

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES Minutes of March 6, 2024

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Call to Order:

The meeting was called to order at 7:07 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:

Kirsten Hildonen shared that she sent an email to the Board regarding the Town's transition to Office 365. Boards and commissions will be transitioning in the next two weeks to the domain TOLBoards.org with multifactor authentication. Everything in their current Town email account will migrate, and anything sent to their current email address will forward to their new address temporarily. She asked the Trustees to contact her with any questions.

Kirsten shared that 2023 Annual Town Reports are now available.

Christine Fitzgerald shared a suggestion from Maria Barud to invite people or businesses to sponsor the library's pet tortoise for the month.

Secretary's Report:

The Secretary's Report for February 7, 2024, was distributed prior to the meeting.

Christine Fitzgerald asked for an email she sent after the February 7, 2024 meeting to be added to the minutes. Betsy McKinney responded that the minutes should reflect what happened during the meeting. Christine Fitzgerald asked to read her email aloud to be added to the current meeting minutes.

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

Director's Report:

Announcements

- 2/6/24 – SOS Security Systems came to look at the Fire Panel
- 2/9/24 – DPW painted the wall in the children's room to prepare for the muralist
- 2/9/24 – DPW fixed the lock on the bathroom in the main reading room
- 2/16/24 – Code Red came to look at the Fire Panel

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- 2/20/24 – Hampshire Fire Protection came to look at the Fire Panel

Scheduled and Unscheduled Closings

- 2/19/24 – Library Closed for Presidents' Day

News & Programs

- Little Sprouts Baby Lapsit
On Tuesday mornings at 9:00 a.m. beginning on March 5 and continuing through April 9, 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 event calendar or call (603) 432-1127.
- Wiggle Worms Story Time
Due to popular demand, Leach Library will be offering a second session of Wiggle Worms! On Tuesday or Wednesday mornings at 10:30 a.m. beginning on March 5 and continuing through April 10, 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 event calendar or call (603) 432-1127.
- Meet the Library Trustee Candidates
On Wednesday, March 6 at 6:00 p.m., members of the public are invited to meet the 2024 Leach Library Trustee Candidates in the Leach Library Meeting Room. Candidates will introduce themselves and participate in an open Q&A session. All attendees are welcome to stay for the Leach Library Board of Trustees monthly meeting at 7:00 p.m. For further information, please call the library at (603) 432-1132.
- Drop-In Tech Help
Curious about reserving library materials online from home? Want to learn how to access our various 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. 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.
- 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

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- 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 event calendar or call (603) 432-1132.
- Saturday Craft: Paint Your Own Suncatcher
Looking for a relaxing Saturday activity? Look no further! Stop by the Leach Library on Saturday, March 9 at 12:00 p.m. to paint your very own suncatcher. This event is open to all ages. Registration is limited to 40 participants and opens on Saturday, March 2. To register, visit the library's online event 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, March 13 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.
 - Lucky Duck Search-and-Find
Beginning on Monday, March 11 and continuing through Saturday, March 23, a variety of fun rubber ducks will be hidden around the Leach Library. If you spot one of our Lucky Ducks, bring it to the main desk or the children's desk. The duck will be yours to keep, and you will receive a voucher for a free book from the book sale room. Search high and low to find your Lucky Duck!
 - Craft Time
On Monday, March 11 at 4:30 p.m., kid crafters are invited to the Leach Library to make and paint with puffy paint in the meeting room. Supplies will be provided, and staff will be available to offer assistance. Registration is required and begins on Monday, March 4. To register, visit the library's online event calendar or call (603) 432-1127.
 - Apple Bytes Tournament
Teens and tweens are invited to an intro to e-sports video game tournament on Saturday, March 16 from 1:00 – 3:00 p.m. in the Leach Library Meeting Room. During this program, students age 9-18 will play Rocket League in a series of rounds on the Nintendo Switch platform. Tournament style and lineup will be announced at the start of the tournament. Door prizes and awards will be handed out to players while supplies last. This program is free and open to the public. Registration is required and begins on Saturday, March 9. To register, visit the library's online event calendar or call (603) 432-1132.
 - Coffee Tasting with Mill City Roasting
Calling all coffee lovers! On Monday, March 18 at 9:30 a.m., Londonderry's own Mill City Roasting will provide a free coffee tasting at the Leach Library.

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Refreshments will be served. Registration is limited to 15 adults (ages 18+) and opens on Monday, March 11. To register, visit the library's online event calendar or call (603) 432-1132.

