

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES Minutes of November 2, 2022

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Call to Order:

The meeting was called to order at 7:00 p.m. by Chair Betsy McKinney. The following board members were in attendance: Robert Collins, Carol Introne, Jan McLaughlin, 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 October 5, 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 Liz Thomas. All in attendance accepted the motion, **motion carried**.

Treasurer's Report:

The Treasurer's Report for July 1, 2022 – September 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 Robert Collins. All in attendance accepted the motion, **motion carried**.

Director's Report:

Gifts Donated to the Leach Library –

- Nothing this month

Announcements

- 10/5 – Met with ENE about the alarm we keep getting for Pump 1. Also showed them the vents in the children's room and expressed my concern.
- 10/16 – Participated in the 1st Annual Senior Expo at the Londonderry High School. Was there from 10-2 and met with many patrons and made connections with other organizations.
- 10/17 – Our Staff Pumpkin Decorating Contest took place all week – we had 218 votes total and the winner was Megan with her Beauty and the Beast pumpkin and a total of 65 votes.
- 10/17 – Staff collected puzzles for the great Puzzle Swap on Monday, 10/24. In total we collected 450 puzzles and 43 patrons came to pick out new puzzles.
- 10/19 – DPW came and trimmed some of the low branches to prep for snow and ice this winter.

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- 10/19 – Therrien Roofing came to look at a spot on the roof where we had a leak. DPW was here to show him the location.
- 10/31 – New England Lawn Irrigation came to flush and turn off the sprinklers for the winter.
- We borrowed three A/V materials via ILL that saved us \$140.00 in the first month with the new policy!

Scheduled and Unscheduled Closings

- 10/10 – Indigenous Peoples' Day/Columbus Day – Library Closed

Library Projects Update

- The HVAC repair was paid with the encumbered funds from FY22. The work on the additional upgrades still needs to be completed.
- The Energy Audit will be discussed in Old Business.
- Barlo Signs installed the letters above the library's main entrance on October 10.

News & Programs that went out in October

- Art Explorers
Join the Leach Library staff on Saturday, October 1 at 2:00 p.m. for Art Explorers. Participants will have a chance to explore art through a particular style, theme, or medium. This program is designed for ages 6 and up. Registration is required. To register, please visit the children's desk or call the library at (603) 432-1127.
- Little Sprouts Baby Lapsit
On Tuesday mornings at 9:00 a.m. through October 18, Leach Library is offering 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
On Tuesday mornings at 10:30 a.m. 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
On Wednesday mornings at 10:00 a.m. 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

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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.

- Craft Time
On Thursday, October 13 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, October 6. To register, please visit the children's desk or call the library at (603) 432-1127.
- Halloween Double Feature
Stop by the Leach Library Meeting Room on Saturday, October 15, for a movie double feature! The first Halloween movie (rated PG) will start at 10:00 a.m. and the sequel movie (rated PG) will start at 1:00 p.m. Snacks will be available during both movies, but feel free to bring your own! Between showings, there will be a fun spooky scavenger hunt throughout the library. Open to all ages. Registration is required and begins on Friday, October 7. To register, please visit the main desk or call the library at (603) 432-1132.
- Puzzle Exchange
Does your jigsaw puzzle collection need a refresh? The Leach Library is offering its first-ever Puzzle Exchange! From Monday, October 17 through Saturday, October 22, drop off your jigsaw puzzle donations at the main circulation desk during library operating hours. The library will accept gently-used jigsaw puzzles for any age with any size, shape, and piece count. In exchange, the library staff will provide a voucher indicating how many puzzles you contributed. On Monday, October 24, return to the library with your voucher between 10:00 a.m. and 7:00 p.m. to select your new puzzles! For further information, call the library at (603) 432-1132.
- Study Break at Leach Library
Take a break from homework and stop by the library on Tuesday, October 18 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.
- A Storm of Witchcraft: The Salem Trials and the American Experience
On Thursday, October 20 at 7:00 p.m., join Dr. Emerson Baker at the Leach Library as he gives an illustrated presentation on the Salem Witch Trials of 1692. He will focus on the key players in the crisis and illuminate why the tragedy unfolded as it did.
Dr. Emerson "Tad" Baker is a professor of History at Salem State University and is the award-winning author or co-author of six books on the history and

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archaeology of early New England. He has also served as a consultant and on-camera expert for historical documentaries and TV shows for networks ranging from PBS and TLC to Smithsonian and the History Channel.

This program is sponsored by the Friends of the Londonderry Leach Library. Registration is required and begins on Thursday, October 13. To register, please visit the main desk or call the library at (603) 432-1132.

- Jack O' Lantern Jamboree

The Leach Library will be hosting its annual Halloween celebrations on Tuesday, October 25 and Wednesday, October 26 at 4:30 p.m. We'll begin with a costume parade around the library and then head downstairs for a story and song.

Registration is required and begins on Tuesday, October 18. To register, please visit the children's desk or call the library at (603) 432-1127.

- Duplo Budding Builders

Join the Leach Library staff on Thursday, October 27 at 10:00 a.m. for a 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. This program is made possible in part by the Friends of the Londonderry Leach Library. Registration is required and begins on Thursday, October 20. 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, October 27 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. This program is made possible in part by the Friends of the Londonderry Leach Library. Registration is required and begins on Thursday, October 20. To register, please visit the children's desk or call the library at (603) 432-1127.

- "Library After Dark" Movie Night

On Friday, October 28 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 1993 Halloween film (rated PG) along with refreshments and raffle prizes. PJs and costumes are welcome. Registration is required and opens on Friday, October 21. To register, please visit the main desk or call the library at (603) 432-1132.

Upcoming Library Events/Programs

11/5 – Owl Cupcakes

11/8 – Little Sprouts Storytime

Wiggle Worms Storytime

Candle Making Workshop

11/9 – Bookworms Storytime

11/10 – Craft Time for Kids

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11/14 – Book Bingo
11/15 – Little Sprouts Storytime
 Wiggle Worms Storytime
11/16 – Bookworms Storytime
 Book Bingo
11/17 – Duplo Lego Program
 Lego Program
 Joni Mitchell program
11/18 – Library After Dark: *Death on the Nile*
11/21 – Teen DIY Confetti Bookmark Craft
11/22 – Little Sprouts Storytime
 Wiggle Worms Storytime
11/23 – Bookworms Storytime
11/29 – Little Sprouts Storytime
 Wiggle Worms Storytime
11/30 – Bookworms Storytime
12/6 – Little Sprouts Storytime
 Wiggle Worms Storytime
12/7 – Bookworms Storytime

Meetings and Trainings

10/11 – Friends Meeting
10/13 – Joint Loss Management Meeting at Town Hall
10/23-10/25 – Donna, Megan, Jennifer, Matt, and I attended the NELA conference in Manchester, NH.
12/1 -- State Library Director Meeting (Virtual)

Staffing Update

We currently have a vacancy for a part time Library Technician. The job description has been posted and we are reviewing resumes.

Assistant Director's Report:

- Circulation –
Since launching hoopla in March, 465 patrons have registered for an account.
- Reference –
In October, there were a total of 1,682 reference questions.
- Technical Services –
There was a total of 618 materials added to the collection in the month of October.
- Jan asked about the annual cost of hoopla. Donna explained that the annual cost will fluctuate based on usage. Hoopla uses a cost-per-circulation model, so the library pays for each item a patron downloads.

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Old Business:

- Energy Audit
Erin and Donna provided an update that they are still exploring options and funding sources.
- Budget FY24
Erin presented an updated copy of the FY24 budget. A discussion ensued. Erin will present the library's budget during the Town's Initial Budget Presentation on Saturday, November 5 at the Moose Hill Conference Room in Town Hall.

New Business:

- ENE Contract Quote
Erin presented a quote from ENE Systems of New England for a Technical Support Agreement totaling \$2,820.00. The contract includes a maintenance schedule. The library does not currently have a maintenance agreement or contract with its existing HVAC and boiler vendors. The Board agreed to proceed with the annual contract.
- ENE Pump 1 Quote
Erin presented quotes from ENE Systems of New England for a rebuild or complete replacement of pump one. This is one of two pumps that are responsible for circulating the hot water from the boiler that heats the building. Erin also reviewed the recent history of rebuilds for both pumps.

A **motion** was made by Betsy McKinney to approve the quote for the new replacement pump for pump one. The **motion was seconded** by Robert Collins. All in attendance accepted the motion, **motion carried**.

- Employee Referral Program
Erin shared that the Town has implemented an Employee Referral Program that provides an incentive for current employees if they refer contacts for openings that lead to a successful hire. The Board agreed that the library will participate in the program.
- Privacy Pod Quotes
Erin and Donna presented three quotes for a single-occupancy privacy pod. The majority of the cost for one pod would be supported by the remaining grant funds from the New Hampshire Charitable Foundation. The Foundation approved a privacy pod as an appropriate use of the remaining funds. A discussion ensued. The Board requested that there be guidelines for patron use of the privacy pod.

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A **motion** was made by Robert Collins to approve the TalkBox Slide Booth quote. The **motion was seconded** by Liz Thomas. All in attendance accepted the motion, **motion carried**.

A **motion** was made at 8:00 p.m. by Betsy McKinney to adjourn the meeting. The **motion was seconded** by Carol Introne. All in attendance accepted the motion, **motion carried**.

Notes by: Erin Matlin, Donna Plante

Minutes Typed by: Donna Plante

Date: November 2, 2022

Respectfully submitted,

Donna Plante
Assistant Director and Head of Reference and Technical Services