

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES
Minutes of June 4, 2014

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Call to Order:

The meeting was called to order at 7:01 p.m. by Chair Betsy McKinney. The following board members were in attendance: Pauline Caron, Robert Collins, Carol Introne, and Cynthia Peterson. Also in attendance: Barbara Ostertag-Holtkamp, Library Director; Sally Nelson, Assistant Director and Head of Circulation Services; and Kathy Mague, Assistant Director and Head of Reference Services.

Secretary's Report:

The Secretary's Report for May 7, 2014 was distributed prior to the meeting. No changes were made. A **motion** was made by Carole Introne to accept the minutes as written. The **motion was seconded** by Cynthia Peterson. All in attendance accepted the motion, **motion carried.**

Friend's Report:

Pauline Caron reported that the Friends meeting on May 12, 2014 dealt with counting the money in the donation jar. The Friends are looking for a new jingle for the jar.

John Curran arrived at 7:02 p.m.

The Cakeless Bake Sale is still ongoing.

Melissa Coffey arrived at 7:03 p.m.

The next Friends meeting is June 9, 2014 at 1:00 a.m.

Director's Report:

Gifts Donated to the Leach Library –

- The library has received 5 family admissions and one individual admission to the Aviation Museum of New Hampshire. These may be used as prizes in the summer reading program.

A **motion** was made by Pauline Caron to accept the gifts. The **motion was seconded** by John Curran. All in attendance accepted the motion, **motion carried.**

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Joe Green, Town Council Liaison arrived at 7:05 p.m.

Programs –

- On Thursday, May 22, 2014, at 7:00 p.m., Josh Judge presented “Forecasting for TV”. 66 individuals attended the presentation.
- On Thursday, June 19, 2014, at 7:00 p.m., the library will offer “Songs of Old New Hampshire” with Jeff Warner. The program draws heavily on the repertoire of traditional singer Lena Bourne Fish of Jaffrey and Temple, New Hampshire. Mr. Warner offers the songs and stories that, in the words of Carl Sandburg, tell us “where we came from and what brought us along.” These ballads, love songs and comic pieces reveal the experiences and emotions of daily life in the days before movies, sound recordings and, for some, books. Songs from the lumber camps, the decks of sailing ships, the textile mills and the war between the sexes offer views of pre-industrial New England and a chance to hear living artifacts from the 18th and 19th centuries.

Announcements -

- Steve Cotton will be obtaining estimates for the repair to the meeting room floor. As of now, I have not received them. Steve Cotton has received a verbal quote of \$5,800.
- The paperback rack for the young adult area arrived on May 22, 2014.
- On May 13, 2014, the library had an issue with the HVAC. It was determined that we will need to replace circulator pump #2. I’m currently obtaining estimates. This pump has been rebuilt but the housing is also corroding and should be replaced. I have contacted three companies and received estimates and I am recommending the quote of \$2,480. This quote is from Control Technologies who know how to install the new pump to the existing system.

A **motion** was made by Pauline Caron to spend \$2,480 to have Control Technologies install a new circulator pump. The **motion was seconded** by Robert Collins. All in attendance accepted the motion, **motion carried**.

Assistant Director and Head of Circulation Services Report:

- The subject of the Spotlight Display in the Children’s Room, that each month highlights books from different areas of the collection, is *Fizz, Boom, Read*, the theme of this year’s Children’s Summer Reading Program. Stop by and check out some of our materials on all sorts of scientific facts and stories.
- Sign-up for the Young Adult and Children’s Summer Reading Programs has begun. I have begun visiting the High School and Middle School, and Jennifer

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DeVillar, Senior Children's Librarian, has begun visiting the Kindergarten and elementary schools to promote the summer reading programs.

- The library will be starting off this year's Children's Summer Reading Program with a visit from Corduroy. Participants are invited to come to the library on Tuesday, June 24, Wednesday, June 25 or Thursday, June 26 from 11:00 a.m.-12:00 p.m. to hear fun stories, including Corduroy's own story. There will be plenty of time for a hug and pictures with Corduroy. Each session is open to 90 participants. Advance registration is required and begins at 9:00 a.m. on Thursday, June 19 at 9:00 a.m. To register, call 603-432-1127 or stop by the Children's Room.
- The Young Adult Summer Reading Program, *Spark a Reaction*, starts off with Movie Night on Thursday, June 26 from 5:00-7:15 p.m. Come and watch *Percy Jackson and the Sea of Monsters* and enjoy popcorn and soft drinks. No registration is required for this program.
- A donation of 350 coupons for a free slice of cheese pizza was received from Papa Gino's for the Children's Summer Reading Program.
- A donation of 700 coupons for an ice cream sundae was received from McDonald's for the Children's Summer Reading Program.

A **motion** was made by Pauline Caron to accept the gifts. The **motion was seconded** by John Curran. All in attendance accepted the motion, **motion carried**.

Assistant Director and Head of Reference Services Report:

- We answered 1123 reference questions and had 239 directional transactions in May. We logged 548 people onto the Internet.
- The 2014 Adult Summer Reading Program theme is *Literary Elements*. Registration for the program began on Monday, June 2, and runs through Saturday, August 30. For every book read after registering for the program, participants will receive one raffle ticket. These tickets can be completed and returned for entry into weekly raffle drawings. The participant who reads the most books over the summer will receive a Grand Prize gift basket.
- For the Summer Reading Program we have a different display each month under the broad theme *Literary Elements*. For June, we have titles that fit into a Literary Element table, much like the scientific Periodic Table of Elements. We invite you to read a variety of different fiction genres this month.

Old Business:

- Meeting Room Floor
Barbara Ostertag-Holtkamp told the Board that while Steve Cotton does not have the actual quote in hand, he has received a verbal quote of \$5,800 to replace the

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floor. The tiles would be as similar to the current floor as possible. A discussion ensued on the condition of the meeting room floor. The Board agreed unanimously not to pursue replacing the floor at this time.

- Lobby ceiling
An access grid to the lobby ceiling will be installed on June 13, 2014 for a cost of \$1,620. This will provide easier access to determine the source of future issues in this area.

New Business:

- Old Home Day Closure
A discussion ensued over whether the library should close on Old Home Day, Saturday, August 16, 2014. The Board decided that the library will close on that day.
- Circulator pump
This was covered under the Director's Report.
- Phone system
Barbara Ostertag-Holtkamp was contacted by Thomas Roy, owner of the Town's IT consultant company, concerning a new Zultys IP phone system that they want to install in all Town buildings, including the library. Licenses and gateways have already been purchased so the library would only have to purchase the new phones for a cost of approximately \$3,580. The current analog phone system is old and occasionally creates problems such as crackling on the lines when connecting to digital phones. Barbara Ostertag-Holtkamp outlined the questions she had asked regarding the new system, including the option of an automated answer system or an actual person, the ability for conference calls, the ability for public announcements, the length of the warranty, and who would be providing training on the new system. She also asked for confirmation that the library would not be faced with any additional charges other than purchasing the new phones. Thomas Roy responded that all our requirements could be met and that IT would be doing the training.

A **motion** was made by Pauline Caron to purchase the new phones. The **motion was seconded** by Melissa Coffey. All in attendance accepted the motion, **motion carried**.

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A **motion** was made at 7:45 p.m. by Pauline Caron 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 4, 2014

Respectfully submitted,

Sally Nelson
Assistant Director and Head of Circulation Services