

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES Minutes of August 6, 2008

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Call to Order:

The meeting was called to order at 7:04 p.m. by Chairman Richard Matckie. The following board members were in attendance: Pauline Caron, Kathleen Carr, William Feldmann, Karen Goodman, Richard Matckie, 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.

Public Comment:

Tracy Jansen-LaPlante, the director of the Children's Metamorphosis Museum, (The Met), addressed the Trustees with a request that the library purchase an annual museum pass. Barbara J. Ostertag-Holtkamp circulated information regarding the museum that she had received and researched, for the Trustees to consider. A decision regarding the pass was postponed until the budget discussion.

Secretary's Report:

The Secretary's Report for July 2008 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 Kathleen Carr. All in attendance accepted the motion, **motion carried**.

Treasurer's Report:

The Treasurer's Report for April 1, 2008 – June 30, 2008 was distributed by Pauline Caron. As of 6/30/08, the Book Account balance is \$150.00 and the Trustee Account balance is \$33,725.85. A **motion** was made by Vicki Stachowske to accept the Treasurer's Report. The **motion was seconded** by Karen Goodman. All in attendance accepted the motion, **motion carried**.

Director's Report:

Gifts Donated to the Leach Library –

- U.S. Rep. Carol Shea-Porter donated a copy of the book "Women in Congress, 1917-2006".
- The library received a \$10 donation from Ms. Gay Gantvoort in appreciation of some genealogy research performed by David Smolen.

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Programs –

- On Thursday, September 18, 2008, at 7:00 p.m., John Perrault will discuss “Murder on the Isle of Shoals”. The program will examine the life, times and trial of Louis Wagner who was convicted and executed for a murder in 1873. The Friends of the Londonderry Leach Library will be sponsoring the program.
- On Thursday, October 16, 2008, at 7:00 p.m., Edie Clark will present “New England: Myth or Reality”. Edie Clark will discuss how the lives and works of the myth-makers – Robert Frost, Norman Rockwell, and Yankee Magazine – are as responsible for the tourists as the legends. The Friends of the Londonderry Leach Library will be sponsoring the program.
- On Thursday, November 20, 2008, at 7:00 p.m., the library will host a presentation by Danielle Beaudette on the “Basics of Tea.” The program will provide an overview of the different types of tea, the origins of and the benefits of tea. It will include a tea sampling. The Friends of the Londonderry Leach Library will be sponsoring the program.

Announcements –

- The Children’s Room HVAC system stopped functioning on July 29, 2008. The company got it running again the next day, and came yesterday to replace the low ambient control that was causing the problem.
- Areas of wood rot have been found on the outside of the library. Barbara J. Ostertag-Holtkamp is in the process of getting estimates to replace the rotted wood with something that will last.
- The auditor came on Monday, August 4 to examine the books. Barbara J. Ostertag-Holtkamp is available to the auditor if there are further questions.
- 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 a subsequent increase in response time. We purchased some additional memory so we could perform a test on a larger sample of computers. The response time during the test was acceptable. The IT Department installed the additional memory and two new computers so we can convert to Info Centre. **A staff refresher training was postponed due to the high level of summer activity. We had planned to resume the training on August 11, 2008, after the Summer Reading Program is completed. However, the computers are freezing again, and we have concluded that we cannot proceed.**
A discussion ensued, and it was decided not to continue to try and implement InfoCentre.

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Assistant Director and Head of Circulation Services Report:

- During the month of July circulation increased more than 21% over July 2007. The Adult Room circulated 18,831 items and the Children's Room circulated 15,282 items, for a combined total of more than 34,000.
- The Children's Room staff answered 784 Reference questions during July.
- The Summer Reading Programs have been extremely popular this year. A total of 393 teens, 3% more than in 2007, have signed up to date and read over 1,000 books. More than 130 teens in total have attended the evening meetings so far. The most popular have been Games Night and the book discussion of *The Jungle Book*. The teens this year have been as amazing as always, and we have such a great time at all the events. So far, 977 children, 19% more than in 2007, have signed up for the children's summer program, and read more than 6,500 books. The Children's programs have almost all filled up, with special performers playing to packed houses. Craft times have also been popular.
- Upcoming events include a Children's program on Creatures Down-under by Wildlife Encounters on Wednesday, August 6 from 11:00 a.m. to 12:00 p.m. The Young Adult programs for August are *Did you know?* on Wednesday, August 6 at 6:00 p.m., and Games Night on Wednesday, August 13 at 6:00 p.m.
- The finale program for the Children's Summer Reading is on Friday, August 8 at either 10:00 a.m. or 2:00 p.m. There is a carnival between the shows with fun games and great prizes to be won. Prize bags for the reading program may be claimed any time until 5:00 p.m. on Saturday, September 6 once you have achieved your reading goal.
- The Young Adult finale is on Wednesday, August 20 at 6:00 p.m. All raffle tickets must be turned in by 8:00 p.m. on Monday, August 18 in order to be entered into the raffle. Participants may continue to read until the end of the summer, and hand in reading logs by September 2 at 8:00 p.m. in order to be entered for the Janice Anagnos Memorial prize. Middle School students may also receive a reading certificate when they turn in their logs.

Assistant Director and Head of Reference Services Report:

- There were 965 materials cataloged this month and 632 items discarded.
- The Playaways are now on the shelf, ready to be checked out.
- The reference staff answered a record 974 reference questions this month and logged 897 people onto the Internet.
- The Reference department will now be handling all interlibrary loan requests from our patrons. By following through from the initial request to obtaining the material, we hope this will provide more continuity for our patrons.
- We hope to promote a little excitement for the Olympics through our display on the Summer Olympics. Along with some books on sports featured at the games

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we are bringing back the contest “guess how many gold medals the U.S. will win”.

- Do you know how you are aligned with the stars? Find your life purpose in *The Secret Language of Destiny*, or what your birthdate says about your relationships in *The Everything Birthday Personology Book*. These and other Astrology books can be found on the small display table.

Old Business:

- Online Catalog
This was already discussed in the Director’s Report.

New Business:

- Proposed Budget FY 09/10
Barbara J. Ostertag-Holtkamp handed out the budget spreadsheet and details, followed by a line-item explanation. A discussion ensued regarding adding the Children’s Metamorphosis Museum pass into the budget. A **motion** was made by William Feldmann to spend \$200.00 from the Trustee Account this year to purchase the Met Museum pass. The **motion was seconded** by Karen Goodman. All in attendance accepted the motion, **motion carried**. The Trustees recommended adding the Met pass into the FY 09/10 budget, and they commended Barbara J. Ostertag-Holtkamp’s work on the FY 09/10 budget.

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 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 Matchie; Aye, Vicki Stachowske; Aye, Karen Goodman

The Board entered Non Public Session at 8:07 p.m.

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

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Exit Non Public Session

Chairman Richard Matchkie requested a motion to exit Non Public Session. William Feldmann made a **motion** at 8:49 p.m. to exit Non Public Session. The **motion was seconded** by Vicki Stachowske. Board's **vote** 6-0-0.

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

A **motion** was made at 8:50 p.m. by Pauline Caron 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: August 5, 2008

Minutes Typed by: Sally Nelson Date: August 7, 2008

Respectfully submitted,

Sally Nelson
Assistant Director and Head of Circulation Services