

# LONDONDERRY LEACH LIBRARY

## BOARD OF TRUSTEES Minutes of May 2, 2012

Page 1 of 5

### **Call to Order:**

The meeting was called to order at 7:00 p.m. by Chair Pauline Caron. The following board members were in attendance: Melissa Coffey, Robert Collins, Betsy McKinney, and John Velliquette . 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; and Joe Green, Town Council Liaison.

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

The Secretary's Report for April 4, 2012 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 Robert Collins. All in attendance accepted the motion, **motion carried**.

### **Treasurer's Report:**

The Treasurer's Report for January 1, 2012 – March 31, 2012 was distributed. A **motion** was made by Robert Collins to accept the report. The **motion was seconded** by Melissa Coffey. All in attendance accepted the motion, **motion carried**.

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

The Friends report was given by Pauline Caron. A total of \$1,627.00 was donated by the Friends to sponsor several children's programs and a donation towards the Young Adult Summer Reading Program. The Friends put out a box of handmade glycerin soaps that have all sold. Starting May 5, 2012 into the month of June, the Friends will hold their 5<sup>th</sup> Annual Cakeless Bake Sale to raise money for the library. The next meeting is scheduled for Monday, May 13 at 1:00 p.m. in the library meeting room.

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

#### Gifts Donated to the Leach Library –

- The Friends of the Londonderry Leach Library will be sponsoring the following children's programs:
  - Dream Big Magic Show on June 11, 2012 - \$320
  - Bedtime Stories with Llama Llama on June 26, 27 and 28, 2012 - \$140
  - Mostly Mammals on July 11, 2012 - \$225

# LONDONDERRY LEACH LIBRARY

## BOARD OF TRUSTEES

Minutes of May 2, 2012

Page 2 of 5

- Fractured Fairytales on July 18, 2012 - \$315
- Owls of New Hampshire on July 25, 2012 - \$327
- The Friends of the Londonderry Leach Library has also donated \$300 to the Young Adult Summer Reading Program.
- The Londonderry Lions Club donated \$200 to the library.
- Mr. Philip Presley donated \$20 to the library.
- Mr. Stanley Focht donated \$20 to the library.
- Ms. Anita Huse donated \$5 for the SEE museum pass.

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

### Programs –

- On Thursday, April 12, 2012, the library hosted “Casey Abrams in Concert”. 44 participants attended the program.
- On Thursday, May 10, 2012, at 7:00 p.m., the library will offer “All About Whales” with the Seacoast Science Center. This program will feature various facts about whales, including the types of whales that are found in the waters of New England. The discussion will cover the sizes of various types of whales as well as the differences between these types, such as having teeth or baleen. In addition, the story of Tofu, a young humpback whale who lived in the Gulf of Maine, will be presented. The Friends of the Londonderry Leach Library will be sponsoring the program.

### Announcements -

- On April 16, 2012, the first 90+ degree day of the year, the main HVAC stopped functioning. A technician came out and determined that a condenser fan and fan blade needed replacement. The parts were ordered, and they were replaced on Tuesday, April 24, 2012.
- On May 1, 2012, the roof started leaking. Steve Cotton has contacted a roofer to come and resolve the issue.

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

- During the month of April, a total of 28,428 materials were circulated for an increase of 6.25% over April 2011, as well as an additional 993 downloadable audio books and e-books.
- A total of 2,142 participants took part in 22 Children’s Room programs and activities this April. The Rendezvous with Raptors program was so popular that over 100 people attended.

