

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES Minutes of July 2, 2008

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Call to Order:

The meeting was called to order at 7:10 p.m. by Chairman Richard Matchkie. The following board members were in attendance: Pauline Caron, Kathleen Carr, William Feldmann, Richard Matchkie, 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.

Secretary's Report:

The Secretary's Report for June 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:

The Friends of the Leach Library report was presented by Pauline Caron, who informed the Board that the Friends had a very successful Bakeless Cake Sale that enabled them to make substantial donations to the library. Plans were made for the book sale at Old Home Day. If it rains the book sale will not take place. There will be a sale on September 6, 2008 on the lawn in front of the library.

Director's Report:

Gifts Donated to the Leach Library –

- The Friends of the Londonderry Leach Library have made some very generous and much appreciated donations to the library. These include:
 - donating \$250 to the library to purchase prizes for the Young Adult Summer Reading Program.
 - sponsoring the Children's Summer Reading programs for July. These programs include Lyle, Lyle Crocodile (\$120); Big Joe the Storyteller (\$200); Mr. Phil and Company (\$325); A Puppet Passport (\$300) and Wild about Turtles (\$210)
 - sponsoring the adult programs in the Fall.
 - purchasing the Halloween bags. The cost of the bags is \$256.00.

A special thanks was given to the Friends by Richard Matchkie and the Board for their generosity.

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- The following donations of new books were received from the Rotary Club: Dinosaur; Hans Christian Anderson's The Ugly Duckling; Little Red; The Little Engine that Could; G is for Granite; Baby Bear, Baby Bear, What Do You See?; Olivia; The Legend of the Curse of the Bambino; Make Way For Ducklings; The Most Fascinating Places on Earth; The Three Snow Bears; and Rocks and Minerals.

A **motion** was made by Kathleen Carr to accept the donations. The **motion was seconded** by William Feldmann. All in attendance accepted the motion, **motion carried**.

Programs –

- On Thursday, September 18, 2008, at 7:00 p.m., John Perrault will discuss "Murder on the Isle of Shoals". The program will examine the life, times and trial of Louis Wagner who was convicted and executed for a murder in 1873. The Friends of the Londonderry Leach Library will be sponsoring the program.
- 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. The Friends of the Londonderry Leach Library will be sponsoring 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 of tea, 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.

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. The IT Department installed the additional memory and two new computers so we can convert to Info Centre. A staff refresher training is currently underway.
- On Sunday, June 8, 2008, I discovered the HVAC not working. The motor was blown, so the motor, along with a cracked fan blade was replaced. Tomorrow the remaining fan blades will be replaced.
- On Monday, June 9, 2008, the roofers came and replaced the roof shingles.
- The library has been receiving calls regarding email and internet problems. IT has been working on this since the storms on Sunday damaged the sonic firewall, which now needs replacing.

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- An updated Budget Performance Report was distributed, so that the Board could compare the latest information with an earlier report.

Assistant Director and Head of Circulation Services Report:

- During the month of June circulation increased more than 10% over June 2007. The Adult Room circulated 14,689 items and the Children's Room circulated 10,613 items.
- The Children's Room staff answered 867 reference questions during June.
- The summer reading programs got off to a very busy start in the last week of June. Both the children's and the young adult programs are proving popular this summer.
- Jennifer DelVillar, Senior Children's Librarian, visited most of the elementary classes in June. Many of the children have commented that they enjoyed the visits.
- The next Young Adult meeting is at 6:00 p.m. on Wednesday, July 9. Anyone entering Grades 6 through 10 is invited to come and design a Save the World poster, on such topics as global warming, conservation, recycling and eco-friendly fuels.

