

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES  
Minutes of October 6, 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: Erin Matlin, Library Director; Donna Plante, Head of Reference and Technical Services; and Megan Donovan, Head of Circulation Services.

**Secretary's Report:**

The Secretary's Report for September 1, 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 John Curran. All in attendance accepted the motion, **motion carried**.

**Directors Report:**

Gifts Donated to the Leach Library –

- Mrs. Janice Spina donated 8 books to the library  
*The Copper Key*  
*Damara Helps Drystan Find His Roar*  
*Delbert Finds Himself*  
*Delfina Solves a Problem*  
*Drago Does a Good Deed*  
*Drystan and Durward Save the Day*  
*The Hidden Stairway*  
*In a Second*

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**.

Programs – Press Releases that went out in September:

- September is Library Card Sign-Up Month  
Leach Library is celebrating Library Card Sign-Up Month during September! All new cardholders that sign up during September will receive a new patron packet and a gift bag while supplies last.

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Visit the library with proof of residency to sign up for a library card. Library cards are free to those who live in Londonderry, work for the Town of Londonderry or for the Londonderry School District. Students ages 6 and up are eligible for their own card. Non-resident cards are also available for \$50 per year.

For more information, please call the library at (603) 432-1132.

- Leach Library Virtual Adult Program: “Forensic Science”  
Starting on Tuesday, September 7, 2021 at 10:00 a.m., check out new forensic science books and crime thrillers with Public Services Librarian Matt Fuller. The video will be available on the Leach Library Facebook page, blog, and YouTube channel. To reserve any of the featured titles, please call the library at (603) 432-1132 or sign in to your account on the library catalog.
- Leach Library Virtual Program: Share a Story with Miss Jennifer  
Drop by the Leach Library Facebook page to share a quick story with Miss Jennifer! New videos will be available to watch starting on Thursday, September 9 and Thursday, September 23 at 10:00 a.m. To reserve the featured titles, please call the library at 432-1132 or sign in to your account on the library catalog.
- Leach Library Virtual Program: Craft Time  
Starting on Monday, September 13, 2021 at 10:00 a.m., a virtual craft time will be available to watch on the Leach Library Facebook page, blog, or YouTube channel. Make your own unicorn headband with Miss Kat! Craft kits are available at the children’s room desk while supplies last.
- Leach Library Virtual Program: Young Adult Book Talk  
Starting on Monday, September 20, 2021 at 10:00 a.m., a virtual book talk for teens will be available on the Leach Library Facebook page, blog, and YouTube channel. Join Miss Megan for her new book recommendations! To reserve the featured titles, please call the library at 432-1132 or sign in to your account on the library catalog.
- Leach Library Virtual Program: Story Time  
Beginning on Monday, September 27, 2021 at 10:00 a.m., join Miss Jennifer for stories that take place at the fair! This story time video will be available to watch on the Leach Library Facebook page throughout the fall. To reserve the featured titles, please call the library at 432-1132 or sign in to your account on the library catalog.

### Announcements:

- For Library Card Sign-Up month we had 71 new patrons register!
- October Artist of the Month is Craig O’Neill.

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

### Announcements –

- 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 finished repairing the entryway ceiling on September 13, 2021.
- On August 4, 2021, the right door handle on the inner set of doors at the library's entrance was repaired. Our locksmith located the part for the long-term repair and is preparing a quote.
- On August 25, 2021, the landscapers found a yellow jacket nest under an irrigation cover near the library's entrance. A pest control company removed the nest on September 3, 2021.
- On September 7, 2021, a leak was found in the irrigation cover where the yellow jacket nest was located. The leak was fixed the same day.
- On September 7, 2021, the digital voicemail system on the library's main phone line was activated. The voicemail greeting will be updated for holidays and other changes in operating hours.
- On September 14, 2021, Melanson, the Town's auditing firm, came to audit the library's financial records for FY20-21.
- On September 22, 2021, the boiler was not running. Technicians found that the overload switch was activated. The switches in pump two needed replacing. The work was completed on September 24, 2021.
- On September 27, 2021, we welcomed our new Library Director, Erin Matlin.

### Reference –

- In the month of September, there were a total of 1,566 reference questions.

### Technical Services –

- There were a total of 692 materials added to the collection in the month of September.

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

### Programs and Activities –

- In September a total of 507 kits were handed out to children and young adults.
- Senior Children's Librarian Jennifer Bryant began a new virtual program series called Share a Story. The series is planned to continue until the Penguin Random House Story Time Temporary Open License expires.

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### Circulation and Children's –

- The Drive-Thru Service was used 15 times in September. Patrons are thankful to have the flexibility of using the service as needed.

### **Old Business:**

- Library operations with COVID-19 Pandemic  
Erin Matlin suggested taking steps to reopen a library study room. Chair Betsy McKinney suggested looking into an air purifier for the room. A discussion ensued. The Board decided that the library staff would set occupancy and time limits based on social distancing guidelines.
- American Rescue Plan Act (ARPA) Subgrants  
Donna Plante notified the Board that she submitted the final report for ARPA Sub-grant Round 1 on September 14, 2021. On October 1, 2021, the application for ARPA Sub-grant Round 2 was submitted. The library received confirmation on October 5, 2021 that the application met requirements to move to the next stage of the process. Final notification for the application's status will be received on December 1, 2021.

### **New Business:**

- Handicap Parking  
A patron noticed that the lines need to be repainted in the library's handicap parking area. The Library Director will look into funding sources for this project.
- Juneteenth federal holiday  
The Board decided to wait until closer to the holiday to make their recommendations for the library's hours.
- Elevator  
Erin Matlin presented the Board with quotes to replace or remove the battery lowering system. The Board opted to remove the system rather than replacing at this time.
- Children's Copy Machine  
The Board postponed making the decision on replacing the defunct copier pending additional information.

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- Budget FY23  
Erin Matlin met with Finance Director Justin Campo to review the budget process. Erin then presented the Board with her recommendations. A discussion ensued. The Board will revisit the budget at the next 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 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 Donna Plante and Megan Donovan into the Non Public Session.

The Board entered Non Public Session at 7:30 p.m.

**Exit Non Public Session**

Chair Betsy McKinney requested a motion to exit Non Public Session. Vicki Stachowske made a **motion** at 7:34 p.m. to exit Non Public Session. The **motion was seconded** by John Curran. Board's **vote:** 6-0-0 to exit.

A **motion** was made at 7:35 p.m. by Robert Collins to adjourn the meeting. The **motion was seconded** by Vicki Stachowske. All in attendance accepted the motion, **motion carried**.

Notes by: Erin Matlin, Donna Plante, Megan Donovan

Minutes Typed by: Megan Donovan

Date: October 6, 2021

Respectfully submitted,

Megan Donovan  
Head of Circulation Services