- Spring Oobleck
On Wednesday, March 20 at 4:30 p.m. Leach Library staff will be on hand to help children 4 and older make oobleck. Using only water and cornstarch, children will learn how to make this fun concoction that is both a solid and liquid. Registration is required and begins Wednesday, March 13. To register, visit the library's online event calendar or call (603) 432-1127.
- Duplo Budding Builders
Duplo Budding Builders will be meeting on Thursday, March 21 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, March 14. To register, visit the library's online event calendar or call (603) 432-1127.
- Building Buddies
Join the Leach Library staff on Thursday, March 21 at 4:30 p.m. for a 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. Registration is required and begins on Thursday, March 14. To register, visit the library's online event calendar or call (603) 432-1127.
- Solar Eclipse Glasses at the Leach Library
The Leach Library has a limited supply of eclipse glasses to give out during the following programs and activities. Please note solar eclipse glasses are available while supplies last on a first-come, first-served basis. Limit of one pair of glasses per person.
 - 1. Attend Space Rangers on Thursday, March 21, 4:00-5:00 p.m. For ages 9-13.** Registration is required and begins on Thursday, March 14. To register, visit the library's online calendar or call (603) 432-1132.
 - 2. Attend IMAX Presentation on Monday, March 25, 4:00-5:00 p.m. For all ages.** Registration is required and begins on Monday, March 18. To register, visit the library's online calendar or call (603) 432-1132.
 - 3. Stop by the Leach Library Main Desk beginning Monday, April 1 through Monday, April 8 during regular hours.** Glasses will be available in the morning and afternoon on a first-come, first-served basis while supplies last and cannot be reserved. Limit of one pair of glasses per person.

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4. Attend the Solar Eclipse Viewing Party on Monday, April 8, 2:00-4:30 p.m. For all ages. View the eclipse on the library lawn or watch live coverage of the eclipse in the meeting room. Registration is not required. Glasses will be available while supplies last.

- IMAX Film Screening
On Monday, March 25, 2024 from 4:00 – 5:00 p.m., viewers of all ages are invited to a special presentation from the award-winning IMAX Space Team in the Leach Library Meeting Room. During this 45-minute video, viewers will get an up-close view of the Hubble Space Telescope and the universe. All participants will receive a pair of solar eclipse glasses while supplies last to view the upcoming solar eclipse. Registration is required and begins on Monday, March 18. To register, visit the library's online event calendar or call (603) 432-1132.
- Block by Block Coding Club and Maker Lab
On Wednesday, March 27 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, March 20. To register, visit the library's online event calendar or call (603) 432-1132.
- Vegetable Gardening with Master Gardener Jane Raymond
Join UNH Extension Master Gardener Jane Raymond for a presentation on vegetable gardening at the Leach Library on Thursday, March 28 at 6:30 p.m. Attendees will learn principles and practices for successful vegetable gardening, how to plan a garden to produce lots of high-quality vegetables, how to expend less energy on maintenance of the garden, and how to use fewer chemical inputs.

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.

This program series has been generously sponsored by the Green Team of Londonderry. Registration is required and begins on Thursday, March 21. To register, visit the library's online calendar or call (603) 432-1132.

- Tinker Time
Join Leach Library staff on Saturday, March 30 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 Saturday, March 23. To register, visit the library's online event calendar or call (603) 432-1127.

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- Film Discussion

It's like a book discussion but with a movie! Watch the selected 2021 science fiction movie based on "Dune" by Frank Herbert at home (rated PG-13) and then come to the Leach Library on Tuesday, April 2 at 6:30 p.m. to discuss it. Light refreshments will be served.

Registration opens on Tuesday, March 26 and is limited to 15 participants. To register, visit the library's online event calendar or call (603) 432-1132. Copies of the DVD will be available to check out at the library's main desk.

- Saturday Concert with Bob DePaolo

Join Leach Library staff on Saturday, April 6 at 12:30 p.m. for a free concert performed by New Hampshire musician Bob DePaolo. By combining the flute, keyboard, conga drums, and harmonica, DePaolo interprets the music of Jethro Tull, Dylan, Santana, Vanity Fair, Eric Clapton, the Beatles, Stevie Wonder, and others in a one-man band format.

The Friends of the Leach Library will be selling snacks and baked goods at this event. They will accept cash or checks. Registration is limited to 75 people and opens on Saturday, March 30. To register, visit the library's online event calendar or call (603) 432-1132.

