

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES
Draft Minutes of November 2, 2016

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Call to Order:

The meeting was called to order at 7:00 p.m. by Chair Betsy McKinney. The following board members were in attendance: Pauline Caron, Melissa Coffey, John Curran, 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 October 5, 2016 was distributed prior to the meeting. No changes were made. A **motion** was made by Pauline Caron to accept the minutes as written. The **motion was seconded** by John Curran. All in attendance accepted the motion, **motion carried**.

Treasurer's Report:

The Treasurer's Report for July 1, 2016 – September 30, 2016 was distributed by Pauline Caron. A **motion** was made by Robert Collins to accept the Treasurer's Report. The **motion was seconded** by Melissa Coffey. All in attendance accepted the motion, **motion carried**.

Friend's Report:

The Friends are working on what they are going to do as a fundraiser for the holidays. The next meeting is scheduled for Saturday, November 19, 2016 at 12:00 p.m. in the library meeting room and they will be working on items to sell.

Director's Report:

Gifts Donated to the Leach Library –

- Mr. Richard Matchie donated a copy of the book "Van Gogh Face to Face: The Portraits" to the library.
- Ms. Lydia Larson donated \$20.00 to the library.

A **motion** was made by Pauline Caron to accept the gifts. The **motion was seconded** by Robert Collins. Cynthia Peterson abstained from the vote. All the remainder in attendance accepted the motion, **motion carried**.

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Programs –

- On October 13, 2016, at 7:00 p.m., the library hosted Ms. Roxie Zwicker as she shared her visual presentation “Spirits of the Granite State”. 67 individuals attended the program.
- On November 17, 2016, at 7:00 p.m., the library will host Dr. Douglas Wheeler’s “Spies in Time”. Utilizing his research, Dr. Wheeler will discuss how spying and intelligence activities have influenced the course of history. He will trace the history of espionage from the Dreyfus case in France to the Aldrich Ames case in the United States by focusing on how human motives, traits, and ideas shape the search for secret information.

Announcements -

- On August 8, 2016, the Town’s auditing firm, