

# LONDONDERRY LEACH LIBRARY

## BOARD OF TRUSTEES Minutes of November 3, 2021

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### **Call to Order:**

The meeting was called to order at 7:02 p.m. by Chair Betsy McKinney. The following board members were in attendance: Robert Collins and Vicki Stachowske. Also in attendance: Erin Matlin, Library Director; and Megan Donovan, Head of Circulation Services.

Sandy Geisler arrived to the meeting at 7:04 p.m.

### **Secretary's Report:**

The Secretary's Report for October 6, 2021, 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 Vicki Stachowske. All in attendance accepted the motion, **motion carried**.

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

The Treasurer's Report for July 1, 2021 – September 30, 2021, was distributed. No changes were made. A **motion** was made by Betsy McKinney 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 –

- Mrs. Janice Spina donated 4 books to the library  
*Abby & Holly Series, Book 6: Faulty Timeline*  
*Gateskin Chronicles: Book 1, The Legend of the Taken Ones*  
*Lubelia Alycea One Hundred Years*  
*Drystan the Dragon and Friends Series: Book 6, Dragana Helps a Fairy*

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

#### Announcements -

- Dublin Public Library won the Library Card Sign up Month.
- October 7, 2021 – I called Pine State Elevator Company to let them know that we would like the battery lowering system to be removed. The next scheduled visit is mid-November, they will do it then.

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- October 12, 2021 – Met with Chuck and gave him the updated alarm codes.
- October 12, 2021 – Met with Police in the library to show them some vandalism that took place on 10/7 & 10/8. They will document it in case it escalates.
- October 15, 2021 – Carlos from Flooring Plus LLC came by to look at the front stairs and back parking lot door. He will get back to me regarding an estimate for repair for both areas. Project will have to wait till the Spring 2022.
- October 20, 2021 – NH Lawn Irrigation came to turn the sprinkler system off for the winter.
- October 23, 2021 – DPW started the painting of our handicap spots.
- October 25, 2021 – Laura Reinhold started working full time as a Library Technician.
- October 25, 2021 – Donna placed the order for Tax forms.
- October 28, 2021 – DPW finished the painting of our handicap spots.

### Programs –

- Leach Library Virtual Adult Program: “Chills and Thrills”  
Starting on Monday, October 4, 2021 at 10:00 a.m., join Senior Public Services Librarian Matt Fuller as he shares a variety of new library materials perfect for the Halloween season. 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 Library Friends  
Drop by the Leach Library Facebook page to share a quick story with library friends! New videos will be available to watch starting on Thursday, October 14 and Thursday, October 28 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 Tuesday, October 12, 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 dragon craft with Mr. Nate! Craft kits are available at the children’s room desk while supplies last.
- Leach Library Virtual Program: Young Adult Craft  
Starting on Monday, October 18, 2021 at 10:00 a.m., a virtual craft video for teens will be available on the Leach Library Facebook page, blog, and YouTube channel. Follow along with Miss Megan to make your own Halloween-themed mask! Craft kits are available by the main desk while supplies last.
- Leach Library Virtual Program: Story Time  
Beginning on Monday, October 25, 2021 at 10:00 a.m., join Miss Jennifer for a special “Once upon a Pumpkin” story time! The 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.

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### Meetings and Trainings –

- October 7, 2021 – Donna and I attended the Safety Meeting at Town Hall
- October 8, 2021 – I was off site at the NH State Library for New Director Training.

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

#### Programs and Activities –

- Take home craft kits continue to be a popular activity for library patrons. In October a total of 569 kits were handed out to children and young adults.

#### Circulation and Children's –

- The Museum of Science has reinstated their library pass program for libraries outside of Massachusetts. Our expiration date for this pass was extended thru the end of May.

#### Reference –

- In October, there were a total of 1,539 reference questions.

#### Technical Services –

- A total of 589 items were added to the collection in October.

### **Old Business:**

- Library operations with COVID-19 Pandemic  
Erin Matlin did not recommend any changes to the current library operating procedures. A discussion ensued.
- Children's Copy Machine  
Erin Matlin recommended that the copier be removed at this time. The possible replacement of the copier would be reviewed at a future date based on need.
- Budget FY23  
Erin Matlin presented the proposed budget for FY23 that will be presented at the November 6, 2021 Budget Workshop. A discussion ensued.

### **New Business:**

- Concrete repair – Front Stairs and Adult Room Emergency Exit  
Erin Matlin contacted and met with a contractor to review the area in need of repair. She is currently waiting on an estimate for the repair. The projected start date will be Spring 2022.

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- Citizens Bank Accounts  
The bank statements for September arrived late. This resulted in a discussion about giving the Library Director access to the account.
- Food for Fines and Fun  
In the month of December, the Leach Library will be competing with the Derry Public Library to collect non-perishable food donations in lieu of overdue fines.
- Group Study Room Policy  
Erin Matlin distributed the revised Group Study Policy in preparation of reopening the room.

A **motion** was made by Robert Collins to accept the revised policy. The **motion was seconded** by Vicki Stachowske. All in attendance accepted the motion, **motion carried**.

- 2022 Trustee Meeting Dates  
Erin Matlin distributed the Board of Trustee Meeting Schedule for 2022.

A **motion** was made at 7:45 p.m. by Vicki Stachowske to adjourn the meeting. The **motion was seconded** by Robert Collins. All in attendance accepted the motion, **motion carried**.

Notes by: Erin Matlin, Megan Donovan

Minutes Typed by: Megan Donovan

Date: November 3, 2021

Respectfully submitted,

Megan Donovan  
Head of Circulation Services