

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES Minutes of December 6, 2023

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Call to Order:

The meeting was called to order at 6:59 p.m. by Chair Betsy McKinney. The following board members were in attendance: Kim Bears, Christine Fitzgerald, Carol Introne, Jan McLaughlin, 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:

Robin Gardner commended everyone that spoke at the Town Council meeting on Monday, December 4. She stated that she is excited about the GMILCS project because it is looking into the future and so many other towns are participating. She asked if there was a resolution to the discussion about ALA membership.

Betsy McKinney responded that the ALA membership dues have been paid through next year. She added that a couple Trustees may write a letter to ALA on their own, but it will not be sent from the Board.

Erin Matlin stated that the Board will revisit the topic before the membership is renewed again in the fall of 2024.

Helen Palmieri arrived at 7:04 p.m.

Diana Cross stated that she has lived in town for a long time and uses the library a lot. She said the Town is fortunate to have the library staff. She brought young people to visit the library and Megan Donovan was very helpful in setting things up for them. She added that the library programs are wonderful. She agrees that library staff should be allowed to do their job because they are trained and they have the experience and the knowledge.

Secretary's Report:

The Secretary's Report for November 1, 2023, was distributed prior to the meeting.

Christine Fitzgerald requested that a comment made by Margaret Saur regarding the book *Mein Kampf* be added to the public comment section of the minutes.

Donna Plante read a draft of the revised comment to be added to paragraph 33 of the public comment section. She also noted that a misspelled name was corrected and a missing word was added in the budget section.

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A **motion** was made by Carol Introne to accept the minutes with the changes. The **motion was seconded** by Jan McLaughlin. All in attendance accepted the motion, **motion carried**.

Director's Report:

Announcements

- 11/3/23 – Cunningham Security came to work on motion sensor
- 11/6/23 – Pennichuck came to inspect the backflow sensor
- 11/7, 11/8, 11/9, 11/20, 11/29 – Stephens Marquis was here to replace bulbs and a ballast
- 11/28/23 – ENE was here doing the Winter Preventative Maintenance

Scheduled and Unscheduled Closings

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

News & Programs

- Friends of the Leach Library GMILCS Fundraiser

The Friends of the Leach Library are hosting a fundraiser to help offset the onboarding cost to join the Greater Manchester Integrated Library Cooperative System (GMILCS). The fundraiser will continue through Saturday, December 16.

Stop by the library's main desk to purchase raffle tickets for a chance to win local restaurant gift cards or a framed painting donated by one of the Friends! Monetary donations are also welcome by cash or check (payable to "Friends of the Leach Library"). For additional information, please call Erin Matlin, Library Director, 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.

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- Little Sprouts Baby Lapsit
On Tuesday mornings at 9:00 a.m. through December 12, 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
On Tuesday mornings at 10:30 a.m. through December 12, toddlers ages 2-3 years old and their caregivers are invited to the Leach Library for story time with songs, rhymes, books, and more. Registration is required and begins one week before each session. To register, visit the library's online event calendar or call (603) 432-1127.
- Bookworms Story Time
On Wednesday mornings at 10:00 a.m. through December 13, Leach Library will offer 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, visit the library's online event calendar or call (603) 432-1127.
- Story Time with Santa
Santa will be stopping by Leach Library on Thursday, December 7 at 4:00 p.m. 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 begins on Thursday, November 30. To register, visit the library's online calendar or call (603) 432-1127.
- "Library After Dark" Movie Night
On Friday, December 8 at 6:00 p.m., Leach Library will host an after-hours movie night in the main reading room! Join eight-year-old Kevin McCallister as he fends for himself over the holidays in *Home Alone* (rated PG). Pizza and refreshments will be served while supplies last, and raffle prizes will be provided. Registration is required and begins on Friday, December 1. To register, visit the library's online calendar or call (603) 432-1132.
- Tinker Time
Join Leach Library staff on Saturday, December 9 at 2:00 p.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, December 2. To register, visit the library's online event calendar or call (603) 432-1127.

