

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES
Minutes of August 5, 2009

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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, Karen Goodman, Richard Matckie, 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 July 1, 2009 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 Kathleen Carr. All in attendance accepted the motion, **motion carried**.

Treasurer's Report:

The Treasurer's Report for April 1, 2009 – June 30, 2009 was distributed by Pauline Caron. A **motion** was made by Betsy McKinney to accept the Treasurer's Report. The **motion was seconded** by Kathleen Carr. All in attendance accepted the motion, **motion carried**.

Friend's Report:

The Friends did not meet during the summer. The Fall Bulb Sale has started.

Director's Report:

Gifts Donated to the Leach Library –

- Mrs. Robin Gile donated the book "Driving Henry Fonda: Memories of on Golden Pond".
- Ms. Elaine Mattern donated two copies of the children's book "Welcome Spring!".

Programs –

- On Thursday, September 10, 2009, at 7:00 p.m., the library will have a program "Putting the Garden to Bed". This informative program created by the University of New Hampshire Cooperative Extension will be given by local Master

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- Gardener, Denise Sarnie, and will explain everything a gardener needs to do before settling in for a long winter nap. This garden talk will cover chores the homeowner should perform during the fall months such as caring for the lawn, closing out the garden beds, planting trees and shrubs, dividing perennials, pruning, mulching and composting. The Friends of the Londonderry Leach Library will sponsor the program.
- On Thursday, September 24, 2009, at 7:00 p.m., the library will host "Lafayette in America" with Alan Hoffman. This informative talk provides a closer look at Revolutionary War General Lafayette. Mr. Hoffman recently published a translation of a journal written by General Lafayette's private secretary, Auguste Levasseur. The program will highlight Lafayette's travels through New Hampshire, as well as his relationships with the founding fathers and his views on the critical issues of his day, slavery and the plight of Native Americans.
 - On Thursday, October 15, 2009, at 7:00 p.m., the library will have the program "Gothic Victorian Tales by Candlelight". Actress Rita Parisi, wearing the dress of a nineteenth-century New England woman, will tell mysterious and supernatural tales. This storytelling presentation will feature stories about curses, death and immortality from the New England writer Sarah Orne Jewett. A native of South Berwick, Maine, Jewett's stories are peopled with typical New England characters and often contain elements of the region's eerie and mysterious atmosphere. The Friends of the Londonderry Leach Library will sponsor the program.
 - On Thursday, October 29, 2009, at 7:00 p.m., and Tuesday, November 3 at 10:00 a.m., the library will present a program, Facebook 101, presented by Senior Reference Librarian David Smolen. This program is an introduction to Facebook, one of the most popular social networking websites. David will be explaining how to sign up for a Facebook page, how to protect your privacy online, and how to search for friends and family. Bring your own WiFi-enabled laptop and David will help you get started.
 - On Thursday, November 12, 2009, at 7:00 p.m., the library will have a presentation "The Golden Age of New England Whaling" given by Mike McKinley. Historian and lecturer Mike McKinley will present a comprehensive history of the New England whaling industry from 1812 to its so-called Golden Age in the 1850s. During this period, whaling was the third most viable industry in the region and ranked the fifth most important in the nation. This program will cover the types of whales that were pursued, descriptions of whaling ships and their crews' lives at sea, as well as the lives of the wives and children left ashore and the dynamics of whaling towns and ports. The Friends of the Londonderry Leach Library will sponsor the program.

Announcements -

- The town's auditing firm came on July 30, 2009 to audit the library financial records.

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- There are issues with the boiler. The water PH is off, so the boiler is going to be flushed and the air vents checked to make sure they are working properly. Barbara Ostertag-Holtkamp asked the Trustees for approval for the work to be done, as there might not be hot water in the library for one day. Kathleen Carr suggested putting bottles of Purell in the public rest rooms. The Board gave its approval for the procedure to proceed.

Assistant Director and Head of Circulation Services Report:

- During the month of July, circulation increased by 8.29% over July 2008. The Adult Room circulated more than 21,200 items, and the Children's Room circulated more than 15,600 items, for a combined total of 36,921 items.
- The Children's Room staff answered 431 Reference questions during July.
- There were 40 children's programs offered in July to 3,187 participants. Most popular were Raptor Rapture, The Boston Bubble Guy and Desert Animals. All three of these programs had waiting lists, as did one of the craft programs.
- The most popular young adult programs were the book discussion and *Did you Know?* This is when the teens try to stump me and each other with amazing but true facts.
- Sign-up for both the Children's Summer Program and for the Young Adult Summer Program have reached record numbers. As of last Saturday, 1,213 children have registered for the summer program, an increase of 20% over 2008. As of last Saturday, 436 young adults have registered for the summer program, an increase of 9% over 2008.
- The Janice Anagnos Memorial Prize is ongoing through September 1. Reading logs may be handed in up until 8:00 p.m. on that day, and Middle School students will receive a certificate for an extra credit or homework pass in English if they hand in a log with 12 titles or more listed.
- Starting this month, the library has a new and exciting way for children to show how much they love to read. Children sign up to take part in the age-appropriate group and collect stars to become a Star Reader. All Star Readers will receive a certificate of completion, a magnetic picture frame to take home and a star to decorate and put on our Star Reader wall. Each season, we'll take down the old stars and start again, giving children a chance to have up to three stars on the wall during the year.

