

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES
Minutes of May 5, 2010

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Call to Order:

The meeting was called to order at 7:02 p.m. by Chairman Richard Matchkie. The following board members were in attendance: Pauline Caron, William Feldmann, 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 April 7, 2010 was distributed prior to the meeting. No changes were made. A **motion** was made by Pauline Caron to accept the minutes as written. The **motion was seconded** by Karen Goodman. All in attendance accepted the motion, **motion carried**.

Treasurer's Report:

The Treasurer's Report for January 1, 2010-March 31, 2010 was distributed by Pauline Caron.

Friend's Report:

The Friends are currently focusing on the Cakeless Bake Sale. Posters have been distributed around Londonderry and press releases have been sent to the newspapers to advertise this fundraiser. The Friends have transferred some money they keep in reserve to Hampshire First Bank, into an account with a 2% interest rate. They will receive an additional \$25.00 for each customer who mentions the Friends when opening a new account. The next meeting is scheduled for May 19, 2010, at 7:00 p.m., in the library meeting room.

Director's Report:

Gifts Donated to the Leach Library –

- The Chiasson family donated a book, "My Friend Zundel", by Dana Shaw to the children's room.

A **motion** was made by Pauline Caron to accept the gift. The **motion was seconded** by Karen Goodman. All in attendance accepted the motion, **motion carried**.

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Programs –

- On Thursday, April 22, 2010 at 7:00 p.m., the library held a presentation “The Great Sheep Boom and Its Enduring Legacy on the New Hampshire Landscape”. 16 individuals attended the program.
- On Thursday, May 13, 2010, at 7:00 p.m., the library will be hosting “Birds of the White Mountains” with Stephen Hale. This beautifully illustrated presentation will cover the variety of birds living in the White Mountains of New Hampshire, a diversely rich region containing hundreds of species of hawks, owls, woodpeckers, sparrows, and more. The presentation will include a colorful slideshow and audio recordings of these birds. The Friends of the Londonderry Leach Library will be sponsoring this program.
- On Thursday, June 10, 2010, at 7:00 p.m., the library will be hosting “Your Hit Parade - 25 Years Presenting America’s Top Popular Songs with Calvin Knickerbocker. The radio and television program “Your Hit Parade” chronicled American popular music from 1935 to 1959. In this program, presenter Calvin Knickerbocker will outline the quarter-century during which the show served as a “tastemaker,” featuring songs inspired by the Great Depression and on to the advent of Rock and Roll. Throughout the program, Mr. Knickerbocker will treat attendees to excerpts from original recordings of the songs that "Your Hit Parade" showcased on its weekly Saturday night show, from one-hit wonders to classic numbers still familiar today. The Friends of the Londonderry Leach Library will be sponsoring this program.
- We will be having two adult programs this summer as part of the new adult summer reading program. The first program is “Best Plants for New Hampshire Landscapes”, and it will be on Thursday, July 15, 2010, at 7:00 p.m. This program will be presented by Dr. Cathy Neal, who is a specialist in landscape horticulture at the University of New Hampshire. It will instruct participants in how to identify what type of landscape they are working with, and what trees, shrubs and perennials will best thrive there. The presentation will explore such landscapes as woodlands, woods edge, sunny borders and water edge gardens with beautiful photos and plant reference lists. The second program is “Tips for Growing Healthy Indoor Plants”, which will be held on Thursday, August 12, 2010, at 7:00 p.m. This program will be presented by Dr. Cheryl Smith, a professor of plant biology at the University of New Hampshire. Dr. Smith will be using her expertise as a specialist for plant health to teach attendees what to do to maintain healthy indoor plants.

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Announcements -

- We had an electrical/water incident with the elevator on March 16, 2010. A temporary repair was made. Further repairs will be necessary to relocate the electrical outlet. Now that the elevator pit is dry, the repair has been scheduled for May 12, 2010.
- The boiler drain was replaced on April 8, 2010.
- The library received the final check for \$25.00 in restitution for the vandalized chairs.
- I discovered the HVAC was not working in the main part of the library on May 2, 2010. Rooftop HVAC unit # 1 had two blown motors and was leaking refrigerant, which were repaired on May 3 and May 4, 2010.

