

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES Minutes of December 5, 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: William Feldmann, Betsy McKinney, John Velliquette, Carol Introne, and Melissa Coffey. 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 November 7, 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**.

Friend's Report:

Pauline Caron reported that the Friends met on November 10 to make all the holiday sale items. Currently, there are bird seed packets, sweet potato dog treats, felt poinsettias, bead angel ornaments, and tea, coffee and cocoa spoons for sale. Chocolate spoons will be added next week.

The next Friends meeting is January 14, 2013 at 1:00 p.m.

Director's Report:

Gifts Donated to the Leach Library –

- Ms. Susan Nichols donated an Imaginarium City Central Train Station to the library. She also donated the following Melissa and Doug Brand wooden puzzles: Construction site #3395, Farm friends, jumbo knob #3391, Chunky construction #3726, Chunky tools #3731, Chunky fire truck #3758, Dinosaurs #84, Ballerina #3292, Princess #3253, Alphabet art #83, and, Construction vehicles #3388.

Barbara Ostertag-Holtkamp informed the Board that Mr. Nichols called Sally Nelson today to say that he and his wife were rescinding the donation of the train set after being informed that they could not glue the buildings and track down as they had requested. Many children have enjoyed playing creatively with the set over the past two weeks and this would limit play options for children. The Board discussed whether to accept the

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puzzles and was unwilling to do so until they were certain these would not be withdrawn. They asked that the puzzles be taken out of circulation until this is clarified.

A **motion** was made by Betsy McKinney to take the money for a replacement train table out of the Trustee account. The **motion was seconded** by William Feldmann. All in attendance accepted the motion, **motion carried**.

- Boy Scout Troop 426 donated an evergreen wreath to hang outside the library.
- Mr. Tom Bianchi has donated \$10.00 to the library.

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

Programs –

- On Thursday, November 15, 2012, at 7:00 p.m., the library featured “The Other Side of Midnight” with Joan Gatturna. 65 participants attended the program.
- On Thursday, January 10, 2013, at 7:00 p.m., Mr. Eric Orff will be presenting “Ticked Off Moose and Too Hot for Trout: Climate Change Impacting NH Fish and Wildlife”. In this program, Mr. Orff, a retired NH Fish and Game Biologist, will discuss the impact of climate change on the state’s fish and wildlife. His talk also mentions changes he has observed in the Londonderry Little Cohas Marsh over the past five decades.
- On Thursday, January 31, 2013, at 7:00 p.m., Mr. Curtis Laffin will hold the program “American Chestnut Recovery and Restoration”. Mr. Laffin, a retired US Fish and Wildlife Ranger, will discuss the history and demise of the American Chestnut tree, and the current restoration efforts of the American Chestnut Foundation. This program is co-sponsored by the Londonderry Conservation Commission.
- On Thursday, February 21, 2013, at 7:00 p.m., Mr. J.T. Turner stars in “The Adventures of Benjamin Franklin”. Dr. Franklin (J.T. Turner) recounts his life from his youth in Boston through his days as a printer in Philadelphia, and then his years as an inventor, philanthropist, and revolutionary.
- On Thursday, March 21, 2013, at 7:00 p.m., Mr. Henry Homeyer will present “Growing Great Flowers in New Hampshire, Including Old Favorites and Lesser Known Beauties”. Mr. Homeyer discusses how to grow the flowers he highlights in his presentation, in addition to tackling common gardening issues.
- On Thursday, April 18, 2013, at 7:00 p.m., the library will host a concert with “Slattery & Stewart”. Andrew Stewart and Mary Jo Slattery play the exuberant soulful two-steps and waltzes of Cajun Louisiana, the upbeat fiddle tunes of French Canada and New England, and the occasional mountain ballad.
- On Thursday, May 9, 2013, at 7:00 p.m., Ms. Ann Welsh, UNH Cooperative Extension Volunteer, will present “New Hampshire’s Wild History: 350 Years of

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NH Wildlife”. This program takes participants on a virtual journey through New Hampshire’s past focusing on changes in the land and how wildlife populations have responded over time.

Announcements -

- The roof safety rail installation started on November 28, 2012. This has been completed, along with additional sealing around some air ducts, cleaning the unit, and fixing a clamp.

Robert Collins arrived at 7:10 p.m.

