

# LONDONDERRY LEACH LIBRARY

## BOARD OF TRUSTEES Minutes of February 7, 2024

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### **Call to Order:**

The meeting was called to order at 6:58 p.m. by Chair Betsy McKinney. The following board members were in attendance: Kim Bears, Christine Fitzgerald, Carol Introne, Jan McLaughlin, Helen Palmieri, and Liz Thomas. Also in attendance: Erin Matlin, Library Director; Donna Plante, Assistant Director and Head of Technical Services; Megan Donovan, Head of Circulation Services.

### **Public Comment:**

Marilyn McIntosh shared she has been a Library Director for 27 years and has experience being part of a large consortium that started in the 1960s and includes 47 libraries. She was excited to hear Leach Library is considering joining a consortium so patrons could benefit from the delivery service, shared integrated library system, IT help, and networking opportunities. She added that it's a no-brainer because the library would save money and get so much more. She encouraged the Board to join.

Beth Marrocco shared that she is running for a Library Trustee position. She thinks the library is amazing. She noted that she has been in town for a couple decades and it has been fantastic to see the library change for the better. She said the Board and staff have created something very special. She added she would love to be a part of the team and would appreciate their vote.

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

The Secretary's Report for January 3, 2024, was distributed prior to the meeting.

A **motion** was made by Kim Bears to accept the minutes without changes. The **motion was seconded** by Liz Thomas. All in attendance accepted the motion, **motion carried**.

Donna Plante asked the Board if they would like the minutes emailed to them now that they have Town email addresses. The Board agreed.

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

The Treasurer's Report for October 1, 2023 – December 31, 2023, was distributed prior to the meeting. Carol Introne shared that the Trustees' account balance at the end of December was \$56,421.13.

Betsy McKinney asked how much the Board has committed to GMILCS. Erin Matlin responded that the Board committed \$17,500.

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Christine Fitzgerald asked if anything has been paid to GMILCS yet. Erin responded that the onboarding cost has not been paid yet.

A **motion** was made by Kim Bears to accept the report as written. The **motion was seconded** by Jan McLaughlin. All in attendance accepted the motion, **motion carried**.

### **Director's Report:**

#### Announcements

- 1/9, 1/31-2/1 –Phones and staff internet were down. IT worked with Comcast to fix the problem.
- 1/10/2024 – Hampshire Fire Protection was here to do the fire service backflow test. The results were passed along to Pennichuck
- 1/12/2024 – SOS Systems came out to fix the Fire Alarm Panel that was beeping. He was able to stop the beeping but it was suggested that we replace the whole panel due to the age and the parts being outdated and not being able to be replaced.
- 1/25/2024 – Noticed a leak due to a roof drainage issue. Located between the main desk and reference desk. We will monitor it.
- 2/6/2024 – SOS Systems came to look at the alarm panel and sent me an estimate for a replacement
- 2/6/2024 – DPW started the process to repair the wall where the mural will be painted.

I will be mailing a letter with survey questions to all the candidates running for library trustee. This information will be shared with patrons who inquire about the candidates.

#### Scheduled and Unscheduled Closings

- 1/9/2024 – Closed at 7:00 due to snow
- 1/15/2024 – Library Closed for Martin Luther King Jr. Day
- 1/16/2024 – Library Closed for snow
- 1/29/2024 – Library opened at 12:00 due to snow

#### News & Programs

##### • Drop-In Tech Help

Curious about reserving library materials online from home? Want to learn how to access library databases and digital collections? Looking to get started with Libby and Hoopla? Need help navigating a new device? The Leach Library reference staff has you covered! We are here to provide one-on-one assistance tailored to your technology-related needs.

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No appointment is necessary. Stop in any Thursday between 10:00 a.m. and 12:00 p.m. For more information or to make an appointment for another time, please call the library at (603) 432-1132.

