A-1 Phoenix Cleaning Services, for a deep clean of the building totaling \$1,219.00. A discussion ensued. The Board agreed that the deep clean should be scheduled.
- Budget FY24  
Erin presented a draft of the FY24 budget. A discussion ensued. The Board will revisit the budget at the next meeting.
- Circulation Policy  
Erin presented a new Circulation Policy to the Board. The new Circulation Policy replaces the former Borrowing Privileges Policy, Non-Resident Library Cards Policy, Organization Library Card Policy, Fines for Overdue Materials Policy, Library of Things Policy, Interlibrary Loan Policy, and Book Discussion Group Policy. A discussion ensued.

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

- HVAC upgrades (ENE)

Erin presented quotes for two HVAC upgrades from ENE Systems of New Hampshire totaling \$1,535.00. The upgrades are for installing wet switches on each of the three rooftop units and installing temperature sensors in the north wall soffit. The expectation is that these upgrades would help prevent flooding issues the library has faced in the past. The Board agreed both installations should be scheduled.

**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 7:35 p.m.

**Exit Non Public Session**

Chair Betsy McKinney requested a motion to exit Non Public Session. Cynthia Peterson made a **motion** at 7:40 p.m. to exit Non Public Session. The **motion was seconded** by Jan McLaughlin. Board's **vote:** 7-0-0 to exit.

A **motion** was made at 7:41 p.m. by Betsy McKinney to adjourn the meeting. The **motion was seconded** by Liz Thomas. All in attendance accepted the motion, **motion carried**.

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Notes by: Erin Matlin, Donna Plante

Minutes Typed by: Donna Plante

Date: October 5, 2022

Respectfully submitted,

Donna Plante

Assistant Director and Head of Reference and Technical Services