

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES Minutes of April 2, 2008

Page 1 of 6

Call to Order:

The meeting was called to order at 7:10 p.m. by Chairman Richard Matckie. The following board members were in attendance: Pauline Caron, Kathleen Carr, William Feldmann, Karen Goodman; Richard Matckie, Betsy McKinney, and Vicki Stachowske. 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.

Chairman Richard Matckie welcomed Karen Goodman, the new Trustee, to the Board. He also thanked Robert Collins for his sixteen years of faithful service on the Board of Trustees with a gift from the Town of Londonderry.

Election of Officers:

Pauline Caron made a **motion** to nominate Richard Matckie as Chairman of the Board of Trustees. William Feldmann **seconded the motion**. Pauline Caron made a **motion** to nominate Vicki Stachowske as Vice Chairwoman of the Board of Trustees. William Feldmann **seconded the motion**. Vicki Stachowske made a **motion** to nominate Betsy McKinney as Secretary. Kathleen Carr **seconded the motion**. Betsy McKinney made a **motion** to nominate Pauline Caron as Treasurer. Kathleen Carr **seconded the motion**. All in attendance accepted the motions, **motions carried**.

Secretary's Report:

The Secretary's Report for March 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 Vicki Stachowske. All in attendance accepted the motion, **motion carried**.

Friend's Report:

Vicki Stachowske reported that forty-eight people attended the gardening program on March 13, 2008. The next meeting is scheduled for April 16, 2008 in the library meeting room.

Director's Report:

Gifts Donated to the Leach Library –

- Mr. Kendall P. Smith donated \$30.00 for a book titled Planet Earth in memory of his father, Mr. Fred H. Smith.
- Mr. CC Mitchell donated \$50 to the library.

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES

Minutes of April 2, 2008

Page 2 of 6

A **motion** was made by Betsy McKinney to accept the gifts. The **motion was seconded** by Kathleen Carr. All in attendance accepted the motion, **motion carried**.

Programs –

- On Thursday, March 13, 2008, the library had a presentation on "Getting Your Garden Ready for Spring". We had 48 individuals attend the program.
- On Thursday, March 27, 2008, Elizabeth Brink presented "Container Gardening: Perennials and Herbs". The Friends of the Library sponsored the program and sold flower bulbs at the event. We had 47 individuals attend the program.
- On Thursday, April 10, 2008, Carl Lindblade of the UNH Speakers Bureau will present "New Hampshire - A State of Mind", a humorous look at New Hampshire from the time of King George to the present, highlighting colonial days, NH political traditions and culture.
- On Thursday, May 22, 2008, the library will host "Two Old Friends in Concert". Two Old Friends will sing and play songs from Ireland.

Richard Matckie commented that flower bulbs may still be purchased from the Friends of the Leach Library. Pauline Caron added that they may be purchased from her or at the library until April 11, 2008.

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. On March 7, 2008, the IT department deleted the database from the InfoCentre server and did the conversion again to see if this will resolve the issue. The library staff is now testing the system.
- The HVAC drain malfunctioned on October 9, 2007, causing flooding to a portion of the adult nonfiction stacks. The HVAC unit has been fixed, the carpet cleaned, and the replacement books have been ordered. All the replacement books have arrived. I will be meeting with the claims adjuster to discuss the final check.
- The library employee's union contract was approved at the annual Town meeting on Saturday, March 15, 2008.
- The library had a roof leak near the word processing computer. The leak has been repaired. The roofing company will come back to replace some of the shingles that fell off over the winter.
- A technician from Travelers Insurance inspected the boiler on March 21, 2008.
- An electrician came on March 27, 2008 to replace ballasts in some of the wall sconce lights. These ballasts are no longer available. It was decided to discuss this under new business.
- Barbara Ostertag-Holtkamp asked Karen Goodman if she would be willing to provide a home phone number for the web page, and an email address for the State Library Directory.

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES

Minutes of April 2, 2008

Page 3 of 6

- Richard Matchkie and Barbara Ostertag-Holtkamp investigated a leak near the Reference windows. Richard Matchkie identified the leak as coming from the heating system. The faulty valve should be replaced on Thursday.

Assistant Director and Head of Circulation Services Report:

- During the month of March circulation increased 13% over March 2007. The Adult Room circulated 15,345 items.
- The Children's Room staff answered 929 Reference questions during March.
- The Children's Room circulated 10,474 items in March and all the programs were well attended.
- Children may pick up their quilt squares this month as the display has been taken down.
- During Teen Tech Week in March 53 teens answered a questionnaire on how important new technology is in their lives. I received responses from students from grades 7 to 12. All respondents have an IPOD or MP3 player and an email address, 95% of them have a Video game machine, 30% have a Face Book page and their own blog, 50% of them have a My Space page and do text messaging, and 75% own a cell phone and have parents that will text message them. Each participant received a small prize.
- Jennifer DeVillar, the Senior Children's Librarian, and I attended a Children's Librarian conference at SNHU. We were able to see several of the potential summer reading performers. This year's theme is "G'Day to Read" and there will be many opportunities to learn about life in Australia.