- Read Local at Pasquale's

Join Leach Library staff at Pasquale's Ristorante on Wednesday, April 17 at 7:00 p.m. to discuss Lori Nelson Spielman's novel "The Star-Crossed Sisters of Tuscany" over good food and drinks! Pasquale's is located at 87 Nashua Road in Londonderry. Individuals are responsible for their own food and drink.

Registration opens on Monday, March 11 and is limited to 15 participants. To register, visit the library's online event calendar or call (603) 432-1132. Copies of the book will be available to check out at the library's main desk.

- Cookbook Potluck: The Mediterranean!

Love to cook and bake? Then this is the perfect program for you! Join Leach Library staff on Friday, April 12 at 11:30 a.m. for a Mediterranean potluck. Prepare and share a recipe from either "The Mediterranean Dish" by Suzy Karadsheh or "The Complete Mediterranean Cookbook" by America's Test Kitchen.

The library cannot guarantee each dish's ingredients or accurate preparation. Food served at this program may contain or come into contact with common allergens.

Registration is limited to 15 participants and begins on Friday, March 8. Please visit the library's main desk to reserve a recipe and check out a cookbook.

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Meetings and Trainings

- 2/10/24 – Erin and Donna attended the Deliberative Session at the Londonderry High School.
- 2/12/24 – Erin attended the Leach Library Friends Meeting.
- 2/21/24 – Erin and Donna went to the Aviation Museum to discuss a future program collaboration.
- 2/23/24 – Erin attended the ULAC Meeting (virtual)

Staffing Update

- March Work Anniversaries
3/7 – Donna – 8 years!

Assistant Director's Report:

Technical Services

- During February, the library staff added 720 materials to the collection.
- So far in 2024, library staff saved over \$500 by repairing materials instead of replacing.

Donna noted that the increase in materials added was possible because Alex has been cataloging after taking an ALA cataloging course and receiving additional training. It has allowed Kathy, the library's primary cataloger, to spend more time on items requiring original cataloging. Nick is also saving the library money by repairing materials.

Children's Room Mural Contest with the Londonderry Arts Council

Melisa Keyes will be installing her artwork titled "Friends with Apples & Books" in the Children's Room this month.

Summer Reading 2024: "Adventure Begins at Your Library"

The library staff is working hard to plan this year's summer reading program. Requests for gift card donations were recently sent out to local businesses. Other outreach to the schools, Town departments, and local organizations is in progress.

- 2/21/24 – Erin and I met with staff at the Aviation Museum of New Hampshire to plan an evening program at the Museum.
- 3/2/24 – Jen and I met with Stephen and Julie Lee of the Londonderry Arts Council to plan a special summer children's concert.

Playaway Standing Order Plan

A new standing order plan is in place with Playaway that will save the library money on audio players and provide more flexibility.

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Digital Newsletters

Switching our monthly newsletters to a digital-only format has saved *a lot* of staff time in the last couple months. Please help us continue spreading the word. Members of the public can subscribe to the newsletter at <https://www.libraryaware.com/3790/Subscribers/Subscribe>. The library staff can help anyone sign up. New patrons can also opt in when they sign up for a library card.

Liz Thomas asked if the newsletter is posted anywhere online. Donna responded that it is posted on the library's website under the "News and Announcements" section. Patrons can also subscribe to library news through the Town website's "Notify Me" feature.

Kim Bears asked if the staff could get the newsletter in the schools. Megan Donovan responded that anything distributed in the schools needs to be approved by the Superintendent's Office first. Donna added that the digital-only format makes that a challenge.

Christine Fitzgerald asked if a handful could be printed for viewing in the library. Donna responded that they can be printed, but the newsletter is no longer being formatted for print, so the print version would have large page breaks and articles would be more difficult to follow.

Jan McLaughlin asked if the staff time was saved in the formatting or the printing. Donna responded that the time was saved in the formatting.

Helen Palmieri suggested posting a QR code in the library to access the digital newsletter. Donna Plante responded that the staff is providing a printed monthly calendar of events instead of printing the newsletter, and the calendar includes a QR code to subscribe to the newsletter.

Head of Children's Services Report:

The Children's Room offered a session on Children's Book Bingo during February school vacation. There were 48 in attendance and each participant was able to take home four books. Book Bingo is always a popular program and a great way to pass along book donations we aren't able to use in the collection.

