

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES  
Minutes of November 5, 2008

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**Call to Order:**

The meeting was called to order at 7:04 p.m. by Chairman Richard Matchkie. The following board members were in attendance: Pauline Caron, Kathleen Carr, Karen Goodman, Richard Matchkie, and Betsy McKinney. 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 October 1, 2008 was distributed prior to the meeting. No changes were made. A **motion** was made by Betsy McKinney to accept the minutes as written. The **motion was seconded** by Pauline Caron. All in attendance accepted the motion, **motion carried**.

**Treasurer's Report:**

The Treasurer's Report for July 1, 2008 – September 30, 2008 was distributed by Pauline Caron. A **motion** was made by Betsy McKinney to accept the Treasurer's report. The **motion was seconded** by Karen Goodman. All in attendance accepted the motion, **motion carried**.

**Friend's Report:**

The Friends are currently working on holiday crafts. There will be a meeting of the Friends to put together craft items on November 22, 2008, so they can be offered for sale before Thanksgiving. The next meeting is scheduled for November 19, 2008 in the library meeting room.

**Director's Report:**

Gifts Donated to the Leach Library –

- A 23" x 35" bulletin board was given to the library by an anonymous donor. A **motion** was made by Betsy McKinney to accept the gift. The **motion was seconded** by Kathleen Carr. All in attendance accepted the motion, **motion carried**.

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### Programs –

- On Thursday, October 16, 2008, at 7:00 p.m., Edie Clark presented “New England: Myth or Reality”. 45 individuals attended the program.
- On Thursday, November 20, 2008, at 7:00 p.m., the library will host a presentation by Danielle Beaudette on the “Basics of Tea.” The program will provide an overview of the different types, the origins of and the benefits of tea. It will include a tea sampling. The Friends of the Londonderry Leach Library will be sponsoring the program.

I will announce the winter/spring adult program schedule at the December meeting.

### Announcements –

- On October 27, 2008, I received notification that the auditors were done, and I printed the final FY07/08 year-end report that is included in your packet. I completed the annual report for FY07/08 per RSA 202-A:12.
- The contractor fixed the building wood rot. Unfortunately, some additional wood rot was located. The cost to repair the additional wood rot was \$200.00.

### **Assistant Director and Head of Circulation Services Report:**

- During the month of October circulation increased by 15% over October 2007. The Adult Room circulated 15,256 items and the Children’s Room circulated 9,733 items.
- The Children’s Room staff answered 438 Reference questions during October.
- Following the successful visits of Tricia Hamann and her dog Nilla in September and October, it was decided to schedule monthly visits from December 2008 through May 2009. The monthly newsletters and the website will have sign-up details.
- A total of 19 children’s programs were offered this month, with 542 participants. The Halloween programs were some of the most popular. There were 75 participants at each of the two programs, with a costume parade through the library before each one. The gift bags donated by the Friends were handed out to all participants.
- I put together a tri-fold bibliography of books on the pilgrims and on the Salem witch trials for the Young Adult area. The bibliography includes a selection of both fiction and non fiction materials for interesting Fall reading.

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**Assistant Director and Head of Reference Services Report:**

- There were 1054 items cataloged this month and 680 items discarded.
- The reference staff answered 910 reference questions this month and logged 926 people onto the Internet.
- More books are now being published as paperbacks. Since they do not come covered as the hardcover books we are reviewing different options for covering paperbacks in a faster and less costly manner.
- To honor Veterans and the Month of the Military Family we are displaying books on the Military. Come see the Armed Forces in Action through histories of the different Corps and specific wars and battles.
- November is National Diabetes Month. We have both medical books and diet books set aside on the small table to help you manage your diabetes.

**Old Business:**

- Building wood rot-

This was covered in the Director's Report. Karen Goodman asked for the cost of the work done. Barbara Ostertag-Holtkamp stated that the original bill was for \$2,775.00, plus the bill for additional work of \$200.00.

**New Business:**

- Inclement weather policy-

Barbara Ostertag-Holtkamp stated that the Inclement weather policy is updated each year with new codes for public closure announcements. One of the radio stations, WGIR, has a new procedure that uses the web in place of reporting the closure by telephone. Pauline Caron stated that the library is closed on November 11, 2008 in honor of Veterans Day. Barbara Ostertag-Holtkamp added that the library closes at 5:00 p.m. the day before Thanksgiving, and is also closed for Thanksgiving day on November 27, 2008.

A **motion** was made by Betsy McKinney to accept the policy as drafted. The **motion was seconded** by Pauline Caron. All in attendance accepted the motion, **motion carried.**

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**Non Public Session:**

**Enter Non Public Session**

Chairman Richard Matchkie requested a roll call vote 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.

**Roll Call Vote:** Aye, Pauline Caron; Aye, Kathleen Carr; Aye, Richard Matchkie; Aye, Betsy McKinney; Aye, Karen Goodman.

The Board entered Non Public Session at 7:15 p.m.

**Exit Non Public Session**

Chairman Richard Matchkie requested a motion to exit Non Public Session. Kathleen Carr made a **motion** at 7:28 p.m. to exit Non Public Session. The **motion was seconded** by Pauline Caron. Board's **vote** 5-0-0.

During Non Public Session a discussion ensued regarding the Library Director's review. She was given an over classification award, in accordance with the Library Personnel Policy, for an Outstanding evaluation.

A **motion** was made at 7:29 p.m. by Karen Goodman to adjourn the meeting. The **motion was seconded** by Betsy McKinney. All in attendance accepted the motion, **motion carried**.

Notes by: Barbara Ostertag-Holtkamp, Sally Nelson, Kathy Mague  
Date: November 5, 2008

Minutes Typed by: Sally Nelson Date: November 6, 2008

Respectfully submitted,

Sally Nelson  
Assistant Director and Head of Circulation Services