

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES Minutes of January 2, 2008

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Call to Order

The meeting was called to order at 7:05 p.m. by Chairman Richard Matckie. The following board members were in attendance: Pauline Caron, Kathleen Carr, Robert Collins, William Feldmann, Richard Matckie, Betsy McKinney, and Vicki Stachowske. Also in attendance: Barbara Ostertag-Holtkamp, Library Director; Sally Nelson, Assistant Director and Head of Circulation Services; Kathy Mague, Assistant Director and Head of Reference Services.

Secretary's Report

The Secretary's Report for November was distributed prior to the meeting. No changes were made. A **motion** was made by Robert Collins to accept the minutes as written. The **motion was seconded** by Betsy McKinney. All in attendance accepted the motion, **motion carried.**

Treasurer's Report:

The Treasurer reported that the second installment of \$55,000 for the book budget has been deposited in the Book Account.

Director's Report:

Gifts Donated to the Leach Library –

- The library has received a \$100 donation in memory of Mr. Dee Wang from Mrs. Kwan Hwa Chen.
- Mr. Joe Paradis donated two copies of his new book "Joe's two cents: It's Great to be Alive".
- Boy Scout Troop #426 donated a wreath to the library.
- The library received two complimentary museum passes to the New Hampshire Aviation museum.
- An anonymous donation of \$5 was received for museum passes.

Programs –

- On Thursday, November 15, 2007, at 7:00 p.m., the library had a presentation by Warren Sommers on the Civil War Soldier. 35 individuals attended the program.
- On Thursday, November 29, 2007, at 7:00 p.m., the library hosted a program by local author Joe Paradis. 26 individuals attended the program.
- On Wednesday, December 19, 2007, at 7:00 p.m., the library had a lecture and recital by Alfred Watson. The program was rescheduled due to snow. 8 individuals attended the program.
- On Thursday, January 17, 2008 the library will host a slide presentation - "Fatal Forecast: An Incredible True Tale of Disaster and Survival at Sea". Michael

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- Tougias gives this narrated slide presentation based on his latest book of the same title that chronicles one of the most incredible survival stories ever told.
- On Thursday, February 21, 2008, the library will have a slide presentation by Dr. Stangel, "Great Art Museums of Europe: the Louvre".
 - On Thursday, March 13, 2008, Londonderry Master Gardener Tim Loraditch will give a presentation on "Getting Your Garden Ready for Spring".
 - On Thursday, March 27, 2008, Elizabeth Brink from UNH Cooperative Extension will present "Container Gardening: Perennials and Herbs".
 - On Thursday, April 10, 2008, Carl Lindblade of the UNH Speakers Bureau will present "New Hampshire - A State of Mind", a humorous look at New Hampshire from the time of King George to the present, highlighting colonial days, NH political traditions and culture.
 - On Thursday, May 22, 2008, the library will host "Two Old Friends in Concert". Two Old Friends will sing and play songs from Ireland.

Announcements –

- The Info Centre conversion took place on August 8, 2007. Staff training was delayed due to some systems issues, chief among which are the continual computer freezes. The issue has abated and the tentative plan is to do the rebuild and conversion over the President's Day holiday.
- The HVAC drain malfunctioned on October 9, 2007, causing flooding to a portion of the adult nonfiction stacks. The HVAC unit has been fixed, the carpet cleaned, and the replacement books have been ordered. The town has received two insurance checks to date. They should be posted to the Expense-to-Budget Analysis Report soon.
- The fifth union negotiation meeting was held on December 18, 2007.
- On November 28, 2007, Sally, Kathy and I had payroll training on the town's new software.
- The next meeting on the proposed FY08/09 budget is on January 7, 2008 at 7:00 p.m.

Assistant Director and Head of Circulation Services Report:

- During the month of December circulation increased more than 6% over December 2006. The Adult Room circulated almost 11,500 items.
- I am still in need of volunteers willing to commit to once a month in the Book Sale Room on either Tuesday mornings or Thursday evenings. The sale books in the display case continue to be popular, especially as the store closed due to adverse weather on several occasions when volunteers were unable to get to the library.
- The Children's Room staff answered 494 Reference questions during December.

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- If you get a chance, stop by to see the Chinese New Year dragon on the wall in the Children's Room. Catherine Boudreau has created a fantastic mural that the children can enjoy. There will also be dragon books available to check out.
- The Holidays are a time when patrons drop by to let staff know how much they appreciate the library and the services offered by the staff. One patron dropped by my office to tell me that she appreciates the commitment to the town by the Library Trustees, management and staff.

