

# LONDONDERRY LEACH LIBRARY

## BOARD OF TRUSTEES Minutes of June 2, 2010

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### **Call to Order:**

The meeting was called to order at 7:00 p.m. by Chairman Richard Matckie. The following board members were in attendance: Pauline Caron, Robert Collins, 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.

### **Secretary's Report:**

The Secretary's Report for May 5, 2010 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 Pauline Caron. All in attendance accepted the motion, **motion carried**.

### **Friend's Report:**

The Friends had a meeting to discuss the Cakeless Bake Sale. They decided to leave their display up for one more week. They will start selling spring bulbs in August. The next meeting is scheduled for June 16, 2010 at 7:00 p.m. in the library meeting room. There will be no meetings in July and August.

### **Director's Report:**

#### Gifts Donated to the Leach Library –

- Mrs. Gail Kennedy donated \$200.00 to purchase the following children's materials in memory of Mr. Thomas M. Kennedy: Super Stars (\$9.44); The Boy Who Climbed Into the Moon (\$12.95); The Very Fairy Princess (\$9.46); Bears! Bears! Bears! (\$12.14); Willow's Whispers (\$9.44); The Handiest Things in the World (\$9.46); Nanook & Pryce: Gone Fishing (\$9.46); Please take me for a walk (\$8.91); Mommy is a soft, warm kiss (\$8.35); Boom (\$8.91); Feivel's flying horses (\$14.94); Mama, is it summer yet? (\$17.95); The Rainbow Fairies (\$2.79); Fancy Nancy, Poet Extraordinaire (\$10.00); Christian the hugging lion (\$13.76); Pick Me Up (\$13.99); Have you seen my dinosaur? (\$10.52); Hot diggity dog: the history of the hot dog (\$13.76); Sitting Duck (\$10.02); Mr. Peek and the misunderstanding at the zoo (\$12.95).
- Mrs. Linda Hooper donated \$100.00 to purchase the following baseball books in memory of Mr. Raymond Brackett: Baseball: How it works (\$6.97); The Everything's Kids Baseball Book (\$6.26); Eyewitness Baseball (\$9.46); Baseball

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- from A to Z (\$9.46); Baseball's Top 100: The games' greatest records (\$11.17); The Men in Blue (\$22.45); Everything Happens in Chillicothe (\$29.95).
- Mrs. Elaine Cutler donated a CD book, I, Alex Cross by James Patterson in memory of Mr. Anthony Borell.
  - Mr. John Falvey donated \$10.00 to the library.
  - Ms. Diane Hoppe donated \$5.00 to the SEE museum passes.

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

Programs –

- On Thursday, May 13, 2010, at 7:00 p.m., the library held the program “Birds of the White Mountains”. 46 individuals attended the program.
- On Thursday, June 10, 2010, at 7:00 p.m., the library will be hosting “Your Hit Parade - 25 Years Presenting America’s Top Popular Songs with Calvin Knickerbocker. The radio and television program “Your Hit Parade” chronicled American popular music from 1935 to 1959. In this program, presenter Calvin Knickerbocker will outline the quarter-century during which the show served as a “tastemaker,” featuring songs inspired by the Great Depression and on to the advent of Rock and Roll. Throughout the program, Mr. Knickerbocker will treat attendees to excerpts from original recordings of the songs that "Your Hit Parade" showcased on its weekly Saturday night show, from one-hit wonders to classic numbers still familiar today. The Friends of the Londonderry Leach Library will be sponsoring this program.
- We will be having two adult programs this summer as part of the new adult summer reading program. The first program is “Best Plants for New Hampshire Landscapes”, and it will be on Thursday, July 15, 2010, at 7:00 p.m. This program will be presented by Dr. Cathy Neal, who is a specialist in landscape horticulture at the University of New Hampshire. It will instruct participants in how to identify what type of landscape they are working with, and what trees, shrubs and perennials will best thrive there. The presentation will explore such landscapes as woodlands, woods edge, sunny borders and water edge gardens with beautiful photos and plant reference lists. The second program is “Tips for Growing Healthy Indoor Plants”, which will be held on Thursday, August 12, 2010, at 7:00 p.m. This program will be presented by Dr. Cheryl Smith, a professor of plant biology at the University of New Hampshire. Dr. Smith will be using her expertise as a specialist for plant health to teach attendees what to do to maintain healthy indoor plants.

Announcements -

- We had an electrical/water incident with the elevator on March 16, 2010. A temporary repair was made. Further repairs will be necessary to relocate the

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- electrical outlet after the elevator pit is dry. The elevator pit dried out and the final repairs were completed on May 12, 2010.
- The Historical Room HVAC was repaired on May 24, 2010. The original cost estimate was \$3,000, but because of reduced labor costs the final bill was lower than anticipated. The final bill was for \$1,653.26.
  - The School District Custodian's last day at the library will be June 30, 2010. Barbara Ostertag-Holtkamp informed the Board that she has designed a method to track issues and the expenses to perform necessary tasks, as well as a recording mechanism to be used by the staff to report maintenance issues.