The first spring sessions of story times began on Tuesday, March 5 and I expect good attendance, as more people continue to discover the programs. Colleen, Laura, and Kylie work well together and plan fun, age-appropriate programs that keep families coming back.

The Children's Room continues to be quite busy, with an especially noticeable increase on Saturdays over the last several weeks. A second technician is often

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needed to temporarily help the person assigned to the room to catch up on tasks they're unable to do while helping patrons.

There are a few new displays and changes in the Children's Room. The spotlight display for spring is "Quack open a new book" and features ducks while drawing attention to the new books and audiobooks being moved to the spotlight area. Since we now have a growing collection, the graphic novels have been separated and moved to the area the new books previously occupied. There is a small book display for Women's History Month and the cart near the educational resources has been updated for spring. We're also very much looking forward to the mural being installed during March.

Head of Circulation Services Report:

Circulation Services

In February, there were 221 interlibrary loan materials requested for library patrons. This is a 58% increase as compared to February 2023. Interlibrary loan requests have steadily been increasing this past year.

The total circulation of all materials both physical and digital was 15,044 in February. The highest totals were in downloadable audiobooks at 13% of the total circulation, picture books at 11% of the total circulation and adult fiction at 10.5% of total circulation.

The top titles checked out were *The Teacher* by Frieda McFadden (thriller fiction), *The Women* by Kristin Hannah (historical fiction), *One Summer in Savannah* by Terah Shelton Harris (fiction), *Barbie* (DVD, comedy), *Holmes, Marple and Poe* by James Patterson (detective and mystery fiction), *Happy Place* by Emily Henry (romance fiction).

Teen Services

In February, Awesome CCG once again collaborated with the library for a Pokémon Trading Card Swap and Play event. In total, seventeen participants had a great time playing and trading with several reaching out about the next program.

The first Saturday in May is an annual celebration called Free Comic Book Day. The purpose of this event is to promote readership of comic books for all ages. In February, the library received notification of approval as a library partner for Free Comic Book Day 2024. The library will receive fifty comic books to distribute on Saturday, May 4, 2024 for all ages. Special thanks goes to Library Technician Kelli Meattley who first suggested that the library participates in this program.

Head of Reference and Adult Services Report:

February Statistics from the Reference Department

- The library gained 26 Facebook followers
- A total of 1,516 reference questions were answered
- 199 reference questions were answered by phone
- 420 uses of Leach Library WiFi
- 125 uses of Leach Library public computers
- 7 uses of the TalkBox privacy pod
- 31 uses of Study Room A and 21 uses of Study Room B
- 12 uses of the Historical Room
- 28 reference instruction sessions were conducted, with a total attendance of 32 people

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

- Federal tax forms continue to be available at the library. This is a variety of IRS tax forms located on a stand right by the public copy machine. Patrons are encouraged to stop by the Reference Desk should they need additional tax forms printed out.
- The library's current display in the Main Reading Room is "Ruthless Royals."
- There is also currently a smaller display in the Main Reading Room, which is celebrating Women's History Month.
- Reference staff continued offering "Drop-In Tech Help" sessions. These sessions took place every Thursday in February from 10 a.m. – Noon.
- On Thursday, February 8, the library hosted Master Gardener Jane Raymond for a presentation on invasive plants. There was a great turnout, with 41 people in attendance.
- On Saturday, February 10, the library hosted an adult craft workshop. Artist Rachelle Toth led the workshop, and attendees made their own wool-felted bookmarks.
- On Wednesday, February 14, the library hosted its ongoing program "Crafternoon" in which participants bring their own craft project and supplies, and work alongside other local crafters.
- On Thursday, February 15, Leach Library staff led a Romance Book Discussion. Participants discussed *The Bromance Book Club* by Lyssa Kay Adams. There were 10 people in attendance.
- On Wednesday, February 21, the library hosted a Cookbook Potluck. Participants were invited to prepare and share a recipe from either *Everything Chocolate* by America's Test Kitchen, or *Chocolate is Forever* by Maida Heatter. There were 17 people in attendance.

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Old Business:

- GMILCS Update

Erin Matlin shared an update on the Friends' GMILCS fundraiser. The Friends have raised \$4,001 out of the \$6,800 goal for the onboarding cost. Erin recently sent letters to 15 local businesses and organizations and so far received a \$500 donation.

The library's tentative launch date is currently in October. Library staff are continuing to work with GMILCS to prepare for the transition.

- Budget FY25

Erin Matlin and Donna Plante attended the Town Deliberative Session on Saturday, February 10. The FY25 budget will be voted on during the Town Election on Tuesday, March 12.