Assistant Director and Head of Reference Services Report:

- There were over 1400 books and materials cataloged and processed in March.
- There were 1,571 reference transactions this month.
- Barbara, David and I met with Angelina Altobellis to discuss ways to preserve our Historical Room collection. We received a Public Library Preservation Planning Survey grant through the New Hampshire State Library. The final report should be ready in about six weeks.
- Is your style Country Cottage, French Provincial, Classic, or Modern? Do you need to Feng Shui your home? April is home decorating month at the Leach Library so come acquire some new ideas.
- Our small display features trees for Arbor Day which is April 25th. Along with books on varieties of trees and how to care for them, we have ordered Blue Spruce Tree seedlings to give out to patrons. They should arrive a week before Arbor Day so make sure you make it into the library to get your tree.

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES
Minutes of April 2, 2008

Page 4 of 6

Old Business:

- Online Catalog:
William Feldmann asked if there is a lemon law that applies to library catalogs. Barbara Ostertag-Holtkamp stated that the system works so the library would not be able to claim a refund. However, the response time is so slow that it would impact service to the public if implemented at this time. Memory may solve the issue.
- Insurance Claim:
Barbara Ostertag-Holtkamp will be meeting with the insurance adjuster on April 11, 2008 to wrap up the damage claim from the HVAC malfunction.
- FY 08/09 Budget:
Barbara Ostertag-Holtkamp distributed a spreadsheet and some recommendations on where to cut the \$40,000 reduction by the Town Council. As a staff position was already reduced last year, Barbara Ostertag-Holtkamp is not recommending a further staff reduction. Instead she proposes taking \$16,000 from an unfilled part time Executive Assistant position, \$6,500 from electricity, \$11,000 from heating fuel and \$6,000 from office supplies. The part time Executive Assistant position would remain but would not be filled.
The vacant position along with outsourcing has saved money that can be used to make bulk purchases on items this year for next year since the budget was reduced. The Board told the director to purchase the supplies and materials including books with the savings previously outlined. A discussion about the budget ensued. It was decided to postpone any final decisions regarding the line items until a later date.

New Business:

- Peabody Essex Museum Pass:
Fay Chary was recognized from the floor and spoke to the library purchasing the pass for the Peabody Essex Museum in Salem, Massachusetts. Barbara Ostertag-Holtkamp said that the pass costs \$200 a year, and it allows 2 people into the museum at a cost of \$5 per person. Young children are free. The museum is open 10 a.m. – 5 p.m. seven days a week. The Chinese House is an additional \$4 per person. A discussion ensued.

A **motion** was made by Betsy McKinney to take the money for the museum pass from the Trustee Account. The **motion was seconded** by Vicki Stachowske. Six Board members in attendance accepted the motion. Pauline Caron objected. **Motion carried.** William Feldmann requested a spreadsheet of the usage, renewal dates and costs of all the museum passes for next month's meeting.

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES
Minutes of April 2, 2008

Page 5 of 6

- Union Contract:
Barbara Ostertag-Holtkamp distributed copies of the Teamsters Union Contract for the Trustees to sign.
- Roof:
The original roofer was contacted to repair a leak in the roof. In addition there are several roof shingles that were damaged this winter and will need replacing. The ten-year warranty for the roof has expired. The shingles brought by the roofer are not a good color match so they will be looking to find a closer match. Richard Matckie suggested meeting with the roofer to discuss whether a new roof is needed and/or if patching will be sufficient. A discussion ensued. Richard Matckie recommended speaking with Dave Caron about paying for the roof from the Expendable Maintenance Fund if needed.
- Electrical lighting:
Wall sconces have been burning out and the ballasts needed are no longer available. The electrician proposed reconfiguring the bases of the sconces by rewiring them, and putting in new sockets for regular fluorescent bulbs. In theory this should cost less to maintain. There was concern over whether 150 watt fluorescent bulbs would be readily available and whether 100 watt bulbs would provide sufficient light. A discussion ensued. It was decided to wait to hear back from the electrician.

Non Public Session:

Enter Non Public Session

Chairman Richard Matckie 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 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; Aye, Pauline Caron; Aye, Kathleen Carr; Aye, Richard Matckie; Aye, Vicki Stachowske Aye, Betsy McKinney; Aye, Karen Goodman; **Board's vote 7-0-0.**

The Board entered Non Public Session at 8:10 p.m

A **motion** was made by Richard Matckie to allow Barbara Ostertag-Holtkamp and Kathy Mague to attend non public session as the subject pertains. The **motion was seconded** by Vicki Stachowske. All in attendance accepted the motion, **motion carried.**

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES
Minutes of April 2, 2008

Page 6 of 6

Exit Non Public Session

Chairman Richard Matchie requested a motion to exit Non Public Session. Pauline Caron made a **motion** at 8:54 p.m. to exit Non Public Session. The **motion was seconded** by William Feldmann. **Board's vote 7-0-0.**

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

A **motion** was made at 8:55 p.m. by Karen Goodman to adjourn the meeting. The **motion was seconded** by William Feldmann. All in attendance accepted the motion, **motion carried.**

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

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

Respectfully submitted,

Sally Nelson
Assistant Director and Head of Circulation Services