

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES Minutes of December 7, 2022

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Call to Order:

The meeting was called to order at 7:01 p.m. by Chair Betsy McKinney. The following board members were in attendance: Kim Bears, Carol Introne, Jan McLaughlin, and Cynthia Peterson. 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 November 2, 2022, was distributed prior to the meeting. No changes were made. A **motion** was made by Jan McLaughlin to accept the minutes as written. The **motion was seconded** by Kim Bears. All in attendance accepted the motion, **motion carried**.

Director's Report:

Gifts Donated to the Leach Library –

- Nothing this month

Announcements

- 11/4/22 – Pennichuck came to do a backflow test. We passed.
- 11/5/22 – Erin and Donna presented the FY24 Budget to the Town Council at Town Hall.
- 11/28/22 – Donna noticed a roof leak in the fiction area and we called DPW. Rick sealed the area where the water was coming in.
- 11/30/22 – ENE came to install the wet switches and temperature sensors.
- 11/30/22 – Gutterworks came to clean out the gutters.
- 12/1/22 – Roof leak continued in the fiction area.
- 12/6/22 – New roof leak located in Study Room A. DPW has been notified and working on the fix.
- 12/7/22 – Radiator leak in the lower level by the book shop, we called ENE Systems to come fix.

Scheduled and Unscheduled Closings

- 11/11/22 – Library Closed – Veterans Day
- 11/12/22 – Library Closed – Veterans Day Holiday continued
- 11/23/22 – Library Closed at 5:00pm – Thanksgiving Holiday
- 11/24/22 – Library Closed – Thanksgiving Day
- 11/25/22 – Library Closed – Thanksgiving Holiday continued

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- 11/26/22 – Library Closed – Thanksgiving Holiday continued

Library Projects Update

- Energy Audit – work in progress

News & Programs that went out in November

- Ladybug Award Voting
Each year, librarians from around the state nominate ten outstanding picture books to be voted on by the children of New Hampshire. Children in preschool through grade 3 can vote on their favorite book from the list of nominated titles. Stop by Leach Library to read one of the titles, and be ready to cast your vote. Ladybug Award Voting will take place in the Children's Room beginning on Monday, December 5 and ending on Saturday, December 10. Everyone who votes will receive a raffle ticket for a chance to win a fun Ladybug prize bag.
- Little Sprouts Baby Lapsit
On Tuesday mornings at 9:00 a.m. through December 13, Leach Library will offer a 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 December 13, toddlers ages 2-3 years old 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 December 14, Leach Library will offer a story time for preschoolers ages 3-5 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.
- Craft Time
On Thursday, December 8 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

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Thursday, December 1. To register, please visit the children's desk or call the library at (603) 432-1127.

- Game Time

Join the Leach Library staff on Saturday, December 10 at 2:00 p.m. for Game Time. Participants will compete in a variety of Minute-to-Win-It style games for a chance to win prizes. This program is designed for ages 5 and up. Registration is required and begins Saturday, December 3. To register, please visit the children's desk or call the library at (603) 432-1127.

- Adult Greens Workshop

On Monday, December 12 at 4:30 p.m. or 6:30 p.m., join Sarah Seamans at the Leach Library to make your own festive centerpiece with fresh greens. All materials will be provided including a container, greens, cones, and berries. Adult participants (ages 18+) need to bring their own clippers to the workshop. This program is sponsored by the Friends of the Londonderry Leach Library. Registration is required and begins on Monday, December 5. To register, please visit the main desk or call the library at (603) 432-1132.

- Holiday Handbell Performance

On Thursday, December 15 at 7:00 p.m., join us at the Leach Library for an evening of seasonal and holiday music. The Garage Bell Band will perform their "Holiday Handbells."

The Garage Bell Band is the quartet version of the larger handbell ensemble known as the Granite State Ringers. They have performed at a variety of venues across New Hampshire and consist of Joan Fossum (director, bells, keyboard), Heidi Prior (bells, keyboard), Hilary Justice (bells, keyboard, bell tree), and Debbie Young (bells, vocals).

Registration is required and begins on Thursday, December 8. To register, please visit the main desk or call the library at (603) 432-1132.

- "Library After Dark" Movie Night

On Friday, December 16 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 The Grinch, the 2019 animated holiday film (rated PG), along with refreshments and raffle prizes. PJs and costumes are welcome. Registration is required and opens on Friday, December 9. To register, please visit the main desk or call the library at (603) 432-1132.

- Story Time with Santa and Friends

Santa will be stopping by Leach Library on Saturday, December 17 at 10:30 a.m. with some friends for a very special story time. Enjoy stories from Santa as he takes time out from his busy holiday preparations for a visit. Registration is required and

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begins Saturday, December 10. To register, please visit the children's desk or call the library at (603) 432-1127.