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- Craft Time
On Monday, December 11 at 4:30 p.m., kid crafters are invited to the Leach Library to create a yarn-wrapped ornament in the meeting room. Supplies will be provided, and staff will be available to offer assistance. Registration is required and begins on Monday, December 4. To register, visit the library's online event calendar or call (603) 432-1127.
- Crafternoon
Drop in to Crafternoon, a monthly 90-minute meet-up for crafters at the Leach Library! On Wednesday, December 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.
- Duplo Budding Builders
Join the Leach Library staff on Thursday, December 14 at 10:00 a.m. for a meeting of Duplo Budding Builders. Participants will create using larger Duplo blocks. This program is designed for younger Lego enthusiasts ages 0-5. Registration is required and begins on Wednesday, December 7. To register, visit the library's online event calendar or call (603) 432-1127.
- Building Buddies
Join the Leach Library staff on Thursday, December 14 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 Wednesday, December 7. To register, visit the library's online event calendar or call (603) 432-1127.
- The Garage Bell Band Presents "Winter"
On Thursday, December 14 at 7:00 p.m., join the Leach Library staff for an evening of seasonal and holiday music. The Garage Bell Band will perform their program "Winter". Hot cocoa will be provided, and the Friends of the Leach Library will be selling baked goods.

New Hampshire's elite handbell quartet, The Garage Bell Band, is the quartet version of the larger handbell ensemble known as the Granite State Ringers.

Registration is limited to 75 people and begins on Thursday, December 7. To register, visit the library's online calendar or call (603) 432-1132.

- Dungeons and Dragons Dragoneers Club
Calling all teen and tween adventurers! Join the Dragoneers Club for a standalone quest on Monday, December 18 from 3:30 – 5:30 p.m. in the Leach Library Meeting Room. All experience levels welcome! Registration is required and

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begins on Monday, December 11. To register, visit the library's online calendar or call (603) 432-1132.

- Gingerbread Houses
Teen and tween builders will be able to create their own gingerbread house-inspired creations with an assortment of graham crackers, candy, and frosting. Stop by the Leach Library Meeting Room on Tuesday, December 12 from 3:30 – 4:30 p.m. for a sweet time! Teens will have an opportunity to try their creations during the program or bring them home to enjoy. Registration is required and begins on Tuesday, December 5. Please advise library staff of any food allergies when registering for the program. To register, visit the library's online calendar or call (603) 432-1132.
- Space Rangers
Get ready to blast off into a new adventure on Thursday, December 21 from 4:00 – 5:00 p.m. in the Leach Library Meeting Room. During this one-hour, space-themed program, students ages 9-14 will explore different space science topics through hands-on activities and games. Registration is required and begins on Thursday, December 14. To register, visit the library's online calendar or call (603) 432-1132.
- Holiday Break Offerings
Leach Library will have a variety of crafts, coloring pages, and a Guess It jar available during Holiday Break, from Tuesday, December 26 until Friday, December 29. Enjoy working on them at the library or take them home for later.
- Laser Tag for Teens
On Tuesday, December 26 from 3:30 – 4:30 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, December 19. To register, visit the library's online calendar or call (603) 432-1132.
- Game Time
Join the Leach Library staff on Wednesday, December 27 at 2:00 p.m. for Game Time. Participants will compete in a variety of Minute-to-Win-It style challenges for a chance to win prizes. This program is designed for ages 5 and up. Registration is required and begins on Wednesday, December 20. To register, visit the library's online event calendar or call (603) 432-1127.
- Block by Block Coding Club
On Wednesday, December 27 from 4:00 – 5:00 p.m., students in grades 4-8 will be able to explore a variety of coding exercises and programs including using screen-free coding robots, independent online coding, and other guided activities online. This program is open to participants ages 9-14. Registration is required

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and begins on Wednesday, December 20. To register, please visit the library's online calendar or call (603) 432-1132.

- Game On Supersized Edition
On Thursday, December 28 from 3:30 – 4:30 p.m., teens and tweens will be able to play an assortment of game night favorites in giant form! Games include Human Hungry Hippos, Yahtzee, and more. Registration is required and begins on Thursday, December 21. To register, visit the library's online calendar or call (603) 432-1132.
- PJ Story Time
Come to Leach Library on Thursday, December 28 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.
- Make and Take Slime
Have you always wanted to try making your very own slime? Join Leach Library staff on Friday, December 29 at 2:00 p.m. in the meeting room, where we will have all the ingredients and a recipe to make your own unique Winter Slime to play with and take home! This program is for children 5 and older. Registration is required and begins on Friday, December 22. To register, visit the library's online event calendar or call (603) 432-1127.
- True Crime Podcast Discussion
Join the Leach Library staff on Thursday, January 11 at 6:30 p.m. to discuss all seven episodes of Bear Brook: Season 1, a case that happened right here in New Hampshire. Listen to all episodes for free on Spotify, Stitcher, Apple Podcasts, or at BearBrookPodcast.com.