- Little Sprouts Baby Lapsit  
On Tuesday mornings at 9:00 a.m. through February 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, visit the library's online calendar or call (603) 432-1127.
- Wiggle Worms Story Time  
Due to popular demand, Leach Library added a second session of Wiggle Worms! On Tuesday or Wednesday mornings at 10:30 a.m. through February 14, toddlers and their caregivers are invited to the Leach Library for story time with songs, rhymes, books, and more. This program is designed for ages 2-3, but older children are welcome to join in. Registration is required and begins one week before each session. To register, visit the library's online calendar or call (603) 432-1127.
- Space Rangers  
Get ready to blast off into a new adventure on Thursday, February 8 from 4:00 – 5:00 p.m. in the Leach Library Meeting Room. During this one-hour, space-themed program, students age 9-14 will explore different space science topics through hands-on activities and games. This month's focus will be on Mars! Registration is required and begins on Thursday, February 1. To register, visit the library's online calendar or call (603) 432-1132.
- Invasive Plants with Master Gardener Jane Raymond  
Join UNH Extension Master Gardener Jane Raymond for a presentation on invasive plants on Thursday, February 8 at 6:30 p.m. Attendees will learn the official definition of invasive species and what differentiates an invasive from a native species. The concerns surrounding invasive plants and the ecological characteristics common to invasive plants will be discussed. Several practical control strategies will be presented, including helpful resources.

Jane Raymond became a Master Gardener in the spring of 2022 after retiring from forty-five years of teaching high school biology and chemistry. Jane was a farmer at a very young age, training animals, and helping with farm work. These early experiences fostered a love of plants and animals and led to an undergraduate degree in chemistry and a master's degree in biology.

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This program series has been generously sponsored by the Green Team of Londonderry. Registration is required and begins on Thursday, February 1. To register, visit the library's online calendar or call (603) 432-1132. One more event in this gardening series is scheduled for Thursday, March 28 at 6:30 p.m.

- Adult Craft: Wool Felted Bookmark  
Adults and teens (ages 13 and up) are invited to come to the Leach Library on Saturday, February 10 at 12:00 p.m. to make their very own wool felted bookmark! This fun introduction to wool felting will be led by artist Rachelle Toth. All materials will be provided. Registration is limited to 25 participants and begins on Saturday, February 3. To register, visit the library's online calendar or call (603) 432-1132.
- Craft Time  
On Monday, February 12 at 4:30 p.m., kid crafters are invited to the Leach Library to create a tissue paper heart wreath in the meeting room. Supplies will be provided, and staff will be available to offer assistance. Registration is required and begins on Monday, February 5. To register, visit the library's online calendar or call (603) 432-1127.
- Apple Byte Open Play  
On Tuesday, February 13 at 3:30 p.m., teens and tweens are invited to stop by the Leach Library Meeting Room to explore eSports in a non-competitive environment. During this one-hour program, middle and high school students will have the opportunity to play a variety of video games on the Nintendo Switch platform. This program is free and open to the public. Registration is required and begins on Tuesday, February 6. To register, visit the library's online calendar or call (603) 432-1132.
- Crafternoon  
Drop in to Crafternoon, a monthly 90-minute meet-up for crafters at the Leach Library! On Wednesday, February 14 at 4:00 p.m., bring your own craft project and supplies, and work alongside other local crafters. No registration is required. For more information, call the library at (603) 432-1132.
- Duplo Budding Builders  
Duplo Budding Builders will be meeting on Thursday, February 15 at 10:00 a.m. Participants will create using larger Duplo blocks. This program is designed for younger Lego enthusiasts ages 0-5. Registration is required and begins on Thursday, February 8. To register, visit the library's online calendar or call (603) 432-1127.
- Building Buddies  
Join the Leach Library staff on Thursday, February 15 at 4:30 p.m. for a Lego program designed for ages 6 and up. Each month, there will be a fun theme and

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time to create using the library's Legos. Registration is required and begins on Thursday, February 8. To register, visit the library's online calendar or call (603) 432-1127.

- Tinker Time

Join Leach Library staff on Saturday, February 17 at 10:00 a.m. for Tinker Time. A variety of toys and games from the Library of Things will be provided for children to try. Registration is recommended and begins on Saturday, February 10. To register, visit the library's online calendar or call (603) 432-1127.

- Pokémon Trading Card Game Swap & Play

Pokémon Trading Card Game enthusiasts are invited to stop by the Leach Library Meeting Room on Saturday, February 17 from 2:00-3:30 p.m. to swap and trade their collection! Tables will be set up for those who are looking to play a game or two.

Special guests from Awesome CCG will be available with their own card binders ready for trading and selling.

For those new to the game, there will be an opportunity to purchase some starter accessories and decks. Please note that selling cards will be limited to interactions between Awesome CCG and players and will not be permitted between players themselves. All participants will be entered to win a door prize raffle drawing.

This program is intended for ages 8-18. Registration is required and begins on Saturday, February 10. To register, please visit the library's online calendar or call (603) 432-1132.

