

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES Minutes of June 4, 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, Kathleen Carr, William Feldmann, Karen Goodman, Richard Matchie, Betsy McKinney, and Vicki Stachowske. Also in attendance: Barbara J. Ostertag-Holtkamp, Library Director; Sally Nelson, Assistant Director and Head of Circulation Services; Kathy Mague, Assistant Director and Head of Reference Services.

Richard Matchie began the meeting by informing everyone that Ginny Dahlfred passed away on May 24, 2008. Ginny Dahlfred served two terms on the Board of Trustees, and she was a great supporter of the library as well as serving as president of the Historical Society. There is a memorial service at 10:00 a.m. on Saturday, June 7, 2008. Richard Matchie called for a minute of silence in memory of Ginny Dahlfred.

Secretary's Report:

The Secretary's Report for May 7, 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.**

Friend's Report:

Vicki Stachowske gave the Friend's Report. The Cakeless Bakesale ends on Saturday, June 7. A book sale will be held on Saturday of Old Home Days. If anyone wishes to help details will be finalized next month. The next Friends meeting is scheduled for June 18 at 7:00 p.m. in the library meeting room, when elections will take place.

Director's Report:

Gifts Donated to the Leach Library –

- The Friends of the Londonderry Leach Library purchased the activity books for the Summer Reading Program. The cost of the activity books is \$573.95.
- The Derry Garden Club donated \$44.95 to purchase Professional Genealogy: A Manual for Researchers, Writers, Editors, Lecturers, and Librarians in memory of Ms. Ellen Woodman Kennedy.
- Ms. Patricia Hume donated a copy of The New Hampshire Archeologist: Time and Place: the Archeology of the Eddy Site to the library.

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A **motion** was made by Vicki Stachowske to accept the gifts. The **motion was seconded** by Karen Goodman. All in attendance accepted the motion, **motion carried**.

Programs –

- On Thursday, May 22, 2008, the library hosted "Two Old Friends in Concert". We had 52 individuals attend the program.

This year we are already more than 18% over the attendance last year. After the fall programs it will be a record-breaking year.

- On Thursday, September 18, 2008, at 7:00 p.m., John Peril will do a presentation "Murder on the Isle of Shoals". The program examines the life, times and trial of Louis Wagner who was convicted and executed for a murder in 1873.
- On Thursday, October 16, 2008, at 7:00 p.m., Edie Clark will present "New England: Myth or Reality". Edie Clark will discuss how the lives and works of the myth-makers – Robert Frost, Norman Rockwell, and Yankee Magazine – are as responsible for the tourists as the legends.
- 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 of tea, where tea comes from and the benefits of tea. It will include a tea sampling.

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. Additional memory was added to three computers. There was a subsequent increase in response time. We purchased some additional memory so we could perform a test on a larger sample of computers. The response time during the test was acceptable. We have contacted the IT Department to get a quote on the memory needed for the remaining computers. It will cost between \$1410 and \$2110, depending on whether or not an older computer needs to be replaced.

A **motion** was made by Betsy McKinney to spend up to \$2110 on memory and possibly a new computer. The **motion was seconded** by Pauline Caron. All in attendance accepted the motion, **motion carried**.

- The HVAC drain malfunctioned on October 9, 2007, causing flooding to a portion of the adult nonfiction stacks. The Finance Department posted the insurance checks to the library's budget on May 28, 2008.
- I spoke to the roofer concerning the roof. They are contacting vendors to see if they can find a closer match to the existing roof shingles. No close match could be found so the roofer will be taking the shingles from the back of the roof and replacing the shingles on the back side of the building. The roofer will be coming on June 9, 2008.

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- The library failed the backflow test. The plumber came on May 30, 2008 to resolve the issue. The inspector came today and passed the backflow.
- On May 28 and May 29, 2008 the library had the HVAC filters changed and the HVAC prepared for the summer.
- On Saturday, May 31, 2008, the library carpets were cleaned.
- The lighting replacement was completed on May 13, 2008.

Assistant Director and Head of Circulation Services Report:

- During the month of May circulation increased by almost 12% over May 2007. The Adult Room circulated 14,058 items and the Children's Room circulated 8,520 items.
- The Children's Room staff answered 657 Reference questions during May.
- There were 18 Children's Room programs in May with a total of 433 participants. The Spotlight section on sports was interactive, with children coloring a paper cut-out t-shirt for their favorite team and putting it on the wall.
- I am gearing up for the Young Adult Summer reading Program. Sign up begins Monday, June 23 and is ongoing through August 18. Full details of the evening meetings and raffle prizes will be available at the front desk at that time. The Janice Anagnos Memorial Certificate and Prize are awarded to the student that reads the most books between June 23 and September 2, 2008. Keep a log of your reading and turn it in by September 2.
- I am grateful to the volunteers who dedicate time to the Book Sale Room. I would like to remind everyone that the Book Sale Room is closed for the month of August, although the display case will continue to be used, unless it is otherwise booked by a community member.

