

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES
Minutes of May 7, 2008

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Call to Order:

The meeting was called to order at 7:01 p.m. by Vice Chair, Vicki Stachowske. The following board members were in attendance: Pauline Caron, Kathleen Carr, William Feldmann, Karen Goodman, Betsy McKinney, and Vicki Stachowske. Also in attendance: Barbara J. Ostertag-Holtkamp, Library Director and Sally Nelson, Assistant Director and Head of Circulation Services.

Secretary's Report:

The Secretary's Report for April 2008 was distributed prior to the meeting. Pauline Caron noted that "he" on the fourth page should read "the". A **motion** was made by Karen Goodman to accept the minutes as amended. The **motion was seconded** by Pauline Caron. All in attendance accepted the motion, **motion carried**.

Treasurer's Report:

The Treasurer's Report for January 1, 2008 – March 31, 2008 was distributed by Pauline Caron. Karen Goodman asked what amount was taken on average each year by the Book Sale Room. Pauline Caron replied that from July 1, 2007 – March 31, 2008 \$3,899 was collected.

Friend's Report:

Pauline Caron gave the Friends Report. The Friends had another successful bulb sale. They have made a total of \$2,150 over four years of selling bulbs that has been used to support the library. The Friends decided to spend \$573.95 on imprinted activity books for the Children's Room Summer Reading Program. The Friends have organized a new fund raiser, a Cakeless Bake Sale. On behalf of the Friends, Pauline Caron thanked Betsy McKinney for providing the language on the flier, that she had obtained from Janet Moe, a former Library Trustee. The flier can be found on page 14 of this week's Londonderry Times and at the circulation desks. The sale will run through the month of May. Vicki Stachowske thanked Pauline Caron and Kims Bringham for their hard work.

Director's Report:

Gifts Donated to the Leach Library –

- Mr. Robert Warnick donated \$25.00 for museum passes.
- The Exeter Area GFWC (General Federation of Women's Clubs) donated \$50.00 to the library.
- A ficus plant was donated by Ms. Tammy Chase.

A **motion** was made by Betsy McKinney to accept the donations. The **motion was seconded** by Pauline Caron. All in attendance accepted the motion, **motion carried**.

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Programs –

- On Thursday, April 10, 2008, Carl Lindblade presented "New Hampshire - A State of Mind". We had 23 individuals attend the program.
- On Thursday, May 22, 2008, the library will host "Two Old Friends in Concert". Two Old Friends will sing and play songs from Ireland.

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 an increase in response time. We are purchasing some additional memory so we can perform a test on a larger sample of computers before training and going live.
- 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 met with the insurance adjuster on April 7, 2008. The letter notifying us of the final check has been received. The total amount of the approved claim is \$15,264.87, of which a portion has already been received.
- I spoke to the roofer concerning the roof. They are contacting vendors to see if they can find a closer match to the existing roof shingles. The roofer did suggest taking them from the back of the roof and replacing the shingles on the back side of the building if a closer match couldn't be located. Vicki Stachowske thanked Karen Goodman for making this same suggestion at the previous Trustee meeting. William Feldmann suggested getting the cost of a new roof onto the CIP list, even if it takes six years before the project gets to the top of the list. It was decided to wait for further details from the roofer.

Assistant Director and Head of Circulation Services Report:

- During the month of April circulation increased more than 17.5% over April 2007. The Adult Room circulated 14,959 items and the Children's Room circulated 9,775 items.
- The Children's Room staff answered 779 Reference questions during April.
- The Children's Room programs were well attended, including the visit by wildlife experts from the Squam Lakes Natural Science Center, who brought some of their animal friends for a program called "Why do animals do that?" A total of 75 patrons registered and attended this fascinating program.
- In May the Children's Room is organizing a trivia game based on the Spiderwick Chronicles books. Read the books and drop by to take part. There will be the chance to win prizes.

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- The theme of the May Spotlight books is “Go Team!” with a selection of sports themed fiction and nonfiction to choose from.
- The Young Adult Recommended Reading web page has been updated to include several of the books from the Flume Award voting list, a New Hampshire based award for teen books aimed at grades 7 and up. A brief synopsis is given of each book.