- "Library After Dark" Movie Night

On Friday, February 23 at 6:00 p.m., Leach Library will host an after-hours movie night in the main reading room! Meet Charlie Bucket and the mysterious candy mogul in *Willy Wonka & The Chocolate Factory* (1971, rated G). Pizza and refreshments will be served while supplies last, and raffle prizes will be provided. Registration is required and begins on Friday, February 16. To register, visit the library's online calendar or call (603) 432-1132.

- Children's Book Bingo

Leach Library will be offering Children's Book Bingo on Monday, February 26 at 4:30 p.m. Each participant will have a chance to win books of their choosing, and the whole family is welcome to play along. Registration is required and begins Tuesday, February 20. To register, visit the library's online calendar or call (603) 432-1127.

- Laser Tag for Teens

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- On Tuesday, February 27 from 2:00 – 3:00 p.m., teens and tweens are invited to a Laser Tag experience in the Leach Library Meeting Room. Groups of teens will play against each other while moving through a series of obstacles. Registration is required and begins on Tuesday, February 20. To register, visit the library's online calendar or call (603) 432-1132.
- Block by Block Coding Club and Maker Lab  
On Wednesday, February 28 from 4:00-5:00 p.m., students in grades 4-8 will be able to explore in a variety of coding exercises and programs including using screen-free coding robots, independent online coding, and other guided activities. An assortment of art supplies and building materials will also be available for creative expression open to all participants. This program is open to participants age 9-14. Registration is required and begins on Wednesday, February 21. To register, visit the library's online calendar or call (603) 432-1132.
  - Books and Board Games  
On Thursday, February 29 from 2:00 – 3:00 p.m., teens and tweens are invited to play an assortment of classic and new board games in the Leach Library Meeting Room. Winners will have first choice in choosing a book to keep. All participants will receive at least one book. Registration is required and begins on Thursday, February 22. To register, please visit the library's online calendar or call the library at (603) 432-1132.
  - PJ Story Time  
Families are invited to come to the Leach Library in their favorite pajamas on Thursday, February 29 at 6:30 p.m. to hear bedtime stories and sing a favorite lullaby. Don't forget a cozy blanket and stuffed animal to snuggle! Registration is not required for this program.
  - Upcoming Story Time Sessions  
Little Sprouts Baby Lapsit and Wiggle Worms will be returning on Tuesday, March 5. Registration is required and begins one week before each session. To register, visit the library's online calendar or call (603) 432-1127.
  - Space Rangers  
Get ready to blast off into a new adventure on Thursday, March 7 from 4:00 – 5:00 p.m. in the Leach Library Meeting Room. During this one-hour, space-themed program, students age 9-14 will explore different space science topics through hands on activities and games. This month's focus will be on the upcoming total solar eclipse! Registration is required and begins on Thursday, February 29. To register, visit the library's online calendar or call (603) 432-1132.
  - Historical Fiction Book Discussion  
Love historical fiction and strong female characters? Then join us on Thursday, March 14 at 11:30 a.m. for a historical fiction book discussion at the Leach

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Library! We will be discussing Sarah Penner's novel, "The Lost Apothecary."  
You can pick up a copy of the book from the library.

Registration opens on Thursday, February 8 and is limited to 15 participants. To register, visit the library's online calendar or call (603) 432-1132. Copies of the book will be available to check out at the library's main desk.

### Meetings and Trainings

- 1/10/2024 – Erin attended the Senior Staff Meeting at Town Hall
- 1/10/2024 – Erin held a Library Department Head Meeting
- 1/15/2024 – Erin attended the Budget Committee Meeting at Town Hall
- 1/19/2024 – Erin attended a Senior Staff Meeting at Town Hall
- 1/26/2024 – Erin attended a ULAC meeting at the Durham Public Library
- 2/6/2024 – Erin met with Susan (Chair of the Friends)

### Staffing Update

- February Work Anniversaries  
2/12 – Taylor – 6 years!  
2/28 – Kelli – 2 years!

## **Assistant Director's Report:**

### Technical Services

- During January, the library staff added 497 materials to the collection including new Playaway Launchpads and Library of Things items such as educational games, jigsaw puzzles, and Playaway audio cables.
- We are hoping to receive a second telescope through the Library Telescope Program in March. The Friends generously sponsored a second telescope due to high demand.