## LONDONDERRY LEACH LIBRARY

### BOARD OF TRUSTEES

Minutes of May 2, 2012

Page 3 of 5

- The subject of the Spotlight Display in the Children's Room, that each month highlights books from different areas of the collection, is *Buggy for Books*. Stop by and check out some of our materials on all sorts of fascinating bugs.
- Come to the library on Monday, May 7 from 4:00-5:00 p.m. for our sensational snake program. Mona Headen from Critters 'N Creatures will discuss many exciting facts about snakes. This program is open to 90 participants. Advance registration for this fun program is required and began at 9:00 a.m. on Monday, April 30. To register, call 603-432-1127 or stop by the Children's Room.
- On Monday, May 14 from 4:00-5:00 p.m. the Hampstead Stage Company will visit the library to perform their exciting adaptation of *The Adventures of Robin Hood*. This performance is open to 90 participants. Advance registration for this action-packed performance is required and begins at 9:00 a.m. on Monday, May 7. To register, call 603-432-1127 or stop by the Children's Room.
- On Monday, May 21 from 4:00-5:00 p.m., the Children's Room will be hosting a Ladybug Picnic. Participants are welcome to bring a blanket and small snack to enjoy while they listen to stories about very interesting bugs. This program is open to 90 participants. Advance registration is required and begins at 9:00 a.m. on Monday, May 14. To register, call 603-432-1127 or stop by the Children's Room.
- Children's Book Week is May 7-14 this year. To celebrate, for each book checked out of the Children's Room this week, you will earn a raffle ticket for a chance to win a cool book bag. Raffle tickets may be turned in until closing on Saturday, May 12.
- A donation of two all day passes to Water Country in Portsmouth, NH was received for the Young Adult Summer Reading Program.

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

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

- The Reference staff answered 1,040 reference questions in April and 94 directional questions. We logged 705 people onto the Internet.
- This month we have created a display of marine life to tie in with the adult program on Whales presented by the Seacoast Science Center. If you find the program interesting, you may want to learn more from the many books and DVDs we have on sea life.
- As part of the Adult Summer Reading program I have asked area businesses for donations of gift certificates to be awarded as raffle prizes. At this time, I have received two gift certificates for \$25 from Giovanni's, one from Avandi's Restaurant in the amount of \$25, a \$15 gift from Blackberry Bakery, and a gift certificate from Mr. Steer's for a free turkey.

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES  
Minutes of May 2, 2012

Page 4 of 5

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

**Old Business:**

There is no old business this month.

**New Business:**

- Meeting Schedule for July – December 2012

Pauline Caron stated that the first Wednesday in July, the regular Board meeting night, is July 4. She recommended moving the meeting to July 11. All other meetings will be held on the first Wednesday of the month.

A **motion** was made by Betsy McKinney to hold the July Board meeting on July 11. The **motion was seconded** by Melissa Coffey. All in attendance accepted the motion, **motion carried**.

- Library system and server

Barbara Ostertag-Holtkamp informed the Board of problems with the Spectrum rebuild getting hung up. One of the possible reasons is the age of the library server, which is over nine years old. The Town's IT consultants have recommended getting a new server as well as updating the switches in the computer room. The Town's IT consultant e-mailed the cost estimate of \$6,332.69 to replace this outdated equipment. A discussion ensued.

A **motion** was made by Betsy McKinney to go ahead with the purchase of a new server and switches. The **motion was seconded** by Robert Collins. All in attendance accepted the motion, **motion carried**.

- Incident with artist's paintings in April

There were three yellow abstract art works on display in the library in April that leaked yellow paint onto the easels. The artist picked up the paintings that were not completely dry. Yellow paint was found smeared on two chairs and on the soap dispenser in the rest room. The paint on the chairs was able to be cleaned off with mineral spirits. Pauline Caron asked the Board to consider contacting the Londonderry Artists' Group and asking them to limit the size of paintings on display, and to let them know that the paintings need to be completely dry. A discussion ensued.

Betsy McKinney left at 7:31 p.m.

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES  
Minutes of May 2, 2012

Page 5 of 5

**Non Public Session:**

**Enter Non Public Session**

Chair Pauline Caron 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, Pauline Caron; Aye, Robert Collins; Aye John Velliquette; Aye, Melissa Coffey.

A **motion** was made by Robert Collins to allow Barbara Ostertag-Holtkamp, Sally Nelson and Kathy Mague to attend non public session as the subject pertains. The **motion was seconded** by John Velliquette. All in attendance accepted the motion, **motion carried.**

The Board entered Non Public Session at 7:33 p.m.

**Exit Non Public Session**

Chair Pauline Caron requested a motion to exit Non Public Session. Melissa Coffey made a **motion** at 7:55 p.m. to exit Non Public Session. The **motion was seconded** by Robert Collins. Board's **vote** 4-0-0.

A **motion** was made by Robert Collins to accept the recommendation of the library staff. The **motion was seconded** by John Velliquette. All in attendance accepted the motion, **motion carried.**

A **motion** was made at 7:56 p.m. by John Velliquette 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: May 2, 2012

Respectfully submitted,

Sally Nelson  
Assistant Director and Head of Circulation Services