### **Assistant Director and Head of Circulation Services Report:**

- During the month of May, the children's room staff answered 275 reference questions and circulated 9,400 items.
- There were 20 children's programs offered in April to 733 participants. During Children's Book Week, children received a raffle ticket for every item checked out of the children's room for a chance to win a book bag. There were 1,404 entries.
- Sign-up for the Children's and Young Adult Summer Reading Programs has begun. Jennifer DeVillar, the Senior Children's Librarian, is visiting the elementary schools to talk about the children's program, *Make a Splash, Read!* I have completed my visits to the High School and I am in the process of visiting the Middle School to talk about the young adult program titled *You Are Here*. The program has activities that explore how we impact our environment.

### **Assistant Director and Head of Reference Services Report:**

- The reference staff answered 800 reference questions in May and answered 107 directional questions. We logged 868 patrons onto the Internet.
- We have many formats of audiobooks on the large display table this month. Take a playaway on your next walk and the miles will fly by. That long car ride can be really pleasant when you are immersed in a good book on cd or tape. You could also download an audio book from our subscription to New Hampshire Downloadable Books to a hand-held device which you can read anywhere.
- We are very excited to present the first Adult Summer Reading Program. The theme is "Water Your Mind" the adults now have a chance to win exciting garden themed raffle prizes and attend a special gardening program in July and/or August. Registration for this new program is at the reference desk.

### **Old Business:**

- Historical Room HVAC Repair – This issue was addressed in the director's report.

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- FY 10-11 Budget –  
Barbara Ostertag-Holtkamp informed the Board that she has confirmed the amount of the budget reduction with Susan Hickey, Assistant Town Manager. She has revised the line items in the budget to account for an additional \$9,900 total budget reduction, which includes a reduction in the Health Insurance line item. Barbara Ostertag-Holtkamp distributed a revised budget with recommended line item adjustments. A discussion ensued. The FY 10-11 budget will be submitted to the town as recommended by the director.

**New Business:**

- Old Home Days (Saturday, August 21, 2010)-  
The Board decided to close the library on Saturday, August 21, 2010 for Old Home Days.
- Children's Summer Reading Program Finale Show –  
Barbara Ostertag-Holtkamp briefly outlined the procedure of securing a location for the Summer Reading Program kick-off and finale shows. The library submits a request for facility use to the schools for the Children's Summer Reading Program kick-off and finale shows each year. We also submit a request to the Town Manager for the use of the Town Common in case the schools can't accommodate us. This year the schools were able to allow us use of a facility for the Summer Reading Program kick-off show, but unfortunately they were unable to allow us use for the finale show due to teacher orientation. Sally Nelson was instructed to send a courtesy email to some of the Old Home Days committee informing them that the library has the Town Common reserved from 9:00 a.m. to 4:00 p.m. on Wednesday, August 18 2010 for the finale program. Sally Nelson received a response that this may impact some of the preparation for the Old Home Days events. Barbara Ostertag-Holtkamp subsequently spoke with both Kathy Wagner and Reed Page Clark about the set up for Old Home Days in order that it does not impact either community event.

**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.

A **motion** was made by Pauline Caron to enter Non Public Session. The **motion was seconded** by Betsy McKinney. All in attendance accepted the motion, **motion carried.**

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**Roll Call Vote:** Aye, William Feldmann; Aye, Pauline Caron; Aye, Robert Collins; Aye, Richard Matchie; Aye, Vicki Stachowske; Aye, Betsy McKinney; Aye, Karen Goodman.

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

The Board entered Non Public Session at 7:29 p.m.

**Exit Non Public Session**

Chairman Richard Matchie requested a motion to exit Non Public Session. Pauline Caron made a **motion** at 7:40 p.m. to exit Non Public Session. The **motion was seconded** by Karen Goodman. Board's **vote:** 7-0-0.

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

The Board discussed the awarding of the contract for sidewalk repairs. A **motion** was made by Vicki Stachowske to award Benoit's Concrete Floors the sidewalk contract because it is in the best interests of the town. The **motion was seconded** by Robert Collins. All in attendance accepted the motion, **motion carried.** A discussion ensued over the closure of the library due to sidewalk repairs. The Board left the decision of what days to close to the discretion of the Library Director.

A **motion** was made at 7:59 p.m. by Betsy McKinney to adjourn the meeting. The **motion was seconded** by Robert Collins. All in attendance accepted the motion, **motion carried.**

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

Minutes Typed by: Sally Nelson

Date: June 2, 2010

Respectfully submitted,

Sally Nelson  
Assistant Director and Head of Circulation Services