Assistant Director and Head of Reference Services Report:

- There were 432 books and materials cataloged and processed this month and 1,088 books and materials deleted.
- There were 1,102 reference transactions this month and 1,570 in November.
- The Auto Repair Reference Center is doing very well. In less than 2 months, we have had 246 articles viewed from this site.
- We have ordered over 500 replacements for the books that were damaged in October.
- We had only one display for December: information on the presidential candidates. We did, however, divide it into 2 small tables, one representing the Democratic Party and the other the Republican. You will find books on the candidates as well as a few on the election process. We will keep that up until the New Hampshire primary on January 8th. At that time we will put up a display about tea.
- The large table will feature family fitness with diet and exercise books and DVDs.

Old Business:

- Online catalog
Barbara J. Ostertag-Holtkamp stated that she is hoping to have IT do the rebuild and conversion on President's day weekend in February and go live on the Tuesday of that week. She is waiting to hear from Sue Hickey whether this will be possible.
- Group Study Room Policy
Barbara J. Ostertag-Holtkamp informed the Trustees that she had followed up on their request that she look into policies in place in other libraries regarding for profit meetings by emailing the libraries in the Urbans Consortium. All but one that responded do not allow for profit use of their meeting rooms, although they are aware that tutors do use the library but do not book a room. Manchester does allow profit groups to book a room for a fee. The Trustees decided not to make any changes in the policy at this time.

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- HVAC
All the replacement parts have been installed, the carpet has been cleaned and replacement books have been ordered. The Town has received the first two checks in November that will be posted to the library account.
- Proposed FY 08/09 Budget
Barbara J. Ostertag-Holtkamp distributed the proposed budget with revisions on health insurance amounts and the office supply line item. These changes result in a 1.05% increase over the current year budget.

New Business:

- Chairman Matckie read out two thank you notes for the staff lunches received from Barbara J. Ostertag-Holtkamp and Sally Nelson.
- Barbara J. Ostertag-Holtkamp said that the Inclement Weather Policy was revised with the code change received from the radio stations.
- The staff member that deals with the book discussion groups has requested some minor changes in the book discussion group policy in an effort to make this service easier to manage. The changes requested are to add a line for an email contact; a line for a discussion date, and a signature line of the contact person.

A discussion ensued resulting. A **motion** was made by Betsy McKinney to accept the proposed changes to the Book Discussion Group Policy. The **motion was seconded** by William Feldmann. All in attendance accepted the motion, **motion carried**.

- William Feldmann mentioned that there is a new manual available from the New Hampshire Library Trustees Association. Barbara J. Ostertag-Holtkamp said that she believes that will be sent to each trustee, but the library is willing to obtain a copy.

Non Public Session:

Enter Non Public Session

Chairman Richard Matckie requested a motion to enter into Non Public Session at 7:33 p.m. Vicki Stachowske made a **motion** to enter Non Public Session pursuant RSA 91-A:3 II, subparagraph (a), the dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.

The **motion was seconded** by Kathleen Carr.

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Roll Call Vote: Aye, Pauline Caron; Aye, Kathleen Carr; Aye, Robert Collins; Aye, William Feldmann; Aye, Richard Matchie; Aye, Betsy McKinney; Aye, Vicki Stachowske.

The Board entered Non Public Session at 7:35p.m..

Exit Non Public Session

Chairman Richard Matchie made a **motion** to exit Non Public Session and seal the minutes indefinitely at 7:40 p.m.

The **motion was seconded** by Robert Collins. All in attendance accepted the motion, **motion carried.**

A **motion** was made by William Feldmann to accept the recommendations of the library management concerning reviews, and also to accept the recommendations of the Board of Trustees concerning Union negotiations. The **motion was seconded** by Pauline Caron. All in attendance accepted the motion, **motion carried.**

A **motion** was made at 8:02 p.m. by Robert Collins to adjourn the meeting. The **motion was seconded** by William Feldmann. All in attendance accepted the motion, **motion carried.**

Notes by: Barbara J. Ostertag-Holtkamp, Sally Nelson, Kathy Mague
Date: 1/2/2008

Minutes Typed by: Sally Nelson Date: 1/3/2008

Respectfully submitted,

Sally Nelson
Assistant Director and Head of Circulation Services