Don't know how a podcast discussion works? It's exactly like a book discussion, but instead of participants reading the same book prior to the meeting, they listen to the same podcast.

Registration opens on Thursday, December 7 and is limited to 15 participants. To register, visit the library's online calendar or call (603) 432-1132.

Meetings and Trainings

- 11/4/23 – Erin and Donna presented the FY25 budget at Town Hall
- 11/13/23 – Erin attended the Friends Meeting.
- 11/20/23 – Erin attended the Town Council Meeting/Budget Workshop at Town Hall.
- 11/21/23 – Erin and Donna met with representatives from ENE Systems of New Hampshire to review the annual contract.
- 11/29/23 – Erin held a Department Head Meeting.

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- 12/4/23 – Erin and Donna presented at the Town Council Meeting/Budget Workshop at Town Hall.

Staffing Update

Nothing at this time.

Jan McLaughlin commented that, while the Board had discussed it, the library's Thanksgiving break was a long time to go without library services.

Betsy McKinney asked about the December holiday hours and suggested the library close early on Friday, December 22 and Friday, December 29 to match Town Hall's hours.

Donna Plante responded that the staff already posted the library's holiday hours and clarified that the library staff will receive half-day holiday hours on Saturday, December 23 and Saturday, December 30.

Assistant Director's Report:

Technical Services

During November, the library staff added 579 materials to the collection.

Children's Room Mural Contest with the Londonderry Arts Council

The mural contest deadline was extended through December 28, 2023. Details are available on the library's website under "News and Announcements". Application packets can also be picked up at the library's main desk.

Public Photocopier

The new public photocopier and coin box were installed on November 9, 2023.

Update on FY24 Service Changes

Donna Plante shared that outsourcing more processing tasks with the library's existing vendors is going well. She showed the Board some examples of the new processing for audiovisual materials.

Department Head Reports:

Erin Matlin distributed written reports from each department head providing updates on their respective departments.

Old Business:

GMILCS Update

Erin Matlin shared that GMILCS will be making an onsite visit this month, and she provided an update on the preparation for the transition to GMILCS. The

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Friends' fundraiser for the GMILCS onboarding cost has raised about \$1,300 so far.

Christine Fitzgerald asked when the onboarding cost is due. Erin Matlin answered that it will be due closer to when the migration begins next year.

Donna Plante reported that the library staff will continue preparing the collection for the transition to GMILCS with an inventory project starting in January. The library will also begin reissuing library cards in January.

Jan McLaughlin asked if patrons need to turn in their current library card. Megan Donovan responded that they do not need to bring it in, but it will no longer work after a new one has been issued since the card number will change.

Jan McLaughlin asked if the card number will need to be updated in Libby and Hoopla. Donna Plante answered that staff should be able to update Hoopla fairly easily, but updating Libby will involve a more manual process for staff. Erin Matlin shared that the library will communicate the process with patrons to make the transition as clear and smooth as possible.

Jan McLaughlin asked if the new cards will be compatible with the GMILCS system. Erin Matlin confirmed that the new cards will be compatible.

- Budget FY25

Erin Matlin provided an update on the Town Council's and Budget Committee's recent Budget Workshop sessions.

Erin shared that at the November 20, 2023 meeting, the Budget Committee asked the Board to match the Town's maximum merit increase for non-represented employees, currently at 2.5%. Per the current library personnel policy, library staff can earn a maximum 5% merit increase. It does not mean that all staff earn the maximum increase, but the budget accounts for the maximum increase.

Helen Palmieri asked for more information on why the Budget Committee requested the change. Erin Matlin responded that they want the non-represented employee policies to match and there is concern library salaries would eventually outpace other Town employees.

Betsy McKinney suggested matching the Town's merit for new hires going forward but was concerned about cutting the maximum merit for current employees. She noted that the maximum 5% merit was originally decided on by the Board after the library employees agreed to dissolve the union. The Board decided to keep the same union benefit, and current library employees were all hired with that benefit.

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Donna Plante stated that the request originated from questions about the FY25 increase in the library's salary line, which looked like a larger increase than other Town departments. She added that, as a manager, it would be difficult to communicate a different merit increase for new hires and she felt that it would be an unfair practice. Erin Matlin agreed that would be challenging, especially if the new hire is doing the same job. Adjusting the merit increase only for new hires also would not have an impact on the FY25 budget, which is what the Budget Committee wants.

