

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES
Minutes of February 6, 2008

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Call to Order:

The meeting was called to order at 7:02 p.m. by Chairman Richard Matchie. The following board members were in attendance: Pauline Caron, Robert Collins, William Feldmann, Richard Matchie, 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 January 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 Robert Collins. All in attendance accepted the motion, **motion carried**.

Treasurer's Report:

The Treasurer's Report for October 1, 2007 to December 31, 2007 was distributed by Pauline Caron. A **motion** was made by Betsy McKinney to accept the Treasurer's Report. The **motion was seconded** by Robert Collins. All in attendance accepted the motion, **motion carried**.

Friend's Report:

The Friends will be sponsoring two March programs at the library, the Master Gardener program and the Containers, Perennials and Herbs program. They will be taking orders for Spring bulbs at these events. The Holiday Crafts made \$267, and the remaining spoons were rewrapped for Valentines Day. The Friends attended the non-profit fair on January 27, 2008.

Director's Report:

Gifts Donated to the Leach Library –

- Ms. Margaret Butler donated \$5.00 for museum passes.
- The Friends of the Library donated \$100 to sponsor the two March gardening programs.

A **motion** was made by Robert Collins to accept the gifts. The **motion was seconded** by Betsy McKinney. All in attendance accepted the motion, **motion carried**.

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Programs :

- On Thursday, January 17, 2008 the library hosted a slide presentation – “Fatal Forecast: An Incredible True Tale of Disaster and Survival at Sea” by Michael Tougias. We had 62 individuals attend the program.
- 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”. The Friends of the Library will sponsor the program and will be selling flower bulbs at the event.
- On Thursday, March 27, 2008, Elizabeth Brink from UNH Cooperative Extension will present “Container Gardening: Perennials and Herbs”. The Friends of the Library will sponsor the program and will be selling flower bulbs at the event.
- On Thursday, April 10, 2008, Carl Linblade 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 InfoCentre conversion took place on August 8, 2007. Staff training was delayed due to some system issues, chief among which are the continual computer freezes. Unfortunately, the freezing issue has not been resolved. The Town’s IT department was contacted on January 9, 2008 so that they could resolve the issue.
- 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 replacement books are starting to arrive.
- The next meeting on the proposed FY08/09 budget is on February 7, 2008 at 7:00 p.m.

Assistant Director and Head of Circulation Services Report:

- During the month of January circulation increased almost 7% over January 2007. The Adult Room circulated over 13,800 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.

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- The Children's Room staff answered 790 Reference questions during January. More than 8,500 items circulated in the Children's Room, an increase over January 2007.
- If you get a chance, stop by to see the quilts displayed on the wall in the Children's Room and in the display case. Children are invited to the library on Monday, February 25 to decorate a fabric square. These will be tied together with ribbons and displayed during the month of March. Each child will have their name written on the back of their square so that they can pick them up in April.
- Winter Session 2 of children's programs will run from February 5 to February 28. Ask at the Children's Desk for an update on availability.
- This year the Children's Room will be pre-ordering T-shirts for the Summer Reading Program. Stop by the Children's Desk for details and a picture of the artwork.

Assistant Director and Head of Reference Services Report:

- There were 1145 Adult and 164 children's books and materials cataloged and processed this month. The Reference staff has been assisting the Technical Services Department in cataloging and processing the influx of new books.
- There were 1,513 reference transactions in January.
- Kendall Curtis writes an article for the Derry News every four weeks. This month's article corresponds to the PBS Masterpiece Theatre which highlights the work of Jane Austen. Kendall's angle "A New Take on an Old Love" is on books that continue the stories of Austen's beloved characters or the retelling of stories from other characters' perspectives.
- We have two displays again this month. The large table features winter sports. We have books on skiing techniques and where to find the best ski resorts. Cross-Country skiing, snowboarding, snowshoeing, hockey, and ice skating are other sports you might want to take a look at.
- February is also Library Lover's Month. You'll find books by and about Librarians on the small display table. Come support your library this month, and receive a "Love My Library" bookmark and plastic book bag to protect your books while making a meaningful statement.

Old Business:

- Online catalog
Barbara Ostertag-Holtkamp stated that she, along with the Town's IT Department, is currently exploring different options in order to resolve the issues that the system is experiencing. A conference call took place between Barbara Ostertag-Holtkamp, Doug Bosteels from IT and the vendor. Having increased memory in the server the next option is to explore whether increasing memory in the individual pcs will resolve the issue. Several staff members will be involved in

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testing the system next Monday to track memory usage. A discussion ensued over purchasing memory sticks. No decision was made at this time.

- HVAC malfunction (insurance claim)
\$6,698.73 out of a total of \$10,996.64 for replacement materials have been received and paid for. Over the next two weeks we will decide what to do with the back orders.
- Proposed FY08/09 budget/warrant article
The memo from Dave Caron regarding a \$40,000 budget reduction, the budget spreadsheet and warrant article were distributed. Barbara Ostertag-Holtkamp asked the Board if they wanted to wait until after Town Meeting, as they had done in the past, to determine what needs to be done. A discussion ensued. It was agreed to table the discussion until after Town Meeting.

New Business:

- Barbara Ostertag-Holtkamp distributed a copy of the revised Book Discussion Group form approved at the previous meeting

Non Public Session:

Enter Non Public Session

Chairman Richard Matchie 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, Robert Collins; Aye, William Feldmann; Aye, Richard Matchie; Aye, Betsy McKinney.
Board's **vote** 5-0-0

The Board entered Non Public Session at 7:38 p.m

A **motion** was made by Robert Collins to allow Barbara Ostertag-Holtkamp and Sally Nelson to attend non public session as the subject pertains. The **motion was seconded** by Pauline Caron. All in attendance accepted the motion, **motion carried**.

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Exit Non Public Session

Chairman Richard Matchkie requested a motion to exit Non Public Session. Pauline Caron made a **motion** at 7:48 p.m. to exit Non Public Session. The **motion was seconded** by Robert Collins. Board's **vote** 5-0-0.

A **motion** was made by William Feldmann to accept the recommendation of the library staff. The **motion was seconded** by Pauline Caron. All in attendance accepted the motion, **motion carried**.

A **motion** was made at 7:50 p.m. by William Feldmann to adjourn the meeting. The **motion was seconded** by Robert Collins. All in attendance accepted the motion, **motion carried**.

Notes by: Barbara J. Ostertag-Holtkamp, Sally Nelson, Kathy Mague
Date: February 6, 2008

Minutes Typed by: Sally Nelson Date: February 7, 2008

Respectfully submitted,

Sally Nelson
Assistant Director and Head of Circulation Services