Assistant Director and Head of Reference Services Report:

- There were 1,021 materials cataloged in June and 1,321 items discarded.
- We will introduce a new audio book collection in August. The format is called a playaway and it is a preloaded digital audiobook that is lightweight and compact and the size and format of an mp3 player. The collection will start with approximately 60 titles comprised of fiction and nonfiction. It's great for walking, working out at the gym, or carrying anywhere. A discussion ensued over the cost of batteries. William Feldmann suggested looking into purchasing rechargeable batteries. Kathleen Carr suggested patrons supplying their own batteries.
- The reference staff answered a record 988 reference questions this month and logged 760 people onto the Internet.
- We are highlighting our new biographies this month on the large table. Some of the new biographies include Home: a memoir of my early years by Julie Andrews; The Dream: a memoir by Harry Bernstein; Not the girl next door: Joan Crawford, a personal biography; Cecil B. DeMille: a life in Art; and Mary Martin, Broadway Legend.
- For the small table we are featuring beach reads. The term used to mean a "trashy, throw-away novel", but today the term is used for any easy, pleasurable reading. So pick up one of these easy reads, some sunscreen, and be careful of the sand. We often like to offer giveaways at our displays. This time we have mini beach balls to set the mood.

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Old Business:

- Online Catalog –
The staff is going through refresher training. Barbara J. Ostertag-Holtkamp has emailed IT to ask when they will be available to go live. However, with the current internet and email problems, no response has been received.
- Safety Policy –
Copies of the Town Safety Policy were passed around. A discussion ensued over including the Library's Safety Policy in this document. William Feldmann suggested changing the word "will" to "may" in the first section under General Safety Policies. Kathy Mague and Sally Nelson, as safety board representatives, were asked if town employees were obligated to attend training. They responded that so far all classes have been optional. The Board looked at the Town Safety Policy, which stated that safety training is recommended.
A **motion** was made by William Feldmann to amend the policy to read "may" instead of "will".
The **motion was seconded** by Vicki Stachowske. All in attendance accepted the motion, **motion carried**.
A **motion** was made by William Feldmann to accept the policy as amended. The **motion was seconded** by Pauline Caron. All in attendance accepted the motion, **motion carried**.

New Business:

- CIP –
In accordance with the Board's recommendation at the June meeting, Barbara J. Ostertag-Holtkamp filled out the application form to be included in the CIP, and called the roofers for a quote on a replacement roof. The roofers gave a quote of \$58,545.00, which would include installation and a 30 year warranty. A higher quality shingle could be used with a 50 year warranty for an additional \$4335.00. This means that the roof no longer qualifies for the CIP. When a roof replacement is needed we would have to apply to Dave Caron for money from the maintenance fund.
A **motion** was made by William Feldmann to table the discussion. The **motion was seconded** by Vicki Stachowske. All in attendance accepted the motion, **motion carried**.
- Replacement Library Cards –
One area of response time that is slow in InfoCentre is retrieving patron records if a patron does not have their card with them. Currently there is a \$3.00

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replacement fee for lost cards. Barbara J. Ostertag-Holtkamp asked the Board to consider suspending this fee for a few weeks or months. A discussion ensued.

A **motion** was made by Betsy McKinney to suspend the \$3.00 card replacement cost for six months. The **motion was seconded** by Pauline Caron. All in attendance accepted the motion, **motion carried**.

Non Public Session:

Enter Non Public Session

Chairman Richard Matchie requested 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.

A **motion** was made by Betsy McKinney to enter Non Public Session. The **motion was seconded** by William Feldmann.

Roll Call Vote: Aye, William Feldmann; Aye, Pauline Caron; Aye, Kathleen Carr; Aye, Richard Matchie; Aye, Vicki Stachowske; Aye, Betsy McKinney. Board's **vote:** 6-0-0.

The Board entered Non Public Session at 7:48 p.m.

A **motion** was made by Pauline Caron to allow Barbara J. Ostertag-Holtkamp to attend non public session as the subject pertains. The **motion was seconded** by Vicki Stachowske. 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 8:06 p.m. to exit Non Public Session. The **motion was seconded** by Pauline Caron. Board's **vote:** 6-0-0.

A **motion** was made at 8:07 p.m. by William Feldmann to adjourn the meeting. The **motion was seconded** by Pauline Caron. All in attendance accepted the motion, **motion carried**.

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

Minutes Typed by: Sally Nelson Date: July 3, 2008

Respectfully submitted,

Sally Nelson
Assistant Director and Head of Circulation Services