

# LONDONDERRY LEACH LIBRARY

## BOARD OF TRUSTEES

Minutes of June 3, 2020

Page 1 of 4

### **Call to Order:**

The meeting was called to order at 6:58 p.m. by Chair Betsy McKinney. The following board members were in attendance: Robert Collins, John Curran, Cynthia Peterson, and Vicki Stachowske. Also in attendance: Barbara Ostertag-Holtkamp, Library Director; Sally Nelson, Assistant Director; and Megan Donovan, Head of Circulation Services.

### **Election of Officers:**

Election postponed until September.

### **Secretary's Report:**

The Secretary's Report for March 4, 2020, was distributed prior to the meeting. No changes were made. A **motion** was made by John Curran to accept the minutes as written. The **motion was seconded** by Vicki Stachowske. All in attendance accepted the motion, **motion carried**.

### **Treasurer's Report:**

The Treasurer's Report for January 1, 2020, through March 31, 2020, was distributed. A **motion** was made by Robert Collins to accept the report as written. The **motion was seconded** by Cynthia Peterson. All in attendance accepted the motion, **motion carried**.

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

#### Gifts Donated to the Leach Library –

- Mr. Robert W. Averill donated a copy of his books "In Search of Amos Clough", and "Daniel Clement's Moosilauke Journal – 1879" to the library.
- Ms. Deborah Curtin donated a copy of her book "Faith on Fire: Thy Will Be Done" to the library.

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

#### Programs –

- On Thursday, March 12, Joanne Pearson presented "Gorgeous Gardens of New England." 29 individuals attended the program.

# LONDONDERRY LEACH LIBRARY

## BOARD OF TRUSTEES

Minutes of June 3, 2020

Page 2 of 4

**The following programs were canceled due to the closing for COVID-19. We are working with the presenters to have virtual performances.**

- On Thursday, April 9, Mr. Fran Hart was supposed to present “Music of the Beatles.” He is working on combining a musical performance with a multimedia presentation. Participants will not only learn about the music of the Beatles, but also about the influence the band exerted on the cultural landscape. Mr. Hart is a musician with a lifelong passion for the Beatles. This program is sponsored by the Friends of the Londonderry Leach Library.
- On Thursday, June 11, Mr. Michael Bruno was supposed to hold “Cruising New Hampshire History.” Now, we will still be able to enjoy Mr. Bruno virtually as he educates viewers on all sorts of fascinating aspects of New Hampshire history.
- Mr. Curt Bessette and Ms. Jenn Kurtz were able to offer “A Few Seconds with Our Fathers: Songs and Stories of WWII” via YouTube. This moving performance is a tribute to the generation of young men and women of the World War II era. It is filled with songs and stories that make history come to life and honor our parents and grandparents. **This program was posted to the library YouTube Channel and ran from Friday, May 22 – Thursday, May 28.**

### Announcements -

- On February 12, 2020, the elevator passed the annual inspection. The certificate was received on March 16, 2020, and was posted in the elevator.
- On March 17, 2020, the library closed to the public due to COVID-19. In response to the COVID-19 situation, we have needed to modify staff schedules and work flow to allow for social distancing and other safety protocols. Since closing, we have required all employees, including the contract cleaners, to wear a mask and gloves at all times when working in the library. All returned items from the book drop are first cleaned and disinfected, and then put in quarantine. In addition, the mail (magazines, newspapers, etc.) is being sorted and quarantined separately for a week before processing since these items cannot be wiped down. All staff have been working in the library, albeit on a different schedule to allow for social distancing. Moreover, the full-time staff have also been telecommuting from home. In addition to all the regular work (which is taking longer due to revised workflow considerations), the library has started the much needed inventory of the entire collection. We have also been offering virtual programs. Sneeze shields have been installed at all three public desks. On June 1, 2020, we started our Drive-Thru Service where patrons can pick up materials without coming into the library.
- On May 13, 2020, the lawn irrigation system was turned on.
- On May 26 and 27, 2020, the HVAC units were cleaned and prepped for the summer. Unfortunately, RTU2 will need a new compressor. I am waiting for the quote. Barbara Ostertag-Holtkamp stated that the quote was received on June 3, 2020. The repair will cost \$5,217.00.

# LONDONDERRY LEACH LIBRARY

## BOARD OF TRUSTEES

Minutes of June 3, 2020

Page 3 of 4

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

#### Children's and Teen Programs and Activities –

- During the month of May, most programs and activities were canceled due to Covid-19. The originally scheduled children's performer, Linda Peck, sent us a video link to selected parts of her show that we posted to the library YouTube Channel. It ran from Monday, May 11 – Friday, May 15 and received 24 views.
- We are working with the children's presenters whose shows have been canceled due to Covid-19 to provide virtual performances for the library YouTube channel.

#### Circulation and Children's –

- The circulation and children's staff have been busy with inventory throughout the library. This is progressing well.

#### Reference –

- The reference staff has been adding various informational posts to the library web page, including outlines of a variety of data bases; how to get started with Libby for downloadable books; and information on the new drive-thru service.
- During the month of May, Mr. Curt Bessette and Ms. Jenn Kurtz were able to offer "A Few Seconds with Our Fathers: Songs and Stories of WWII" via YouTube. This program was posted to the library YouTube Channel and ran from Friday, May 22 – Thursday, May 28, receiving 30 views.

#### Technical Services –

- There were a total of 328 materials discarded from the adult collection in the month of May.
- There were a total of 94 materials discarded from the children's collection in the month of May.

### **Old Business:**

- Trees for buffer –  
No discussion ensued.

### **New Business:**

- BOT phone list –  
No changes were made. The list was distributed.
- Patron letter –  
A copy of the letter from a patron to the Londonderry Times was distributed to the Board. Barbara Ostertag-Holtkamp stated that she contacted the patron to

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES  
Minutes of June 3, 2020

Page 4 of 4

answer questions posed in the letter. Chair Betsy McKinney also wrote a letter to the Londonderry Times in response.

- Summer Reading Programs –  
Barbara Ostertag-Holtkamp stated that due to Covid-19, she recommended replacing the traditional Summer Reading Programs with virtual content. She detailed the alternative format. The Board approved the virtual content recommended by the Library Director.
- FY20-21 Budget –  
Barbara Ostertag-Holtkamp informed the Board that the Town Manager has requested a 2.5% reduction in the FY20-21 Budget for all departments. The Board will review specific budgetary cuts at a later date.

A **motion** was made at 7:40 p.m. by Vicki Stachowske to adjourn the meeting. The **motion was seconded** by Robert Collins. All in attendance accepted the motion, **motion carried**.

Notes by: Barbara Ostertag-Holtkamp, Sally Nelson, Megan Donovan

Minutes Typed by: Megan Donovan

Date: June 3, 2020

Respectfully submitted,

Megan Donovan  
Head of Circulation Services