- Fire Panel Replacement

Erin Matlin presented three quotes to the Board for the fire panel replacement. The lowest quote was from Code Red for \$7,331.03. She noted that the current panel is original to the addition and is outdated. It is no longer possible to replace parts. She shared that the Town will likely pay the replacement cost through an emergency maintenance fund according to Dave Wholley, but the Board needs to approve a vendor. A discussion ensued.

A **motion** was made by Carol Introne to proceed with the vendor Code Red for the fire panel replacement. The **motion was seconded** by Kim Bears. All in attendance accepted the motion, **motion carried**.

Erin Matlin noted that she will be discussing an emergency trust fund for the library in the next fiscal year with Justin Campo to help fund similar maintenance issues as the building ages.

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.

- Christie Campbell donated shadowbox art.
- Hannaford in Londonderry donated \$93.57.

A **motion** was made by Helen Palmieri to accept the gifts. The **motion was seconded** by Jan McLaughlin. All in attendance accepted the motion, **motion carried**.

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- Summer Reading Program Fine Waiver

Donna Plante shared an example fine waiver to be used as a registration incentive for the Adult Summer Reading Program again this year. The voucher would waive up to \$5.00 in overdue fines and have an expiration date of September 1, 2025. While the library does not charge fines for books, magazines, and audiobooks, Donna noted the waiver is a nice gesture to adult patrons using the library over the summer that borrow materials such as DVDs and Library of Things items that still accrue overdue fines.

Christine Fitzgerald asked if the waiver would only be given to new patrons. Donna responded that it would be given to anyone who signs up for the Adult Summer Reading Program.

The Board agreed to offer the waiver as an incentive for the Adult Summer Reading Program again this year.

- Book Sale Vouchers

Donna Plante shared example book sale vouchers given as incentives or prizes at programs that award a patron with one free item from the book sale. She asked the Board to consider allowing the library staff to award any number at any library programs or activities staff members deem appropriate.

Liz Thomas asked if staff will be monitoring the book sale inventory. Erin Matlin responded that inventory is not a problem, and the vouchers encourage patrons to purchase additional items from the book sale.

A **motion** was made by Liz Thomas to allow library staff to award any number of book sale vouchers at staff discretion. The **motion was seconded** by Jan McLaughlin. All in attendance accepted the motion, **motion carried**.

- Library Pet Proposal

Library Technicians Kat Smith and Kylie Hernandez presented a proposal for the library to have a pet tortoise in the Children's Room. The proposal included goals, ways to involve the tortoise in library programming, research on improving literacy skills with animal interaction, feedback on library pets from other New Hampshire librarians, outreach and promotion opportunities, information on allergy and safety concerns, staff requirements, feedback from the staff, and a cost breakdown.

They asked the Board to fund the first-year costs estimated to be \$1,285.84. They estimated that the cost in subsequent years could be approximately \$585, but the library could consider fundraising opportunities. A discussion ensued.

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Christine Fitzgerald asked how old the tortoise they are considering is. Kat responded she did not know the exact age, but it is not fully grown.

Betsy McKinney asked if the tortoise would be okay living by itself. Kat responded that they can live without a second tortoise.

Jan McLaughlin asked if the tortoise eats meat. Kat and Kylie confirmed the tortoise is an herbivore.

Christine Fitzgerald suggested asking a local farm to sponsor the turtle by providing produce.

Liz Thomas asked how long tortoises live. Kat responded they can live up to 50 years. Liz shared her concerns about kids being traumatized if the turtle does not live long. Kat shared that the risk is low since tortoises live so long.

Erin Matlin asked how they would handle caring for the tortoise over long weekends when the library would be closed. Kat responded that she or Kylie would be glad to bring the tortoise home with them for the weekend.

Liz Thomas asked if tortoises could be handled. Kat shared that they spoke with the Pets Plus staff, and they said the tortoise should be fine with being handled by staff and living in the Children's Room. She added that the tortoise's home would have a covered portion. The tortoise would be located close to the Children's Desk so staff can monitor it at all times.

Liz Thomas commented that she thinks it is a great idea, and a tortoise would bring people into the library even more.

Jan McLaughlin noted that salmonella could be a concern, so hand washing and sanitizing would be important. Jan shared ideas for integrating the tortoise into library services and programs and suggested the staff consider adopting.

