

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES
Minutes of January 27, 2009

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Call to Order:

The meeting was called to order at 7:02 p.m. by Chairman Richard Matchie. The following board members were in attendance: Pauline Caron, William Feldmann, Karen Goodman, Richard Matchie, and Betsy McKinney. 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.

Secretary's Report:

The Secretary's Report for December 3, 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 Betsy McKinney. All in attendance accepted the motion, **motion carried**.

Friend's Report:

The Friends met last Wednesday and donated \$775.00 to the library to pay for Spring programs. They are having a book sale on Saturday, February 21, in the library meeting room from 9:00 a.m. to 1:00 p.m. Anyone wishing to help set up for the sale is welcome to come on Friday, February 20, at 2:00 p.m. Books for the sale can be brought in at any time the library is open.

Director's Report:

Gifts Donated to the Leach Library –

- The Friends of the Londonderry Leach Library donated \$775.00 to sponsor the February - May adult programs.
- Mrs. Margaret Wang donated \$500.00 to the library.
- The Londonderry Historical Society donated \$300.00 to sponsor the January 15, 2009 adult program.
- Ms. Maureen White donated a train set to the Children's Department.
- The library received a \$10.00 donation from an anonymous donor.

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

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Programs –

- On January 15, 2009, the library held a program "Discovering New England Stone Walls" with Kevin Gardner. 72 individuals attended the program.
- On January 29, 2009, the library will hold a program "Preserving Family Papers" given by David Smolen, Senior Reference Librarian.
- On Thursday, February 19, 2009, at 7:00 p.m., the library will host "New England Folksong" with Cliff McGann. This entertaining and educational folksong presentation includes a selection of tales from New England history. The stories of the Maine Lumberman, the Nantucket Whalerman, and the Gloucester Sailor will be discussed and illustrated in song. The Friends of the Londonderry Leach Library will be sponsoring the program.
- On Thursday, March 26, 2009, at 7:00 p.m., the library will host "Attracting Birds and Butterflies to Your Garden" with Michelle Mensinger. This informative program will feature a variety of ways to create a garden that will attract birds and butterflies. The program will include a bird and butterfly trivia contest with bags of bird seed as prizes, as well as a hand-made birch suet feeder. The Friends of the Londonderry Leach Library will be sponsoring the program.
- On Thursday, April 16, 2009, at 7:00 p.m., the library will have a presentation by John Rockwood on "Understanding and Respecting New England Wildlife". Local photographer John Rockwood will present a narrated slideshow featuring photos and facts about wildlife found in New England, including loons, harbor seals, bald eagles, and hummingbirds. The photos will include a number taken at Squam Lakes Science Center and on Plum Island. The Friends of the Londonderry Leach Library will be sponsoring the program.
- On Thursday, May 14, 2009, at 7:00 p.m., the library will host "Sea Shanties" with Tom Hall and Linn Schulz. The musical duo will perform sea shanties from such countries as England, Scotland and Ireland. The Friends of the Londonderry Leach Library will be sponsoring the program.

Announcements -

- On December 23, 2008, an 8-foot section of the gutter ripped apart and fell off the building. This will be fixed in the spring.
- On December 30, 2008, the bearing assembly in the circulator pump started leaking. This has been fixed.
- On December 30, 2008, the drinking fountain started leaking. This has been fixed.
- On January 1, 2009, the HVAC for the Historical Room failed to control the humidity levels. The books and metal shelving needed to be moved so the technician could get to the unit to diagnose the issue. The mini dap panel was replaced. The unit is still having issues maintaining the temperature and humidity. A technician was in today to work on the unit.
- On January 5, 2009, the air blower motor in the mechanical room stopped functioning. A replacement part has been ordered. This was fixed today.

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- On January 17, 2009, the sprinkler system was leaking. The leak was contained, but the ball valve needs replacing. This is scheduled to be fixed on January 26, 2009.
- On January 19, 2009, the HVAC malfunctioned causing cold temperatures in the library. A ripped coupling sleeve was replaced and the heat was restored.
- On February 2, 2009, the Town Council will be discussing the funding of the library's part-time Custodian position.
- The second public budget hearing is scheduled for February 5, 2009 at 7:00 p.m.

