

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES Minutes of October 7, 2020

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Call to Order:

The meeting was called to order at 7:00 p.m. by Chair Betsy McKinney. The following board members were in attendance: Robert Collins, John Curran, Carol Introne, Cynthia Peterson, and Vicki Stachowske. Also in attendance: Barbara Ostertag-Holtkamp, Library Director; and Megan Donovan, Head of Circulation Services.

Election of Officers:

Election tabled.

Public Comment:

Sally Nelson wanted to thank the Library Board of Trustees for their continued wonderful service to the community. Ms. Nelson also appreciates the precautions that the Library Board of Trustees have taken in offering services to the public in the safest way possible.

Secretary's Report:

The Secretary's Report for June 3, 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 Robert Collins. All in attendance accepted the motion, **motion carried**.

Treasurer's Report:

The Treasurer's Report for April 1, 2020, through June 30, 2020, was distributed. A **motion** was made by Carol Introne to accept the report as written. The **motion was seconded** by Besty McKinney. All in attendance accepted the motion, **motion carried**.

Director's Report:

Gifts Donated to the Leach Library –

- The Derry Medical Center Charitable Foundation donated \$1,000 to the library. The donation will be earmarked to purchase large print books. The check was deposited on June 29, 2020.
- Ms. Monica Main donated a copy of her book "The Lost Secret: Unlocking the Hidden Chapters of Napoleon Hill's Think and Grow Rich".

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- Mr. Dave Palange donated a \$10.00 gift card for Market Basket to Megan Donovan for help she had given him. The card will be used as a gift at an upcoming library activity.
- Mr. David Ellis donated a copy of his research report, "Londonderry's First Settlers" to the library.

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

Programs –

- On Thursday, April 9, Mr. Fran Hart was supposed to present "Music of the Beatles". This program was sponsored by the Friends of the Londonderry Leach Library. The program was posted on the library YouTube Channel and ran from June 8 – June 12. It had 43 views.
- On Thursday, June 11, Mr. Michael Bruno was supposed to hold "Cruising New Hampshire History." This program was posted to the library YouTube Channel and ran from June 22 – June 26. It had 43 views.
- On Monday, September 14 until Friday September 18, 2020, we hosted a virtual musical performance by Paul Nelson on the library's YouTube Channel. It had 43 views.

Announcements –

- Throughout the summer, beginning on June 1, 2020, we continued to offer the very popular Drive-Thru Service where patrons can pick up materials without coming into the library. We also offered many virtual programs including Children's Story Times, Craft Programs, Special Performers, as well as Crafts-To-Go, Young Adult Book Recommendations and Craft programs, and Adult Book recommendations.
- On May 26 and 27, 2020, the HVAC units were cleaned and prepped for the summer. Unfortunately, RTU2 needed a new compressor. The repair was completed on July 15, 2020 at a cost of \$5,217.00. The money had been encumbered so it was paid from FY19-20.
- On June 26, 2020, the boiler passed inspection.
- On June 27, 2020, the carpets and upholstered furniture were cleaned.
- On July 8, 2020, the gutters were cleaned.
- On July 13, 2020, the inventory of all library materials and cleaning of all the shelves were completed.
- On July 23, 2020, all emergency lights were inspected.
- On August 10, 2020, The Town's auditing firm, Melanson Heath & Company, came to audit the library's financials records for FY19-20.
- On September 18, 2020, the valve to irrigation system broke and starting leaking. The system was shut off and the parts to fix the issue have been ordered. The system was fixed on October 1, 2020.

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Head of Circulation Services' Report:

Children's and Teen Programs and Activities –

- The library offered several virtual programs that ran for one week each on the library's YouTube channel. Programs included CactusHead Puppets' Magnificent Monster Circus, Puppet Show with Diane Kordas, Big Joe the Storyteller, Magic Show with Tom Joyce, and most recently a concert with Stacey Peasley.
- Children's Librarian, Jennifer Bryant, prepared several story time videos featuring books written by Londonderry author Janice Spina and illustrated by her husband John Spina. Janice Spina has given her permission for Leach Library to feature her books on the library's YouTube channel to be shown only on this channel and not to be sold or used in any other way.
- Over the summer, the children's staff were able to prepared a number of craft instructional videos which were offered via the library's YouTube channel. The corresponding craft kits were available to be picked up from the library using the drive-thru service.
- I prepared a variety of videos featuring book talks and paper crafts for young adults via the library's YouTube channel.

Circulation and Children's –

- Beginning in June, the library began to offer a drive-thru service for patrons. The staff's proficiency has helped to make this service run smoothly. The drive-thru service has continued to be well used by many patrons.

Reference –

- In the month of July there were a total of 3,118 reference questions.
- In the month of August there were a total of 2,949 reference questions.
- In the month of September there were a total of 3,036 reference questions.

Technical Services –

- There were a total of 573 materials added to the collection in the month of July.
- There were a total of 571 materials added to the collection in the month of August.
- There were a total of 1,080 materials added to the collection in the month of September.

Old Business:

- Trees for buffer –

Barbara Ostertag-Holtkamp stated that there is no new information at this time.

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New Business:

- Annual Report (FY19-20) per RSA 202-A:12 –
Barbara Ostertag-Holtkamp presented the Annual Report FY19-20 to the Board of Trustees. A discussion ensued.
- Library operations with COVID-19 Pandemic –
Barbara Ostertag-Holtkamp presented the Library Board of Trustees with a packet of information concerning Covid-19 as it pertains to libraries from both domestic and international sources. A discussion ensued about the challenges of reopening the library building to the public.

A **motion** was made by John Curran to continue with current library services and not to open the building to patrons at this time. This matter will be reviewed again in November. The **motion was seconded** by Carol Introne. All in attendance accepted the motion, **motion carried**.

- Proposed FY21-22 Budget –
Barbara Ostertag-Holtkamp presented the Board with a copy of the default budget for FY21-22. A discussion ensued. Chair Betsy McKinney did not recommend that the Library Director, library staff, or members of the Library Board of Trustees attend the budget meeting since it is scheduled to be held in the Londonderry High School cafeteria, which is the same day as regional SAT tests. This could potentially endanger the health and safety of the aforementioned individuals.

A **motion** was made by Betsy McKinney to recommend that no library personnel or Trustees attend the November 7, 2020, budget meeting. The **motion was seconded** by Vicki Stachowske. All in attendance accepted the motion, **motion carried**.

A **motion** was made at 8:03 p.m. by Betsy McKinney to adjourn the meeting. The **motion was seconded** by John Curran. All in attendance accepted the motion, **motion carried**.

Notes by: Barbara Ostertag-Holtkamp, Megan Donovan

Minutes Typed by: Megan Donovan

Date: October 7, 2020

Respectfully submitted,

Megan Donovan
Head of Circulation Services