Jan McLaughlin asked that the staff make it clear that no one should use a telescope to view the upcoming solar eclipse. Erin Matlin responded that the telescope is labeled with warnings. Megan Donovan added that the staff will have a display on the solar eclipse in March where that information can be added. The library will also be providing solar eclipse glasses while supplies last.

### Children's Room Mural Contest with the Londonderry Arts Council

A committee of designated library staff and Londonderry Arts Council members reviewed applications in January. They selected Melisa Keyes' artwork titled "Friends with Apples & Books". Melisa will start working on the mural sometime in March. The committee wishes to thank everyone who participated and helped spread the word.

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### Summer Reading 2024: “Adventure Begins at Your Library”

The library staff is working hard to plan this year’s summer reading program with activities, events, and prizes. We are hoping to collaborate with more local organizations and attend more community events to promote library services. Requests for donations will be sent out to local businesses this month.

### Meetings and Trainings

- 1/8/24 – Attended the Friends of the Leach Library meeting
- 1/12/24 – Attended the Town Council meeting and Budget Public Hearing

### **Head of Children’s Services Report:**

The children’s room held its Snow Ball Winter Party on January 24. The party was a success with 28 in attendance and fun had by all the children, whether working on a craft, having winter-themed snacks, or playing a penguin race and pin the carrot on the snowman.

Adding a second session of Wiggle Worms has opened up the choice to attend on either Tuesday or Wednesday, which has created two more manageable groups for the toddler story time. Kylie and Laura are each running a session and are working together on planning, which has been saving staff time.

We continue to see an increase in children coming in with parents and caregivers and spending more time enjoying the Children’s Room. Several families come in for playdates on a regular basis or to play with the available toys, read, color, or do a craft.

There are a few new displays in the Children’s Room for the month of February. The children’s display case has a patron display for heart health awareness in February, card making supplies are available and a display has been set up encouraging families to make Valentine’s Day cards for senior residents of Londonderry, and there is a Black History book display.

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

#### Circulation Services

In January, there were a total of 6,048 visitors to the library. This is a 37% increase as compared to January 2023.

The total circulation of all materials both physical and digital was 15,609 in January. The highest totals were in adult fiction at 14% of the total circulation, picture books at 13% of the total circulation and downloadable audiobooks at 10% of total circulation.

The top five titles checked out were *Lessons in Chemistry* by Bonnie Grimes (historical fiction), *The Secret Life of Sunflowers* by Marta Molnar (historical fiction),



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*The Exchange: After the Firm* by John Grisham (thriller), *The Book Club the Next Chapter* (DVD, romantic comedy), and *Dirty Thirty* by Janet Evanovich (mystery).

Many patrons have come in to the library to update their cards. As of January 31, 2024, 1,190 patrons have received their new card.

The library staff has begun to inventory and re-barcode the collection. This process is going well and proceeding on schedule.

### Teen Services

The Young Adult Graphic Novel Collection shelving has expanded to include the shelving next to the music collection. In addition to this move, four shelved were replaced with bucket shelving to allow easier access to popular Manga series.

Christine Fitzgerald asked if the total visitors would account for the same person entering and leaving multiple times. Megan Donovan responded that the number is collected with a door counter device that cannot account for repeat visitors.

Christine Fitzgerald shared a parent concern she saw online that said the parent had to have their 8-year-old child's permission to access their account. She stated the library is taking parental rights away by not giving a parent access to their child's account. Megan Donovan responded that the library's card authorization procedure is done according to state law, RSA 201-D:11, which requires the user's consent to access their library records.

Jan McLaughlin asked if there is a separate graphic novel collection in the children's room. Megan Donovan responded that children's graphic novels are shelved in the paperback section and have a "graphic novel" spine label. Jan asked if the staff could make a display or handout to make them easier for emergent readers to find.

## **Head of Reference and Adult Services Report:**

### January Statistics from the Reference Department

- The library gained 10 Facebook followers
- A total of 1,787 reference questions were answered
- 184 reference questions were answered by phone
- 465 uses of Leach Library WiFi
- 148 uses of Leach Library public computers
- 10 uses of the TalkBox privacy pod
- 50 uses of Study Room A and 26 uses of Study Room B
- 6 uses of the Historical Room
- 20 reference instruction sessions were conducted, with a total attendance of 23 people

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### Reference Department happenings in the past month, ongoing projects, programs, etc.