Assistant Director and Head of Reference Services Report:

- The reference staff answered 996 reference questions in July, logged 713 people onto the Internet and answered 79 directional questions.
- We circulated 329 downloadable audios in the month of July. This is an all time high and the first time the number has passed the 300 mark.

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- Management met with David to discuss the value of The Leach Library joining Facebook as one more way to reach out to the community. He will be designing a program to show patrons how to join Facebook and set up privacy settings. The program will show participants the information on our programs and services you will find on our wall in Facebook.
- There have been many books made into movies this year and with the release of Harry Potter and the Half Blood Prince last month and The Time Traveler's Wife in August, the books are flying off the shelf. We have put together a display on the large table of books that have been made into a movie and invite you to tell us which film you feel was the best rendition of a book. Check out our blog for an update on your answers.
- From the White Mountains to the Merrimack Valley, we have all types of resources for you to delve into to learn about our local history. There will be books on the small table along with a bibliography listing some of these books along with some Internet sources.

Old Business:

- FY 09/10 Budget

The budget spreadsheets were distributed. Barbara Ostertag-Holtkamp explained why the budget was lower than approved at town meeting. When the proposed budget got submitted in September one of the employees was single. The employee got married at the end of November thus increasing the cost of health insurance that the library pays. This issue was discussed at subsequent budget meetings, but the Town Council decided not to increase the library's budget to fund the employee's status change. When Barbara Ostertag-Holtkamp printed out a budget for FY 09/10 she noted that the budget was lower than the one presented and approved at the annual Town meeting. After reviewing it she determined that the health insurance line item was reduced and worker's compensation increased which was a net budget reduction. She contacted the Assistant Town Manager and Head of Finance. Barbara Ostertag-Holtkamp received an email from the Assistant Town Manager that stated "the health and workers comp were decreased and increased respectively based on actual calculations from our carrier and Town Council directives." After reviewing the spreadsheet on which the actual calculations for health insurance were based she noted that the now married employee is still listed as single. Barbara Ostertag-Holtkamp then recommended specific line items where the undesignated reductions could be made after reviewing the five year budget expenditures for each line item. A **motion** was made by Betsy McKinney to change the budget line items in accordance with the Director's recommendations. The **motion was seconded** by Karen Goodman. All in attendance accepted the motion, **motion carried**.

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New Business:

- **FY 10/11 Budget**

Barbara Ostertag-Holtkamp presented her recommended budget for FY 10/11. She reviewed each line item change that she is recommending, and noted that this is an overall increase of 6.35%. A discussion ensued. The Board recommended increasing the Book Budget to \$120,000 and Postage to \$2,500. They further recommended adding \$2,500 to Management Services. Barbara Ostertag-Holtkamp informed the Board that the Budget Workshop would be held on Saturday, November 21, when all departments would present their budgets. A **motion** was made by Betsy McKinney to expend \$10,000 from the Trustee Account on books and materials. The **motion was seconded** by Karen Goodman. All in attendance accepted the motion, **motion carried**.

Non Public Session:

Enter Non Public Session

Chairman Richard Matchkie 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. All in attendance accepted the motion, **motion carried**.

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

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 Kathleen Carr. All in attendance accepted the motion, **motion carried**.

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

Exit Non Public Session

Chairman Richard Matchkie requested a motion to exit Non Public Session. Pauline Caron made a **motion** at 8:49 p.m. to exit Non Public Session. The **motion was seconded** by Kathleen Carr. Board's **vote** 5-0-0.

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

A **motion** was made by Betsy McKinney to award DC Painting the painting contract because it is in the best interest of the town. The **motion was seconded** by Kathleen Carr. All in attendance accepted the motion, **motion carried**.

A **motion** was made at 8:51 p.m. by Betsy McKinney to adjourn the meeting. The **motion was seconded** by Kathleen Carr. All in attendance accepted the motion, **motion carried**.

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

Minutes Typed by: Sally Nelson

Date: August 5, 2009

Respectfully submitted,

Sally Nelson
Assistant Director and Head of Circulation Services