

# LONDONDERRY LEACH LIBRARY

## BOARD OF TRUSTEES Minutes of March 5, 2008

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### **Call to Order**

The meeting was called to order at 7:05 p.m. by Chairman Richard Matchie. The following board members were in attendance: Pauline Caron, Kathleen Carr, Robert Collins, William Feldmann, Richard Matchie, Betsy McKinney, and Vicki Stachowske. Also in attendance: Joe Paradis, Town Council Liaison; 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 February 6, 2008 was distributed prior to the meeting. No changes were made. A **motion** was made by Vicki Stachowske to accept the minutes as written. The **motion was seconded** by Kathleen Carr. All in attendance accepted the motion, **motion carried**.

### **Friend's Report:**

Pauline Caron reported that the Friends made \$73.00 in sales of Valentine spoons. The remaining spoons were donated to the Senior Citizens Center. The Friends are sponsoring two adult programs in March on gardening. They will be taking bulb orders at both programs. Once again the Friends offered to purchase Trick or Treat bags for the Children's Room. A "no bake sale" is under consideration for later in the year. The next Friends Meeting is on March 19, 2008 at 7:00 pm.

### **Director's Report:**

#### Gifts Donated to the Leach Library –

- The Feldmann family donated the following books in memorial of Myrna Feldmann:
  - The Lost World (\$16.99);
  - Disputing Christianity: The 400-year-old debate over Rabbi Isaac Ben Abraham Troki's Classic Arguments (\$39.20);
  - Shattered Tablets: why we ignore the Ten Commandments at our peril (\$13.85);
  - How to read the Bible: a guide to Scripture, then and now (\$19.43);
  - Leading the Passover journey: the seder's meaning revealed, the Haggadah's story retold (\$24.99);
  - Pesach for the rest of us: making the Passover seder your own (\$12.74);

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- Celebrating the Jewish year (\$22.00);
- Asimov's science fiction: 30<sup>th</sup> anniversary anthology (\$10.47);
- Genealogy for the first time: research your family history (\$6.97);
- Time for the stars (\$10.47);
- 1-2-3 family tree: the fastest way to create and grow your family tree (\$27.97);
- Space cadet (\$13.29)
- Mr. Canales donated a copy of the book Jehovah's Witnesses: Proclaimers of God's Kingdom to the library.

A **motion** was made by Betsy McKinney to accept the gifts. The **motion was seconded** by Pauline Caron. Six in attendance accepted the motion, William Feldmann abstained, **motion carried**.

Programs –

- On Thursday, February 21, 2008, the library had a slide presentation by Dr. Stangel, "Great Art Museums of Europe: the Louvre". We had 51 individuals attend the program.
- 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 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 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 again on January 9, 2008 so they could resolve the issue. The library staff conducted a memory usage test on February 11, 2008. The results were given to the IT department. The IT department will be deleting the database and will try to do the conversion again to see if this will 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,

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and the replacement books have been ordered. The majority of the replacement books have arrived.

- The Annual Town Meeting will be held on Saturday, March 15, 2008.

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

- During the month of February circulation increased almost 20% over February 2007. The Adult Room circulated 14,361 items.
- Museum passes were very popular during school vacation week. I would like to remind patrons to plan well ahead for the April vacation.
- The Children's Room staff answered 740 Reference questions during February.
- The Children's Room circulated 9,857 items in February and all the programs were well attended despite challenging weather conditions.
- Making a quilt square was a popular program. The squares are on display in the Children's Room behind the desk. Children may pick up their squares in April.
- Nine more children signed up for the Reading Patch Club, and two achieved their Star Reader Patch. The Reading Patch Club is a continuous program that is individually paced, and aimed at getting children to read different types of books. For details ask at the Children's Room desk.

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

- There were 1,106 books and materials cataloged and processed this month.
- There were 1,454 reference transactions in February.
- Several of the reference staff took a tour of the high school library to get a good sense of their collection and to meet with the school librarians. One of the librarians then came over to see our library. We will keep communications open so that we may better serve our Londonderry students.
- Reference Staff members have taken several webinar or online information sessions on various topics: "Is Print Reference Dead?" discussed the value of print sources vs. electronic ones. This was relevant in that we purchased 10 electronic reference books this year. The other two were NextReads which is a readers' advisory online newsletter that we are considering and "Literature Criticisms Online" because we wanted to become familiar with a source owned by the High School Library.
- If you are Irish or have Irish roots, be sure to see the large display and pick up a button to wear: "Kiss me, I'm Irish", "World's cutest Leprechaun", "Eat, Drink, and be IRISH!", or for the non-Irish: "IRISH for the Day!" Check out some of our books on Irish histories, immigrants, memoirs, and genealogies.
- Since winter isn't over yet, why not learn to knit? The small display has many books for the beginner as well as the more experienced knitter.

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**Old Business:**

- Online Catalog-  
A discussion ensued over the progress of the online catalog. Barbara Ostertag-Holtkamp said that since the conversion took place IT has been working with Follett to resolve freezing issues. Barbara Ostertag-Holtkamp said that most recently five different staff members conducted a memory usage test. The results were given to the IT department. Then we were asked to delete all but two years of history, but we discovered that there was no history to delete. The IT department has deleted the database and a new conversion is underway. Barbara Ostertag-Holtkamp asked the Trustees whether they would consider hiring someone from the company if this new conversion does not resolve the issue. A discussion ensued. It was decided not to make a decision until the conversion is completed and tested.
- HVAC Insurance Claim-  
To date, \$9,044.34 has been paid for damaged items. There is an issue with Amazon over billing that Barbara Ostertag-Holtkamp is hoping will be resolved soon. Once that is resolved all bills will be submitted for the final payment.

**New Business:**

- Richard Matckie informed the Trustees that there is an issue with bills not being paid on time by the Finance Department. Barbara Ostertag-Holtkamp said that although bills are turned around in the library within two or three days small finance charges have been applied to some bills for late payment by the Town. Richard Matckie asked if these charges were paid out of the library budget and Barbara Ostertag-Holtkamp said that this was not the case. A discussion ensued. William Feldmann asked if any reason had been given by Finance for the delay in processing bills. Barbara Ostertag-Holtkamp said she had not received a reason, but she expects that it is part of the learning curve with the new finance system.
- Barbara Ostertag-Holtkamp handed out copies of the library information page from the Londonderry Living, Town Information Guide. The guide is in the process of being updated so she asked the Trustees what changes they would like to make. William Feldmann suggested including the library web site. Betsy McKinney suggested adding information on the Book Sale Room and the Friends of the Leach Library. Pauline Caron suggested adding more information about adult programs. Richard Matckie suggested adding the Young Adult programs.

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- Joe Paradis thanked the Trustees for the opportunity work with them and said he has enjoyed the experience. Richard Matchie thanked Joe Paradis for his help as library liaison and for his service to the town.

A **motion** was made at 7:45 p.m. by Betsy McKinney to adjourn the meeting. The **motion was seconded** by Pauline Caron. All in attendance accepted the motion, **motion carried**.

Notes by: Barbara J. Ostertag-Holtkamp, Sally Nelson, Kathy Mague  
Date: March 5, 2008

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

Respectfully submitted,

Sally Nelson  
Assistant Director and Head of Circulation Services