Erin Matlin presented an option that she and Donna agreed upon, which is a compromise of a maximum 3.5% merit increase. It would leave room for the tiered increase based on an employee's annual review and would continue motivating employees to do their best work. Erin suggested other ways to offset the impact for current employees such as with an additional floating holiday and a staff training day written into the policy. Erin agreed that the library's current maximum merit increase is not fair to other Town employees and needs to be lowered, and the presented option offers as much as possible to current employees who were hired with the maximum 5% benefit.

Betsy McKinney asked what current employees think about the change. Erin Matlin responded that she believes the staff will understand and recognize that it is an appropriate ask from the Town.

Jan McLaughlin shared that outside of public service, employers often work with a set amount of funds that are distributed to employees based on performance at the end of the year. She suggested stricter standards so that fewer employees get the maximum amount. Jan noted that while staff may be doing a wonderful job, a lot of people are not receiving a raise and haven't for many years in a lot of other industries. She understands what the Town is asking, but it is ultimately the Board's decision to set the policy. She asked that Erin and Donna look at how many employees have earned merit increases at each level over the last couple years. Jan suggested the library be more in line with other industries where taxpayers are working.

Erin Matlin shared that adjusting down to the 3.5% maximum merit would remove approximately \$16,000 from the library's FY25 budget.

Betsy McKinney posed the option of having a pool of funds for merit increases. Erin Matlin responded that it would be difficult to budget.

Christine Fitzgerald stated the library's policy should match the Town's with a maximum 2.5% merit increase. Betsy responded that Town employees do not work with the public the same way library employees do.

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Donna Plante acknowledged that the request to change the maximum merit increase could have come from the Town at any time, but the current timing is particularly unfortunate. The message the cut will send to the staff is that in order for the library to move forward with GMILCS, it has to be on the back of the staff both in terms of workload and funding. Donna shared that while the change will impact her personally, she considers advocating for the staff to be a large part of her work responsibility, and delivering that message to the staff will be tough. She recognizes that a compromise needs to happen but wants the Board to be aware of the staff perspective.

Christine Fitzgerald responded that the Board also needs to be aware that taxpayers are struggling and there are taxpayers who are not getting raises and not even getting the 2.5% increase.

Erin Matlin stated that it is not fair to punish the library staff for something outside of the Board's control.

Christine Fitzgerald responded that it is not punishing the staff. It is just an ask from the Budget Committee to align the library with the rest of the Town employees.

Megan Donovan clarified that it is non-represented Town employees. Megan asked how many non-represented Town employees there are and what positions they hold.

Erin Matlin stated that she feels the Board needs to move forward with a decision. Erin supported lowering the maximum merit increase to 3.5% but would like to know at the next budget meeting how the compromise would affect the library budget. If, despite making a compromise, the library still has to cut the budget further, she does not think that would be fair. She also noted that, while she understands private companies handle merit increases differently, it is challenging to compare the library to those companies because municipalities work very differently. In her opinion, the Board making a compromise will show they are trying to be as fair as possible but not punish the staff with a larger cut.

Helen Palmieri asked for the date of the next budget workshop. Erin Matlin shared the next budget workshop will be on Monday, December 18. Helen asked if Erin was supposed to bring a decision back to that meeting. Erin stated she planned to share the Board's decision prior to the meeting on December 18 so it can be discussed at the meeting.

Betsy McKinney shared she would rather cut another area of the budget than make a drastic change that impacts current staff. She recognizes the maximum merit is high and should be lowered but thought changing it for new hires would

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be fine. She would like the Board to consider having a pool of funds and asked if any Trustees would volunteer for a subcommittee to explore options.

Donna Plante stated that a potential challenge with the pool is that every employee currently has their annual review on their anniversary date. Anniversary dates are scattered throughout the fiscal year, and deciding how the pool will be distributed at the beginning of the year would not be fair to someone who will have only a few months of their work performance evaluated versus someone who had ten months.

Christine Fitzgerald stated that everyone could be moved to the same schedule or it could be prorated somehow.

Donna Plante responded that if staff moved to the same schedule, some employees could then get two payments in the same year.

Jan McLaughlin added that some industries distribute merit funds at the end of the fiscal or calendar year.

Betsy McKinney stated that the Budget Committee made a valid point about the merit increases, but there is not enough time to make an informed decision by December 18 for FY25. There are a lot of good ideas to explore. She suggested keeping it the same for FY25 and cutting other areas if needed such as programming.

Erin Matlin responded that, while she agrees time is needed to make an informed decision, she strongly believes that delaying the decision will cause a problem.

Erin asked the Board what they want her to communicate at the meeting on December 18.