Assistant Director and Head of Circulation Services Report:

- During the month of November, a total of 27,893 materials were circulated as well as an additional 487 downloadable books.
- There were 621 participants took part in 12 Children’s Room programs and activities.
- On Monday, December 10, 2012, the Children’s Room will be hosting *Alejandro’s Olde Tyme Magic Show* from 4:00-5:00 p.m. Andrew Pinard performs in a style reminiscent of the Vaudeville era with a show that blends classic magic tricks and comedy to excite and engage the audience. This program is open to 90 participants of all ages. Advance registration is required and began on Monday. To register, please call 603-432-1127 or stop by the Children’s Room.
- If you are looking for a fun craft activity during the holiday school break, come to the Children’s Room on Thursday, December 27 from 10:00-11:00 a.m. or from 1:00-2:00 p.m. and make your own unique penguin keepsake ornament. During the craft, children will use crayons, pom-poms, google eyes and glue to assemble and decorate their penguin. Then, using washable paint, each child will use his/her handprint to make the penguin’s feet. An endearing poem affixed to the penguin’s belly will make this an ornament to cherish. Each craft session is open to 50 children and advance registration is required. To register, please call 603-432-1127 or stop by the Children’s Room beginning on Monday, December 17 at 9:00 a.m.

Assistant Director and Head of Reference Services Report:

- The reference staff answered 844 reference questions and 106 directional questions in November and we logged 599 people onto the Internet.
- Since it is the holiday season we have prepared a display of stories, movies, music and how to books for many of the holidays celebrated during this time. Some of

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the selections include Woody Guthrie's happy joyous Hanukkah, Long, long ago: a celebration of Christmas, Chanukkah, and Kwanza, A winter dream: a novel, Dancing in the streets: a history of collective joy, and A winter's solstice.

Old Business:

- HVAC replacement

In addition to the actions mentioned in the Director's Report, the work will be checked before it is considered completed.

- Proposed FY13-14 Budget

Barbara Ostertag-Holtkamp reminded the Board that the next public hearing on the FY13-14 budget is on December 17 at 7:00 p.m.

- ILS update

Barbara Ostertag-Holtkamp mentioned to the Board that we have been looking at acquiring open source software along with about sixty other New Hampshire libraries. We received an e-mail from Michael York, New Hampshire State Librarian on 11/20/12, informing the group of the cost to each library to implement the Koha software. The first year cost for the Leach Library, if we decide to join, would be approximately \$11,200.00. If needed, there may be additional development costs. Barbara Ostertag-Holtkamp asked Robert Collins for his opinion on open source software. Robert Collins responded that an important aspect was that support would be included. Barbara Ostertag-Holtkamp informed the Board that she had consulted with IT on several questions regarding open source systems, and that Kathy Mague had been researching other libraries in New Hampshire with open source software. Barbara Ostertag-Holtkamp said one of the main questions is whether the library owns the data loaded into the system or whether the company owns it. In the event that the company went out of business or was acquired by another company, the library needs to be sure all its data records are available to migrate elsewhere if necessary. Barbara Ostertag-Holtkamp, Kathy Mague and Sally Nelson will be visiting other New Hampshire libraries that already have the system to look at its functionality.

New Business:

- Staff holiday lunches

Pauline Caron stated that on Wednesday, December 12 the Board will be providing a lunch to thank the library staff for their work. She is recommending pizza this year, and that each Trustee provides a dessert. The Board all agreed.

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- 2013 Meeting Schedule

Pauline Caron informed the Board that there are no holidays that would interrupt the availability of the first Wednesday in every month during 2013. It was decided to continue with this schedule.

- Annual Report

Barbara Ostertag-Holtkamp informed the Board that she distributes the Annual Report once the auditors have completed their final report, in order to use the audited numbers. Barbara Ostertag-Holtkamp received an e-mail from Susan Hickey, Finance Director, stating that "We have not received finalized reports yet. I am confident they will not be making any more changes but the final reports are not completed." Barbara Ostertag-Holtkamp asked if the Board would like her to distribute her Annual Report with the caveat that the auditors may make a change. The Board agreed that they did want the Annual Report distributed on these terms.

A **motion** was made at 7:52 p.m. by Betsy McKinney to adjourn the meeting. The **motion was seconded** by Carol Introne. All in attendance accepted the motion, **motion carried**.

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

Minutes Typed by: Sally Nelson Date: December 5, 2012

Respectfully submitted,

Sally Nelson
Assistant Director and Head of Circulation Services