- Switch It Up!
On Wednesday, December 28, 2022 at 1:00 p.m. in the Leach Library Meeting Room, participants in grades 6-12 are welcome to try their hand at video games on the big screen with the library's Nintendo Switch consoles. Snacks will be available during the program. Registration is required and begins on Wednesday, December 21. To register, please visit the main desk or call the library at (603) 432-1132.
- PJ Story Time
Come to Leach Library on Thursday, December 29 at 7:00 p.m. ready for bedtime in cozy pajamas to listen to a couple of bedtime stories and sing along to a lullaby. Don't forget a stuffed animal or blanket to snuggle! Registration is not required for this program and drop-ins are welcome.
- Holiday Break Offerings
Leach Library will have a variety of crafts, coloring pages, and a Guess It jar available in the Children's Room during Holiday Break, from Tuesday, December 27 until Friday, December 30. Enjoy some time working on them at the library or take them home for later.
- Inclement Weather Reminder
In the event of inclement weather, Leach Library staff will notify local media outlets and post delayed opening or closing information on the library's website and Facebook page as conditions allow. At no time will the safety of the citizens or employees be put in jeopardy to maintain open hours. For further information, please call the library at (603) 432-1132.
- Friends of Londonderry Leach Library Holiday Sale
The annual Friends of the Londonderry Leach Library Holiday Sale will be available during library hours by the Circulation Desk through the holidays. Stop by the table to purchase Leach Library bags and mugs as well as homemade gifts and treats while supplies last. All proceeds benefit the Friends of the Londonderry Leach Library.

Upcoming Library Events/Programs

12/8/22 – Craft Time (Children's)
12/10/22 – Game Time (Children's)
12/12/22 – Adult Greens Workshop
12/15/22 – Holiday Handbell Performance
12/16/22 – Library After Dark: The Grinch
12/17/22 – Storytime with Santa and Friends (Children's)
12/28/22 – Switch it up (Teens)
12/29/22 – PJ Storytime (Children's)

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Storytime sessions on Tuesdays and Wednesdays till 12/14/22

Meetings and Trainings

11/16/22 – Erin attended the Merri-Hill-Rock Meeting (virtual)

11/17/22 – Erin, Colleen, Laura and Nate attended Anti-Harassment Training at Town Hall

11/22/22 – Megan, Kelli, Nick and Taylor attended Anti-Harassment Training at Londonderry PD

12/1/22 – Erin attended the NH State Director's Call (Virtual)

12/5/22 – Erin and Donna attended the Budget Public Hearing at Town Hall

12/7/22 – Jennifer, Alex, Kat and Kathy attended Anti-Harassment Training at Londonderry PD

Staffing Update

The vacancy for the Part -Time Library Technician position has been filled.

Kylie Hernandez started on December 5, 2022.

Assistant Director's Report:

Nothing to report this month.

Old Business:

- Budget FY24

Erin provided an update on her presentation to the Town Council and Budget Committee on December 5th and distributed copies of the PowerPoint slides that documented the need for additional staff hours. It is still unclear how Town Council and the Budget Committee will proceed with the FY24 budget.

At the Town Council meeting, Erin and Betsy brought up that library hours or programming could be impacted by any reductions to the requested library budget. Jan and Betsy suggested that programming should not be impacted. A discussion ensued. The Board will revisit the discussion when more information is available about the FY24 budget.

- Privacy Pod

Jan asked for an update on the privacy pod approved at the November meeting. Erin explained that the TalkBox has been ordered. The lead time is currently eight weeks, and they will reach out to schedule delivery when it is ready to ship. DPW and IT are helping us prepare the space.

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New Business:

- Appreciation Boxes

Erin and Donna suggested to the Board that the library give snack boxes to show appreciation to the Town departments that have worked directly with the library this year.

A **motion** was made by Carol Introne to provide up to \$300.00 to purchase snacks for the appreciation boxes. The **motion was seconded** by Kim Bears. All in attendance accepted the motion, **motion carried**.

- Staff Copier Quotes

Donna explained that the staff would benefit from having a color photocopier that also accepts larger paper sizes. The current photocopier in Technical Services only prints black and white copies. Donna has not received the third quote for an upgraded machine yet. The discussion will be moved to the next meeting.

- Staff Holiday Lunch

The Board agreed to provide a holiday lunch for the library staff with a maximum budget of \$500.00 on Thursday, December 15.

A **motion** was made by Betsy McKinney to pay up to \$500.00 for the staff holiday lunch. The **motion was seconded** by Cynthia Peterson. All in attendance accepted the motion, **motion carried**.

Adjourn:

A **motion** was made at 7:36 p.m. by Carol Introne to adjourn the meeting. The **motion was seconded** by Jan McLaughlin. All in attendance accepted the motion, **motion carried**.

Notes by: Erin Matlin, Donna Plante

Minutes Typed by: Donna Plante

Date: December 7, 2022

Respectfully submitted,

Donna Plante
Assistant Director and Head of Reference and Technical Services