Betsy McKinney said more data is needed before the Board makes a decision including information about current staff. Jan McLaughlin added they also need data about non-represented Town employees.

Kirsten Hildonen stated that there are a substantial number of non-represented Town employees, mostly anyone who handles confidential data or works on negotiations with unions. She added that there are six different unions that represent all other employees. For administrative and executive employees, the cap is a 3% merit increase in addition to the cost of living adjustment (COLA). The COLA varies and is linked to the Consumer Price Index (CPI). There is no union that, for employees hired after 2020, has a merit possibility of more than 3%.

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Donna Plante asked what percentage of non-represented Town employees are part-time. She noted that slightly more than half of library employees are part-time and do not receive the benefits that come with full-time employment, adding that the current personnel policy is a testament to how long many part-time staff members have remained library employees. She wondered how the library's ratio of part-time to full-time staff compares to that of non-represented Town employees.

Kirsten Hildonen responded that most non-represented Town employees are exempt and non-exempt full-time positions. There are also some temporary staff members that work part-time. There are a number of part-time employees who are represented by their respective unions.

Jan McLaughlin suggested lowering the merit increase for full-time employees and keeping the current merit increase for part-time employees since part-time employees are not affecting the budget when it comes to benefits.

Liz Thomas stated that it will be difficult to come up with a very good decision in a very short time, adding that it is not fair to come up with a decision that will be set in stone until the Board considers all the repercussions.

Christine Fitzgerald asked whether the library budget will be cut if the Board does not lower the maximum merit increase to 2.5% for FY25. Erin Matlin responded that she thinks they will cut the library budget. Liz Thomas added that some compromise may need to be made but not necessarily on the salaries this time.

Christine Fitzgerald suggested matching the Town at the 2.5% and reevaluating for the following year.

Liz Thomas agreed with Jan's previous comment about reviewing current evaluation standards for library employees. Erin Matlin responded that supervisors use an extensive evaluation form, and they often consult her on their evaluation decisions. She felt they do a good job evaluating staff fairly and the process should remain the same.

Christine Fitzgerald asked for a copy of the evaluation form the library uses.

Jan McLaughlin asked for data on how many employees have earned merit increases at each level over the past two years.

A **motion** was made by Jan McLaughlin to defer making an immediate decision and to communicate to the Budget Committee and Town Council that the Board agrees the maximum merit increase for library employees is high, but they need more time to review options and data to make a decision that works for library employees and taxpayers. They will explore a change in time for the FY26 budget. The **motion was seconded** by Helen

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Palmieri. Six voted in favor of the motion; one voted against the motion, **motion carried.**

- Collection Development Policy Update

Erin Matlin distributed a revised Collection Development Policy for consideration and read aloud the revised portions of the history, evaluation criteria, and gifts sections. A discussion ensued.

Christine Fitzgerald asked if the policy includes how the library automatically accepts local author books without review from the Trustees.

Donna Plante responded that it was not in the policy that the Board has to review or accept donated materials. It was a practice historically to bring materials donated directly by the author in new condition to be accepted at Board meetings, but the staff still reviewed those materials first with the Collection Development Policy. In the revised policy, Erin and Donna tried to better explain what will or will not be accepted by the Board in terms of donations. If the Board wants to continue accepting material donations, it needs to be clearly defined in the policy.

Erin Matlin stated that having the Board accept material donations slows down the process of adding materials to the collection.

Christine Fitzgerald asked that if the library accepts local author donations that they include local New Hampshire authors or just not automatically accept them at all.

Erin Matlin responded that no donation is automatically accepted. If an author requests that the library accept their book as a donation, the library considers that item as if it had been purchased and makes sure it meets the Collection Development Policy. She added that she is not comfortable making a rule that every local author's book or anything written about Londonderry will automatically be added.

Christine Fitzgerald responded that she thought that was what was happening. Erin Matlin confirmed that is not what is happening.

Jan McLaughlin expressed concern that the Board will not know what is being added to the collection.

Erin Matlin responded that she would need clarification on what will be brought to the Board in terms of book donations, noting that the library receives many various material donations.

Donna Plante stated that, if donations are being held to the same standard as the materials purchased by the library and the Board wants to review them, then the

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Board should also review everything being purchased. She added that that would mean the bestsellers will not be on the shelf when they are released.

Erin shared that she understands the concern, but it is not feasible for the Board to review everything, and it is the staff's job.

Jan McLaughlin stated that it has been positive and informative to see the small selection of new materials at Board meetings.

