

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES
Minutes of July 11, 2012

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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, Carol Introne, 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 June 6, 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 John Velliquette. All in attendance accepted the motion, **motion carried**.

Director's Report:

Gifts Donated to the Leach Library –

- Mr. David Wade donated \$5.00 to the library.
- Ms. Krista Dwyer donated \$5.00 to the library for the SEE Science Center museum pass.

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

Programs –

- On Thursday, June 14, 2012, the library hosted "Songs and Stories" with Kate Chadbourne. 76 participants attended the program.
- On Thursday, September 13, 2012, at 7:00 p.m., Jonathan Couser will be presenting "Vikings: Dragons of the Sea" Learn about the Vikings-warriors, explorers, and traders who roamed all the way from the Byzantine Empire to the shores of America almost five hundred years before Columbus. In this program, the Medieval Guy will tell what it was like to be a Viking, why they left home for the sea and what they did.
- On Thursday, October 11, 2012, at 7:00 p.m., the library will host a concert with performers Kirsten Manville and David Simmons, an acoustic duo with a song list including classic and contemporary blues, pop, country and bluegrass music.

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About 50% of their material is original, and vocal harmony is an important part of their performance. Instrumentation includes guitar, flute, mandolin, banjo, and clarinet.

- On Thursday, November 15, 2012, at 7:00 p.m., the library will feature “The Other Side of Midnight” with Joan Gatturna. Visit with Rachel Revere and hear what life was like for the wife and children of the famous patriot during Revolutionary times in Boston. Learn of Mrs. Revere’s role in escaping occupied Boston with her children and why one son was left behind to face the British on his own.

Announcements -

- On June 20, 2012, the RTU#1, the main HVAC unit that cools the adult section of the library malfunctioned. The technician(s) were called and Steve Cotton was notified of the situation. The coils have deteriorated, and keep tripping and turning the unit off. The unit will need replacing. Steve Cotton is currently getting quotes to replace the unit. Currently, one verbal estimate of approximately \$55,000.00 was obtained. Barbara Ostertag-Holtkamp discussed her proposal to fund the replacement unit. In June, before the end of FY11-12, Pauline Caron and Barbara Ostertag-Holtkamp submitted paperwork to the Finance Director to encumber the remainder of the unspent budget for that year which is presently \$29,462.24. She then proposed using the allocated but unspent money from the Expendable Maintenance Trust Fund for FY11-12 which is currently \$12,756.16. Barbara Ostertag-Holtkamp then suggested that the remainder be taken from the FY12-13 library’s allocation from the Expendable Maintenance Trust Fund. In a recent email from Acting Town Manager, Bill Hart, he questioned whether the funds from the Expendable Maintenance Trust Fund can be spent in FY12-13 since the warrant failed. In April, following the town elections and voting, Barbara Ostertag-Holtkamp e-mailed Dave Caron, Town Manager, to ask if any money would be available for the library from this fund in FY12-13. Dave Caron responded that the library could expect its usual allocation of \$18,500.00. Susan Hickey, Finance Director, will be putting together a financial projection of how to pay for the unit and will submit it to Acting Town Manager, Hart. A discussion ensued on the issue. Chair, Pauline Caron, stated that the library is a town building and the town should pay for the unit. Barbara Ostertag-Holtkamp asked how the Board wanted her to proceed. The Board responded that she should proceed immediately.
- On Saturday, June 23, 2012, the carpets were cleaned.
- On June 29, 2012, the individual employee folders were transferred to the new server. Spectrum, the library’s ILS, is scheduled to be transferred to the new server on July 13, 2012. Following the completion of this transfer, some old circuits in the computer room will be upgraded in an effort to improve the speed of computers.
- The Town’s auditors are scheduled to come on July 25, 2012 to audit the library.

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William Feldmann arrived at 7:13 p.m.