Erin Matlin added that additional discounts or donations may be available after the proposal is approved that would help with the cost. Kat Smith shared that a local veterinarian may also be willing to offer the library a discount.

A motion was made by Jan McLaughlin to support the proposal for a library pet tortoise and pay for the first-year costs up to \$1,300 from the Trustees' account. The **motion was seconded** by Kim Bears. All in attendance accepted the motion, **motion carried**.

Liz Thomas added that she would prefer the staff spend the money on a young, healthy tortoise whereas an older tortoise could incur more vet costs.

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Christine Fitzgerald asked if the library could have the Police Department's comfort dog visit for a story time. Erin Matlin responded that she has reached out to Chief Bernard about a story time with the comfort dog, and he was open to that after the dog completes training.

Other Business:

- **E-mail from Christine Fitzgerald**

Christine Fitzgerald stated that at the last meeting Erin Matlin said she would email questions for Library Trustee candidates to answer so library staff could share their answers with the public. Christine read an email she sent to all Library Trustees and Erin Matlin on Thursday, February 8, 2024 (attached on page 16).

Helen Palmieri asked Erin if this came about because people were asking for information on the candidates. Erin confirmed the library staff is receiving questions about the candidates and do not have any information to provide. Erin added that the format was changed to an in-person Q&A session that worked out well.

- **Six-Month Nonresident Cards**

Megan Donovan asked the Board to consider offering a six-month nonresident card option for a \$25.00 fee. The library currently offers a one-year nonresident card for a \$50.00 fee.

The six-month cost may be easier for some users to pay. Megan noted that some current nonresident cardholders may no longer need a nonresident card after the library joins GMILCS, but a partial-year membership option may encourage them to remain a library user until the fall. Some GMILCS users may also be interested in cardholder-only services like Hoopla, database access, study and meeting rooms, etc.

Megan shared the library currently has 32 nonresident cardholders that pay an annual fee, and about 20 of them live in towns served by GMILCS. Megan believed more nonresident users may be interested if there was a more affordable option.

Liz Thomas asked if it was common within GMILCS for libraries to charge a fee for nonresident cards. Erin confirmed it is a common practice.

Christine Fitzgerald asked how much the library will pay per user for the GMILCS membership fee. Donna Plante responded she did not know the exact cost per user in the membership formula but would find out. Christine stated she wanted to make sure the library would not be losing money by offering the lower fee.

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A **motion** was made by Kim Bears to offer a six-month nonresident library card for a \$25.00 fee per renewal. The **motion was seconded** by Jan McLaughlin. All in attendance accepted the motion, **motion carried**.

- Thank You
Erin Matlin and the Board thanked Carol Introne for all her years of service as a Library Trustee.
- Town Elections
Erin Matlin shared there are two Library Trustee seats up for reelection. The election will be on Tuesday, March 12 at the Londonderry High School.

Adjourn:

A **motion** was made at 8:14 p.m. by Kim Bears to adjourn the meeting. The **motion was seconded** by Helen Palmieri. All in attendance accepted the motion, **motion carried**.

Notes by: Megan Donovan, Erin Matlin, Donna Plante

Minutes Typed by: Donna Plante

Date: March 6, 2024

Respectfully submitted,

Donna Plante
Assistant Director and Head of Technical Services

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From: Christine Fitzgerald
Sent: Thursday, February 8, 2024 8:14 AM
To: Erin Matlin; Betsy Mckinney; Betsy McKinney; Carol Introne; Helen Palmieri; Jan McLaughlin; Kim Bears; Liz Thomas
Subject: Library candidate questionnaire
Importance: High

Good morning all,

I started to think more about the questionnaire that Erin said she was going to send to all of the candidates last night. I don't think the Library or the employees should be providing information about any candidate. The Town does not this for any of the other spots that people are running for. Just as Erin stated she did not want her employees being put in position to ask about summer hours, this should fall under the same reasoning.

I would think the most the Library should do, is to invite all of the candidates to speak at the next Library meeting which falls before the next election. Let people attend who are interested in learning about the candidates. They will also have an opportunity to go on The Londonderry View, as all running candidates do. You can give those questions to Sherri and she can ask them for the interviews if she wants.

It will appear that the Library is trying to interfere with elections by handing out information on candidates. Again, it's not the Library's responsibility to educate the public on candidates that are running.

I would ask that nothing be sent out to the candidates and the library NOT hand out information verbally or otherwise to people asking about candidates. I would ask the rest of the Trustees weigh in on this as well.

Thank you,
Christine Fitzgerald