- The library's current display in the Main Reading Room is "Blind Date with a Book." Books on this display are wrapped with paper, and descriptive words are written on the paper. Patrons are welcome to pick any "mystery book" based on their interest in these descriptive words. They do not know what the book is until they check it out. There have been several comments from patrons saying they enjoy this display idea very much.
- There is also currently a smaller display in the Main Reading Room called "Tropical Escape." This display features a wide array of titles with tropical settings.
- Reference staff continued offering "Drop-In Tech Help" sessions. These sessions took place every Thursday in January from 10 a.m. – Noon.
- On Wednesday, January 10, the library hosted its ongoing program "Crafternoon" in which participants bring their own craft project and supplies, and work alongside other local crafters. There were six people in attendance.
- On Thursday, January 11, the library hosted "True Crime Podcast Discussion." Participants discussed all seven episodes of the podcast "Bear Brook: Season 1." There were seven attendees. They enjoyed the program and expressed interest in having another podcast discussion.
- On Saturday, January 13, the library hosted Gariné Arakelian for an introductory workshop on paper quilling. There were fifteen participants.
- On Monday, January 22, library staff hosted "Read Local" at Backyard Brewery in Londonderry. Participants discussed Fredrik Backman's novel *Beartown*. The program was well received and there were eleven participants.
- On Thursday, January 25, the library hosted Jane Raymond for "Go Native," a program on how to incorporate native plants successfully into new and existing gardens. With fifty-five attendees, it was a very successful evening. The program was sponsored by the Londonderry Green Team.

### Old Business:

- GMILCS Update  
Donna Plante shared that other GMILCS libraries reported Leach Library patrons trying to use their new card at their libraries. Donna noted it is a positive sign that patrons are excited for the library to join GMILCS, but staff are trying to be as clear as possible when issuing new cards and asking patrons to wait until an announcement is made in the fall before using their card at other libraries.

Erin Matlin provided an update that the Friends are almost halfway to their fundraising goal for the GMILCS onboarding cost. Fundraising letters will be sent soon to area businesses and organizations.

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- Budget FY25

Erin Matlin shared that she and Donna will be attending the Town Deliberative Session on Saturday, February 10 starting at 9:00 a.m. in the High School Café. She encouraged Board members to attend.

Erin provided a copy of the current library staff salary ranges to all Board members.

### **New Business:**

- Acceptance of unanticipated funds under RSA 202-A:4-c and personal property donations under RSA 202-A:4-d

Erin Matlin presented gifts and artwork to be accepted by the Board.

- Tara Myles donated \$87.00.
- Hannaford in Londonderry donated \$116.15.
- Brent Robie donated ceramic wall art, “The Granite State” by Henry Woodhull Gates.

A **motion** was made by Liz Thomas to accept the gifts and artwork. The **motion was seconded** by Helen Palmieri. All in attendance accepted the motion, **motion carried**.

- Fire Panel Replacement Quote

Erin Matlin shared with the Board that the fire panel located by the main entrance needs to be replaced within the next year. The panel is original to the building’s addition, and the parts are outdated. She presented a quote from SOS Security and noted that she will be getting two more quotes for the Board to review in March.

Jan McLaughlin asked if the fire panel replacement would be paid by the library or the Town. Erin Matlin responded that she believes it would be paid by the library since the panel is inside the building, but she will look into it further.

- Floor Cleaning (Meeting Room) Quote

Erin Matlin presented a quote from A-1 Phoenix totaling \$991.00 for the meeting room floor to be cleaned including stripping and refinishing. She noted the work likely falls outside the library’s cleaning contract but she would confirm before scheduling.

Christine Fitzgerald asked if it is worth getting a second quote. Erin Matlin responded that A-1 Phoenix is the company that cleans the library daily and is familiar with the space.

Jan McLaughlin noted the room is used frequently. Erin added that the floor has not been thoroughly cleaned since she started.

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A **motion** was made by Helen Palmieri to accept the quote and proceed with scheduling the floor cleaning. The **motion was seconded** by Christine Fitzgerald. All in attendance accepted the motion, **motion carried**.

### **Other Business:**

- Juneteenth Holiday

Erin Matlin asked the Board if they wanted to make any changes to the library's hours for the Juneteenth holiday. She noted that library staff are currently planning summer programs so it would be helpful for them to know either way. She was not aware of any changes to Town Hall hours. A recent survey shared among New Hampshire libraries showed the decision to close to still be split pretty evenly.