Assistant Director and Head of Circulation Services Report:

- During the month of June, a total of 32,061 materials were circulated for an increase of 8.82% over June 2011, as well as an additional 1,020 downloadable audio books and e-books.
- A total of 693 participants took part in nine Children's Room programs and activities this May. The Dream Big Magic Show program was very popular with 72 people attending.
- Sign-up for the Young Adult and Children's Summer Reading Programs is ongoing and the programs have begun.
- Come to enjoy activities in one of our exciting children's room programs including the following:
 - Hear about the animals that live in our neighborhoods that only come out at night on Monday, July 16 from 11:00 a.m. – 12:00 p.m.
 - In our Fractured Fairy Tales, join Jennifer Couturier on Wednesday, July 18 from 11:00 a.m. – 12:00 p.m. hear the silly stories that result when classic fairy tales become muddled up. This program is being sponsored by the Friends of the Londonderry Leach Library.
 - Learn about New Hampshire's mysterious owls at the library on Wednesday, July 25 from 11:00 a.m. – 12:00 p.m. The Squam Lakes Center will be bringing some of these beautiful, nocturnal birds of prey and will discuss the facts and myths that surround them. This program is also being sponsored by the Friends of the Londonderry Leach Library.
- The Young Adult summer reading program evening meetings continue on Thursday evenings from 6:00-7:00 p.m. The following are included this month:
 - On Thursday, July 12 bring card and board games and music CDs to play at *Games Night*.
 - On Thursday, July 19 come to the always popular *Did You Know?* Share and learn fascinating facts about night time, nightmares, and ghost stories and legends in keeping with this year's theme of *Own the Night*.
 - On Thursday, July 26, also from 6:00-7:00 p.m., we will be discussing *The Owl Keeper* by Christine Brodien-Jones. This is a book that explores family, friendship and overcoming fears in the fantastic setting of the dangerous forest.

Assistant Director and Head of Reference Services Report:

- The reference staff answered 820 reference questions and 129 directional questions in June and logged 684 people onto the Internet.

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- The Leach Library is pleased to announce the expansion of our reference e-books through Gale Virtual Reference Library. This searchable database offers over a hundred specialized reference works. Although entire books cannot be downloaded to a reader like an ordinary e-book, many articles or sections of these books can be downloaded to an e-reader or tablet, or as mp3 files to be listened to on a computer or iPod. Patrons can access the database either in the library or from the convenience of home. These titles are always available for Londonderry card holders. Please contact the Reference Desk at 432-1132 for the password and more information about this database.
- The third annual Adult Summer Reading Program is well underway. We have a good number of registrations already in June with more adults joining every day. So far we have given out four prizes for the weekly drawing and one for the Sleep/Dream Jumbles contest. This month our contest is “Moon Madness” where you have words or phrases that suggest an expression, book, song, or film with the word “moon” in it. This ties in to our Night Sky display with tools to assist you in your stargazing.
- We had two additional donations for our Adult Summer Reading Program come in. They are \$25 gift certificates from The Coach Stop Restaurant in Londonderry.

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

Old Business:

- Library server -

This was discussed in the Director’s Report.

- E-book readers –

Barbara Ostertag-Holtkamp informed the Board that the library did not purchase e-book readers as suggested in June because in order to activate them a credit card has to be used, and she did not feel that it was appropriate to do this with a town credit card.

New Business:

- HVAC replacement –

This was discussed in the Director’s Report.

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- Old Home Days

Chair, Pauline Caron asked the Board if they wanted the library to close on Saturday, August 18, 2012 for Old Home Days as they had done in previous years.

A **motion** was made by Betsy McKinney to close on Saturday, August 18, 2012 for Old Home Days. The **motion was seconded** by William Feldmann. All in attendance accepted the motion, **motion carried**.

A **motion** was made at 7:30 p.m. by Carol Introne to adjourn the meeting. The **motion was seconded** by William Feldmann. All in attendance accepted the motion, **motion carried**.

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

Minutes Typed by: Sally Nelson

Date: July 11, 2012

Respectfully submitted,

Sally Nelson
Assistant Director and Head of Circulation Services