Assistant Director and Head of Circulation Services Report:

- There were 16 children's programs offered in April to 487 participants. During National Library Week, children received a raffle ticket for every item checked out of the children's room for a chance to win a book bag. There were 1,198 entries.
- Nilla the therapy dog will visit the library on Monday, May 24 from 3:30 to 4:30 p.m. To reserve a fifteen-minute slot call or stop by the children's room beginning Monday, May 10 at 9:00 a.m.
- Join the Massabesic Audubon Society at the library when they present their program *The Speed of Seeds*. This program is offered on Wednesday, May 26 and Thursday, May 27 from 4:00 to 5:00 p.m. Each program is open to twenty children and advance registration is required. To register, call or stop by the children's room beginning Monday, May 17 at 9:00 a.m.
- This month the children's room spotlight is highlighting books on plants and gardening. Come check out one of these books.

Assistant Director and Head of Reference Services Report:

- The reference staff answered 855 reference questions in April and answered 106 directional questions. We logged 996 patrons onto the Internet. The combined total is a 23% increase from last April.
- We have had 68 ebook checkouts last month. Kendall Koladish attended a workshop on troubleshooting downloadable audios and ebook problems early in April and was able to show a patron how to return a book early so she could check out another. The patron was ecstatic about the service.
- National Pet Week is May 2nd through May 8th. Our pets can be very important elements in our lives. If you are looking for a new pet to enrich your life or how to care for your present pet, check out our large display of books on dogs, cats, birds, guinea pigs, ferrets, rabbits, goldfish, iguanas, or numerous other animals.

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- May is also a good time to start a vegetable garden. What could be better than to pick and eat a tomato that is actually ripe, or freshly harvested greens that you have grown yourself?

Old Business:

- Vandalism

All damaged furniture has been repaired and the final restitution check for \$25.00 was received after a certified letter was sent out.

New Business:

- Historical Room HVAC

The HVAC unit that provides temperature and humidity control in the Historical Room needs repair. The technicians will have to take the ceiling grid apart to remove the HVAC unit from the ceiling and work on it outside of the building. Several parts need to be replaced. The total cost is \$3,000, of which labor costs make up \$2,304.00 and \$696.00 are for parts.

A **motion** was made by Pauline Caron to approve the expenditure of \$3,000 to repair the HVAC unit for the Historical Room. The **motion was seconded** by Karen Goodman. All in attendance accepted the motion, **motion carried**.

- FY10-11 Budget

At a meeting attended by department heads, Dave Caron reviewed the proposed budget cuts. The library received an \$8,726.18 reduction that did not include the insurance reduction. Dave Caron also asked all departments not to spend their whole budget, in order to return a portion back to the town. Unfortunately, much of the library's remaining budget has been allocated to upcoming building repairs and other commitments.

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

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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, Pauline Caron; Aye, William Feldmann; Aye, Richard Matckie; Aye, Betsy McKinney; Aye, Karen Goodman.

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

The Board entered Non Public Session at 7:25 p.m.

Exit Non Public Session

Chairman Richard Matckie requested a motion to exit Non Public Session. Pauline Caron made a **motion** at 7:45 p.m. to exit Non Public Session. The **motion was seconded** by William Feldmann. Board's **vote** 5-0-0.

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 7:47 p.m. by Pauline Caron to adjourn the meeting. The **motion was seconded** by Karen Goodman. All in attendance accepted the motion, **motion carried**.

Notes by: Barbara Ostertag-Holtkamp, Sally Nelson, Kathy Mague

Minutes Typed by: Sally Nelson

Date: May 5, 2010

Respectfully submitted,

Sally Nelson
Assistant Director and Head of Circulation Services