Jan McLaughlin suggested the library offer educational programming again this year.

Jan McLaughlin asked if the schools are open on Juneteenth. Erin Matlin responded schools should be out for the summer by then. Megan Donovan added that the schools observe Juneteenth if school is not out yet because of snow days.

Donna Plante stated that she and Erin had suggested giving staff an additional floating holiday during the recent discussion on library staff merit increases. She noted the staff could use it on a day of their choosing or for Juneteenth.

Christine Fitzgerald asked if the Town observes the holiday. Erin Matlin responded that the Town does not observe the holiday. Christine responded that she thinks the library should be open if the Town is open, but the Board could offer the floating holiday to staff.

Donna Plante shared that the library is closed for Martin Luther King Jr. Day, but the Town is open. The staff use their floating holiday for the library to be closed that day, so there is already a precedent.

Betsy McKinney suggested waiting to decide until new Board members are elected.

- Johnny Appleseed's Birthday

Betsy McKinney suggested the library celebrate Johnny Appleseed's birthday again in September. Megan responded that the library still has accessories to add to the sculpture to celebrate his birthday.

- 2024 Summer Hours

Erin Matlin asked the Board to consider deciding about summer hours for 2024 since the staff is currently planning summer reading programs.

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Betsy McKinney asked what the staff thought about last year's summer hours. Donna Plante noted that last year's summer schedule was manageable with current staffing, and the summer hours prevented the staff from having to close the library early or cancel any programs last summer. However, most of the staff did need to change their normal schedule.

Jan McLaughlin expressed concern in the library closing early on Saturdays again over the summer because some parents can only make it to the library on the weekends, and the library is closed on Sunday.

Donna Plante asked if a Saturday schedule of 9am to 2pm would be more favorable.

Betsy McKinney asked if anyone complained about the summer hours last year. Erin Matlin responded that she did not receive any complaints. Christine Fitzgerald responded that a couple people complained about it online. Jan McLaughlin said it was hard for her family members to make it to the library before 1pm on Saturdays.

Erin Matlin noted that it is not uncommon for libraries to adopt shorter summer hours, but she understands the hours may be difficult for some.

Jan McLaughlin noted she would rather the library give up more evening hours and suggested more advertising of the summer hours.

Megan Donovan noted that the library has had Saturday hours from 10:00 a.m. to 2:00 p.m. in the past.

Christine Fitzgerald added that there are a lot of sports programs on Saturday mornings and early afternoons. If families wanted to come to the library after, they would not be able to.

Betsy McKinney shared that it is really a staffing issue because staff want to take time off during July and August while the library is also offering summer reading programs. She added that if the summer hours worked last year, they should stay the same this year.

Liz Thomas suggested surveying the Board's interest on keeping the same summer hours or changing the Saturday hours to 10:00 a.m. to 2:00 p.m. A discussion ensued.

A **motion** was made by Liz Thomas to change the library's operating hours during summer 2024 to Monday through Wednesday 9:00 a.m. to 8:00 p.m., Thursday and Friday 9:00 a.m. to 5:00 p.m., and Saturday 9:00 a.m. to 1:00 p.m. The **motion was**

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**seconded** by Betsy McKinney. Five voted in favor of the motion; two voted against the motion, **motion carried**.

Helen Palmieri suggested surveying the community to determine the best Saturday hours for the summer. Erin Matlin said the library could offer a survey after this summer. However, if the survey shows the community wants the library to be open all day Saturday, the library will need more staff to offer the extra summer programs too.

Christine Fitzgerald suggested the library staff could informally survey people when they are checking out items. Erin Matlin responded she is uncomfortable putting that responsibility on the staff. Erin stated that members of the public could attend the next Board meeting to share their opinion on the hours.

Jan McLaughlin asked if the library will distribute handouts during checkout to share the summer hours. Erin Matlin responded that the library can provide bookmarks at checkout again.

- Reminder from the Library Director  
Erin Matlin shared that the Board can contact Donna with any questions while she is away later this month.

**Adjourn:**

A **motion** was made at 7:47 p.m. by Jan McLaughlin to adjourn the meeting. The **motion was seconded** by Liz Thomas. All in attendance accepted the motion, **motion carried**.

Notes by: Megan Donovan, Erin Matlin, Donna Plante

Minutes Typed by: Donna Plante

Date: February 7, 2024

Respectfully submitted,

Donna Plante  
Assistant Director and Head of Technical Services