

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES Minutes of December 1, 2021

Page 1 of 4

Call to Order:

The meeting was called to order at 7:02 p.m. by Treasurer Vicki Stachowske. The following board members were in attendance: Robert Collins, Carol Introne, and Cynthia Peterson. Also in attendance: Erin Matlin, Library Director; and Donna Plante, Head of Reference and Technical Services.

Secretary's Report:

The Secretary's Report for November 3, 2021 was distributed prior to the meeting. No changes were made. A **motion** was made by Vicki Stachowske to accept the minutes as written. The **motion was seconded** by Cynthia Peterson. All in attendance accepted the motion, **motion carried**.

Director's Report:

Gifts Donated to the Leach Library –

- Ms. Stephanie Curcio donated 1 book to the library.
American Harpist: An Historical and Personal Journey

A **motion** was made by Cynthia Peterson to accept the gift. The **motion was seconded** by Carol Introne. All in attendance accepted the motion, **motion carried**.

Announcements -

- On November 5, 2021 -- Pennichuck Water came to test the backflow prevention device.
- On November 5, 2021 -- United Business Solutions came to remove the broken copier and coin box from the children's room. Megan & I took advantage of the open space to set up a reading nook. (Social media post to follow)
- November 6, 2021 -- Donna and I presented our budget to the Town Council and Town Manager for FY23.
- November 18, 2021 -- Pine State Elevator came to do their regular check, they were unable to remove the battery lowering system due to time constraints... they will come back at a later date.
- November 23, 2021 – Access Lock and Safe came to fix the spring that was broken in our inside door. We also talked about the possibility of getting handicap buttons installed.

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES Minutes of December 1, 2021

Page 2 of 4

Programs –

- Leach Library Virtual Adult Program: “The 1960s”
Starting on Monday, November 1, 2021 at 10:00 a.m., join Senior Public Services Librarian Matt Fuller as he highlights the 1960s with a diverse selection of materials. 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, November 4 and Thursday, November 18 at 10:00 a.m. To reserve 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: Craft Time
Starting on Monday, November 8, 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 rainbow fish with Miss Colleen! Craft kits are available at the children’s room desk while supplies last.
- Leach Library Virtual Program: Young Adult Book Talk
Starting on Monday, November 15, 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. Miss Megan will share her young adult short story recommendations. To reserve 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: Story Time
Beginning on Monday, November 29, 2021 at 10:00 a.m., join Miss Jennifer for a “Leaves Are Falling” 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 (603) 432-1132 or sign in to your account on the library catalog.

Meetings and Trainings –

- November 12, 2021 – I met with Kirsten Hildonen from the Londonderry Historical Society to talk about future collaboration and programs.
- November 17, 2021 – I attended a Zoom meeting with the Merri-Hill-Rock group

Staffing Update

- In January we will have an open library page position. I will be discussing with Donna and Megan on the process to fill that position.

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES
Minutes of December 1, 2021

Page 3 of 4

Head of Reference and Technical Services Report:

Programs and Activities –

- On November 19, 2021, puzzles were placed back into the children's room for patron use. In addition, a table in the adult room was set up with a community puzzle.

Circulation and Children's –

- The Playaway Launchpads continue to be a well-used resource. In the month of November, the children's launchpad collection of 24 items circulated a total 45 times.

Reference –

- In the month of November, there were a total of 1,491 reference questions.

Technical Services –

- There were a total of 616 materials added to the collection in the month of November.

Old Business:

- Library operations with COVID-19 Pandemic
Erin Matlin shared that some seating and puzzles have been returned to the public areas. No additional changes will be made at this time.
- Food for Fines & Fun
Erin Matlin confirmed the food drive started today, and the response has been positive so far with patrons and staff.
- Staff Holiday Luncheon
Erin Matlin will send the date and time of the luncheon to all Trustees.

New Business:

- Library of Things Policy
Erin Matlin distributed a new Library of Things Policy. A discussion ensued. Robert Collins suggested changing the fine for each item to \$1.00 per day.

A **motion** was made by Cynthia Peterson to accept the new policy with the fine revision. The **motion was seconded** by Robert Collins. All in attendance accepted the motion, **motion carried**.

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES
Minutes of December 1, 2021

Page 4 of 4

- Inclement Weather Policy
Erin Matlin distributed the updated Inclement Weather Policy. A discussion ensued.

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

- January 2022 Meeting
The Board agreed to meet next on Wednesday, January 5, 2022 at 7:00 p.m.

A **motion** was made at 7:26 p.m. by Cynthia Peterson 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: December 1, 2021

Respectfully submitted,

Donna Plante
Head of Reference and Technical Services