Assistant Director and Head of Circulation Services Report:

- During the month of December circulation increased more than 30% over December 2007. The Adult Room circulated more than 14,500 items, and the Children's Room circulated more than 8,500 items, for a combined total of 23,239 items.
- I am again looking for volunteers willing to commit to once a month in the Book Sale Room on either Tuesday mornings or Thursday evenings. This continues to be a popular service for the public. Please call the library or drop by to see me and fill out a volunteer registration form.
- The Children's Room staff answered 462 Reference questions during December, and offered 13 programs to 245 participants.
- On Monday, January 19, 2009, the Massabesic Audubon Society presented two children's program called "Feet are neat". Children learned about animal tracks and took part in fun activities. Each program was attended by 30 participants.
- On Tuesday, January 20, 2009, Mary Buckley volunteered her time to visit the library to present a children's program called "Stories, signs and smiles". This was a program to teach signing to moms, babies and toddlers. It was attended by 21 participants. Several of the moms were enthusiastic after the program and asked if it would be repeated.
- Come and join us on Wednesday, February 18, from 4:00-5:00 p.m., to welcome back John McDonough and his Pumpernickel Puppets for a presentation of *The Frog Prince*. This program is open to all ages, and space is limited to 75 participants. Advance registration is required and begins on Monday, February 9.
- The Children's Room will be offering a scavenger hunt during February school vacation. Pick up a list of items beginning on Tuesday, February 17. From Monday, February 23, through Saturday, February 28, participants can turn in their items and receive a raffle ticket for the chance to win a prize.
- Beginning in February and ongoing through April 11, students in grades 4-6 receive a raffle ticket for every book read from the list of nominated titles for the Great Stone Face Award. Voting will take place in April, during national Library Week. Stop by the children's desk for a list of nominated titles, or follow the link off the children's page of the library web site.

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- Nilla the Therapy Dog and her owner Trish Hamann will be coming by the library on Monday, February 9, from 3:30-4:30 p.m. To reserve a 15-minute slot, call the Children's Room beginning on Monday, February 2.

Assistant Director and Head of Reference Services Report:

- There were 829 items cataloged in December and 730 items discarded.
- The reference staff answered 745 reference questions in December and logged 707 people onto the Internet.
- Though we do not officially count WiFi users, we could tell we had a record number with almost all library tables having 2 or more users at a time through much of December.
- We have had all types of puzzle books displayed on the large table along with a jigsaw puzzle during January. We have had help from our patrons putting together the puzzle and it's almost complete.
- January's small table consisted of books on football. Books on teams and favorite players will be there for just a few more days before putting up a display on Environmentalism where we will have books on how each of us can contribute to the "going green" movement.
- Next month we will feature weddings at the large table. From flowers to vows, everything to plan a spectacular and/or budget minded wedding will be there. Kendall's article in the Derry News next month will feature several of these books.

Old Business:

There is no old business this month.

New Business:

- HVAC unit for the Historical Room-

Barbara Ostertag-Holtkamp reported that the HVAC unit for the Historical Room is situated above the end of the non-fiction stacks. This creates an issue when the unit needs maintenance since all the books have to be moved and the shelving has to be dismantled and moved. This is time-consuming work, so the decision was made to relocate a portion of this shelving to a central area of the stacks, and to add a two-foot section to be consistent with the surrounding shelves. A small section of shelving was left in its original place. Today workmen reassembled the shelves, stabilized them and added metal end caps to one end. We are waiting for the facing wooden end cap to be delivered. The non-fiction collection is being shifted onto the empty shelving.

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Non Public Session:

Enter Non Public Session

Chairman Richard Matchkie requested a motion 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 Betsy McKinney to enter non public session. The **motion was seconded** by William Feldmann.

Roll Call Vote: Aye, Pauline Caron; Aye, Richard Matchkie; Aye, William Feldmann; Aye, Betsy McKinney; Aye, Karen Goodman.

The Board entered Non Public Session at 7:23 p.m.

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

Chairman Richard Matchkie requested a motion to exit Non Public Session.

William Feldmann made a **motion** at 8:25 p.m. to exit Non Public Session. The **motion was seconded** by Betsy McKinney. Board's **vote** 5-0-0.

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 8:26 p.m. by William Feldmann to adjourn the meeting. The **motion was seconded** by Karen Goodman. All in attendance accepted the motion, **motion carried**.

Notes by: Barbara Ostertag-Holtkamp, Sally Nelson, Kathy Mague

Minutes Typed by: Sally Nelson Date: January 27, 2009

Respectfully submitted,

Sally Nelson
Assistant Director and Head of Circulation Services