Assistant Director and Head of Reference Services Report:

Given by Sally Nelson-

- There were 925 materials cataloged in April. A significant amount of time was spent discarding books last month, especially in the medical area where it is essential to keep the collection current.
- The reference staff answered 942 questions and logged 752 people onto the Internet. Several of our patrons have suggested web sites which we have added to recommended sites on our web page. We added one under the subject heading Investing. The URL is www.mortgageloan.com/calculator and it not only has a calculator for mortgages but also ones for retirement, auto loans, education loans, personal finance and investments. Another new site is a car buying guide called Autotropolis found at www.autotropolis.com.
- Our trees for Arbor Day went very well. We gave away 150 Blue Spruce and Norway Spruce tree seedlings. The last few were picked up on April 30th.
- Dogs are our featured display on the large table this month. We have books on how to choose a dog to fit your lifestyle and personality and we offer books on how to care for and train a puppy or older dog once he is home. Finally we have memoirs penned by dogs and their owners such as Marley and Me, Dog Years: A Memoir, or Good Dog Stay.
- Our small display highlights hiking. This includes books on nature walks, great hikes in the New England region and maps of the Musquash Conservation Area here in Londonderry.

Old Business:

- Online Catalog –
This was previously discussed under the Director’s Report.
- Pillar lighting -
The electrician came and rewired a few of the pillar lights to take compact fluorescent bulbs. The cost per light was \$110. The new lights should be much cheaper to run. The total cost of rewiring all the pillar lights is \$2,970.
A **motion** was made by William Feldmann to rewire all the pillar lights as recommended by Barbara J. Ostertag-Holtkamp. The **motion was seconded** by Kathleen Carr. All in attendance accepted the motion, **motion carried**.

New Business:

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- School Project -
Barbara J. Ostertag-Holtkamp read an email from Kayla Dowling, a student at the Middle School. She has devised an environmental action project to collect and recycle plastic bottles. Anyone donating ten plastic bottles would receive a raffle ticket for a chance to win a basket. She would like to set up two baskets and informational fliers in the library on May 12, 2008. Kayla Dowling would be at the library for four Fridays to pick up the bottles from 3:00 p.m. to 5:00 p.m. After five weeks she would raffle off the baskets. A discussion ensued and concern was expressed regarding bottles piling up during the course of a week, especially the ant problem if unwashed soda bottles were turned in. A **motion** was made by Pauline Caron to approve the project on the stipulation that bottles would only be brought in for collection on Friday afternoons, and that if issues occur, approval may have to be revisited. The **motion was seconded** by Kathleen Carr. All in attendance accepted the motion, **motion carried**.
- Adult Nonfiction Shelving -
Barbara J. Ostertag- Holtkamp informed the Board of Trustees about space issues in the nonfiction collection. The most cost effective way of addressing the issue would be to add a 24" section to the eight nonfiction stacks without pillars. The total cost would be \$4,888. The other option would be to add a whole new unit in the center of nonfiction. The downside to this would be that it would block sight of the back table and the emergency exit, it would add less space, and it would be more expensive. A discussion ensued. A **motion** was made by Kathleen Carr to approve the purchase of additional shelving for the eight nonfiction stacks, as recommended by the Library Director. The **motion was seconded** by Pauline Caron. All in attendance accepted the motion, **motion carried**.

Non Public Session:

Enter Non Public Session

Vice Chair Vicki Stachowske 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. A **motion** was made by Pauline Caron to enter Non Public Session. The **motion was seconded** by Kathleen Carr.

Roll Call Vote: Aye, Pauline Caron; Aye, Kathleen Carr; Aye, William Feldmann; Aye, Karen Goodman; Aye, Betsy McKinney; Aye Vicki Stachowske.

The Board entered Non Public Session at 7:43 p.m.

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

Exit Non Public Session

Vice Chair Vicki Stachowske requested a motion to exit Non Public Session.

Betsy McKinney made a **motion** at 7:54 p.m. to exit Non Public Session. The **motion was seconded** by Karen Goodman. Board's **vote** 6-0-0.

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 7:55 p.m. by William Feldmann to adjourn the meeting. The **motion was seconded** by Betsy McKinney. All in attendance accepted the motion, **motion carried**.

Notes by: Barbara J. Ostertag-Holtkamp, Sally Nelson

Date: May 7, 2008

Minutes Typed by: Sally Nelson

Date: May 8, 2008

Respectfully submitted,

Sally Nelson

Assistant Director and Head of Circulation Services