Assistant Director and Head of Reference Services Report:

- There were 1319 materials cataloged in May. We have streamlined the technical service operations which will give us more time to catalog and process materials, including the way we count statistics and delete materials from Spectrum and NHU-PAC.
- We continued collection development in the health field; this time in the nonfiction area where we purchased 88 new books.
- The reference staff answered 918 questions and logged 865 people onto the Internet.
- The reference staff assisted a group of ESL students and their mentor and added quick time, real player and other software programs to our Internet stations for them to use some language learning websites.
- Last summer we featured U.S. travel on our large table. This year you can venture further afield to the world. In case you are going to the Summer

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Olympics or to Beijing this month with the band, China travel books are included. Come be an armchair traveler @ your library and pick up a globe key chain.

- Now that you know all about different dog breeds, it's time to give cats their due. The small table features a few books on how to take care of cats but, since they are independent and often take care of themselves, we've added some cat fiction to the display.

Old Business:

- Online Catalog-
Refresher training will be starting for the staff once the new memory is purchased. We hope to go live in the summer.
- HVAC malfunction-
This was talked about in the Director's Report.
- Roof repair-
This was talked about in the Director's Report.
- Lighting replacement-
This was talked about in the Director's Report.
- FY08/09 Budget-
A decision needs to be made on where to reduce the budget in line with the \$40,000 cuts made by Town Council. William Feldmann asked why only 86% of the FY07/08 budget had been spent when there was less than a month of the year ahead. Barbara J. Ostertag-Holtkamp informed him that there is a time lag between submitting bills to Town Hall and those bills being paid. In addition, there are many outstanding invoices for items received, as well as projects that need to be completed and items received before invoices can be paid. In her estimation, around \$13,000 will be returned to the town at the end of the fiscal year. That amount could fluctuate based on project completion dates and receipt of the outstanding invoices. A discussion ensued. Vicki Stachowske suggested going with the cuts recommended by Barbara J. Ostertag-Holtkamp. The Board agreed.
- Non-fiction shelving-
The shelving will be arriving on Thursday, June 12, and around three hundred and thirty six feet of books will need to be moved in order for the work to proceed. Barbara J. Ostertag-Holtkamp asked if the Board would approve spending \$1295 on cart rentals in order to facilitate the move. The only alternative would be to close the Meeting Room for the week, and displace groups that have already booked it, in order to store the books there. The alternative would create a lot

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more work and use a lot more staff time since the books would need to be handled multiple times. Vicki Stachowske made a **motion** to spend \$1295 on rental carts. The **motion was seconded** by Betsy McKinney. All in attendance accepted the motion, **motion carried**.

New Business:

- Old Home Days Saturday hours-
Barbara J. Ostertag-Holtkamp asked for the Board's approval to close on Saturday, August 16 owing to parking difficulties during Old Home Days. Vicki Stachowske made a **motion** to close on Saturday, August 16. The **motion was seconded** by William Feldmann. All in attendance accepted the motion, **motion carried**.
- Safety Policy-
Barbara J. Ostertag-Holtkamp distributed copies of a draft of the new Safety Policy, to be included in the Town Safety Policy, for the Board's consideration. This has been tabled until next month's meeting.
- Museum Pass statistics-
Barbara J. Ostertag-Holtkamp distributed a spreadsheet prepared by Sally Nelson outlining the usage and cost of each pass. William Feldmann said that his only concern had been about whether any passes were under-used and could be eliminated.
- Seniors presentation-
Pauline Caron spoke of a presentation that she had made at the Senior Center on library services. She handed out packets put together by Sally Nelson that included newsletters, Friends information and Museum Pass information. Her presentation was very well received, and many seniors had not realized the full range of services offered by the library. Hopefully this will increase the number of seniors making use of the library.

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

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right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.

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

The Board entered Non Public Session at 7:43 p.m.

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

Exit Non Public Session

Chairman Richard Matchie requested a motion to exit Non Public Session.

William Feldmann made a **motion** at 8:22 p.m. to exit Non Public Session. The **motion was seconded** by Kathleen Carr. Board's **vote** 7-0-0.

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

A **motion** was made at 8:23 p.m. by Vicki Stachowske to adjourn the meeting. The **motion was seconded** by Karen Goodman. All in attendance accepted the motion, **motion carried**.

Notes by: Barbara J. Ostertag-Holtkamp, Sally Nelson, Kathy Mague
Date: June 4, 2008

Minutes Typed by: Sally Nelson Date: June 4, 2008

Respectfully submitted,

Sally Nelson
Assistant Director and Head of Circulation Services