

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES
Minutes of November 4, 2015

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Call to Order:

The meeting was called to order at 7:05 p.m. by Chair Betsy McKinney. The following board members were in attendance: Pauline Caron, Robert Collins, Carol Introne, John Curran, and Cynthia Peterson. Also in attendance: Barbara Ostertag-Holtkamp, Library Director; and Sally Nelson, Assistant Director and Head of Circulation Services.

Secretary's Report:

The Secretary's Report for October 7, 2015 was distributed prior to the meeting. No changes were made. A **motion** was made by John Curran to accept the minutes as written. The **motion was seconded** by Carol Introne. Four in attendance accepted the motion, one abstained, **motion carried**.

Friend's Report:

The Friends met and discussed the proceeds of the successful bulb sale, and the silent auction for the quilt. The next meeting is scheduled for Saturday, November 21, 2015 at 12:30 p.m. in the library meeting room when the Friends will be putting together items for their holiday sale. Pauline Caron thanked Barbara Ostertag-Holtkamp for giving her report last month when she was unable to attend the Board meeting.

Director's Report:

Gifts Donated to the Leach Library –

- None this month.

Programs –

- On Thursday, October 22, 2015, at 7:00 p.m., the library presented an evening of storytelling, "Heartpounders: Halloween Tales", featuring storyteller and composer Mr. Odds Bodkin. 52 participants attended the program.
- On Thursday, November 12, 2015, at 7:00 p.m., the library will hold a program dedicated to Isabella Stewart Gardner, who is brought vividly to life by character reenactor Jessa Piaia. Mrs. Gardner was a recognized leader of Boston's emerging salon scene, and Ms. Piaia, with characteristic verve and candor, relates episodes about Gardner's luminous circle of family and friends, relives journeys to exotic lands, and shares other potentially scandalous encounters.

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Announcements -

- On Wednesday, September 9, 2015, the electrician was here to resolve some lighting issues. We are still waiting for a part to replace a malfunctioning light socket.
- On Monday, September 14, 2015, the staff were assigned to clean the Children's Room collection. This cleaning project is complete.
- On Tuesday, September 29, 2015 the work on the "front" of the library near the main entrance commenced. The area has been painted and the rotted wood replaced. This project is complete.
- On Thursday, October 22, 2015, the ignitor on RTU1 was replaced to avoid issues with it failing to start.
- On Thursday, October 29, 2015, Control Technology came to recalibrate the HVAC thermometers that weren't functioning properly.
- The town is giving the library an AED. When received it will be mounted near the reference desk.
- The Director distributed the FY 2017 Budget Calendar.
- Plans for the ILS are going very well. The first migration is tentatively scheduled for December 7, 2015, after management runs reports from the current system as a comparison. The data will be checked in the new system and sub fields of the MARC records will be reviewed. If everything goes well, staff training will begin the following week. Once training is completed, a second conversion will be done.

Assistant Director and Head of Circulation Services Report:

- The Children's Room Halloween programs were once again popular, with 54 and 85 participants respectively.
- On Monday, November 9 from 4:00-5:00 p.m. come to the children's room to play Harvest Book Bingo, and exciting picture version of this popular game. This fun-filled program is open to 90 participants of all ages. Advance registration is required and began on Monday, November 2 at 9:00 a.m. To register, call 603-432-1127 or come into the children's room.
- Join magician and juggler Scott Jameson on Monday, November 16 from 4:00 p.m.-5:00 p.m. This extraordinary Children's Room performance that will have you perched on the edge of your seat, is open to 90 participants of all ages. Advance registration is required and begins on Monday, November 9 at 9:00 a.m. To register, call 603-432-1127 or come into the children's room.
- The children's room will be offering the following programs as part of Fall Session 2: Craft Time, Shake, Move and Read, and Toddler Time. These programs are ongoing through November 19 so come in and register or call the children's room at 432-1127 for program details and registration.
- The library will be pre-ordering t-shirts and other items for next summer's children's reading program. The theme for the program is *On Your Mark, Get Set, Read*, and there are items available for both children and adults. Stop by the

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children's room and pick up a brochure and order form. Orders are due to the library by closing on Saturday, November 21, with delivery expected in early spring of 2016.

- Come to the library on Thursday, November 19 from 3:30-4:30 p.m. for our Young Adult *Adventures in the Night Sky* event. All participants in grades 6 through 12 will explore the stars through fun activities. In addition at this special event, snacks and drinks will be served and there will be a raffle for fun door prizes. No sign up is necessary.

Assistant Director and Head of Reference Services Report:

- The reference staff answered 1,056 reference questions in October. We also conducted three instructional sessions for Overdrive.
- Series are very popular here at the Leach Library. Once a good book is read, many of our patrons want to read more about a character or situation. Our display this month is all about series. Some of the most recent titles within a series that you will find are Career of Evil, by Robert Galbraith and The Crossing, by Michael Connelly. Titles to look forward to being published this month are All Dressed in White, by Mary Higgins Clark, The Guilty, by David Baldacci and Stars of Fortune, by Nora Roberts. Novelist Plus is a database which the Leach Library subscribes to that we like to use to discover the order of titles in a series as well as other books by an author. The reference librarians are available to help anyone with this database.

Old Business:

- Proposed FY16-17 Budget

Barbara Ostertag-Holtkamp distributed the revised Proposed FY16-17 Budget that includes revised projections from Finance Director, Doug Smith that are increases in health insurance and long term and short term disability.

New Business:

- Holiday staff lunches

Barbara Ostertag-Holtkamp suggested Wednesday, December 9 for the holiday staff lunches and the Board agreed. Melissa Coffey volunteered to purchase the pizzas.

Non Public Session:

Enter Non Public Session

Chair Betsy McKinney requested a roll call vote to enter Non Public Session pursuant RSA 91-A:3 II, subparagraph (a), the dismissal, promotion or

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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, Betsy McKinney; Aye, Robert Collins; Aye, Carol Introne; Aye John Curran; Aye, Cynthia Peterson.

The Board entered Non Public Session at 7:40 p.m.

Exit Non Public Session

Chair Betsy McKinney requested a motion to exit Non Public Session. John Curran made a **motion** at 7:48 p.m. to exit Non Public Session. The **motion was seconded** by Robert Collins. Board's **vote:** 6-0-0 to exit.

A **motion** was made by Robert Collins to give the Director an over classification award in accordance with the Library Personnel Policy, for an Outstanding evaluation. The **motion was seconded** by Pauline Caron. All in attendance accepted the motion, **motion carried**.

A **motion** was made at 7:50 p.m. by Pauline Caron to adjourn the meeting. The **motion was seconded** by John Curran. All in attendance accepted the motion, **motion carried**.

Notes by: Barbara Ostertag-Holtkamp, Sally Nelson

Minutes Typed by: Sally Nelson

Date: November 4, 2015

Respectfully submitted,

Sally Nelson
Assistant Director and Head of Circulation Services