Kim Bears asked if all donations could just be added to the book sale instead of being considered for the collection. Jan McLaughlin responded that doing so would not allow the staff to fill in holes in the collection with donations. Kim Bears stated that money coming from the book sale could help purchase those materials instead.

Helen Palmieri asked if there is a process for patrons to make recommendations. Erin Matlin responded that there is a process, and the staff considers a lot of recommendations. Kim Bears added that GMILCS will offer more options for filling holes in the collection.

Erin Matlin agrees the Board has a say in what is in the library collection, but the staff was hired to make collection decisions and manage the collection.

Megan Donovan noted that there is a reconsideration procedure in the policy for materials in the collection, and the Board would be involved at that point.

Jan McLaughlin responded that there is no reconsideration procedure for donation decisions and asked if there is a timeframe for reconsideration before an item goes to the book sale.

Christine Fitzgerald stated that the Board is used to seeing the selection of materials that were added to the collection in the last month at meetings and asked for that practice to continue.

Donna Plante responded that, if the practice continues, it needs to be stated in the policy that the Board will accept brand-new materials donated directly by the author. She added that if the Board wants to see all donations, the staff will need to bring potentially thousands of items to the meeting. Donna Plante stated that used material donations were not presented at Board meetings. Donna explained that the brand-new materials donated directly by the author were prioritized in Technical Services for cataloging and processing. She did not feel that is a fair practice when used donations are not prioritized and asked the Board to clarify if they want that to continue.

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Erin Matlin stated that the Board cannot see everything that is added to the collection every day.

Christine Fitzgerald asked if the staff could run a report of everything that had been added to the collection to present at the Board meetings.

Megan Donovan responded that the library's current system cannot run a comprehensive report based on acquisition date.

Jan McLaughlin stated that she does not want the Board to be out of the loop and cited recent public feedback regarding donations.

Megan Donovan responded that the donations were used materials in both instances and would not have been presented to the Board. Donna Plante added that they were also not directly donated by the author.

Christine Fitzgerald asked if the Board could wait to accept the revised policy so it could be given further consideration.

Jan McLaughlin responded that it could be someone besides the author donating the book. She suggested presenting a list of materials the library needs to the community for people to consider donating.

Helen Palmieri expressed her preference for the library to just accept monetary donations and continue giving patrons the option to recommend materials for the collection. She added that any donations received can go to the book sale.

Erin Matlin responded that accepting donations is an important part of collection management. She added that donations help the library save money, manage long waitlists, and fill holes in the collection.

Erin Matlin asked that the Trustees trust the library staff's experience, knowledge, and training to manage the collection and donations and allow staff the freedom to do their job. She added that the revised policy speaks to that.

A **motion** was made by Kim Bears to accept the revised policy without changes. The **motion was seconded** by Liz Thomas. Five voted in favor of the motion; two voted against the motion, **motion carried**.

New Business:

- Narcan Approval

Kirsten Hildonen asked the Board to consider adding a Narcan box at the library. She noted that a training covering administering Narcan will be held in April, and library staff will be invited to attend. Kirsten explained that using Narcan will

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cause no harm. The Narcan box would not cost the library anything. Any interested staff could receive training, but they are not required to use it.

Erin Matlin added that she is comfortable having Narcan in the building and it would likely be placed near the AED cabinet behind the Reference Desk for quick access.

The Board agreed to have Narcan available at the library.

- Honorary Cards

The Board agreed to discuss honorary cards at the January meeting.

- Other Business

Helen Palmieri asked Kirsten Hildonen if there is any update on the Board moving to new Town email addresses. Kirsten responded that there is no update yet. The Town is waiting for approval for the .gov email address. She shared that the Library Trustees will be the first Board moved over.

Christine Fitzgerald asked whether the library has access to materials through its membership in the Merri-Hill-Rock Cooperative. Erin Matlin responded that it is not the same as a consortium membership. Erin attends meetings with other library directors from Merrimack, Hillsborough, and Rockingham counties.

Christine Fitzgerald asked if there is any interlibrary loan benefit through the Cooperative membership. Erin confirmed there is not.

Adjourn:

A **motion** was made at 8:26 p.m. by Carol Introne to adjourn the meeting. The **motion was seconded** by Liz Thomas. All in attendance accepted the motion, **motion carried**.

Notes by: Erin Matlin, Donna Plante, Megan Donovan

Minutes Typed by: Donna Plante

Date: December 6, 2023

Respectfully submitted,

Donna Plante
Assistant Director and Head of Technical Services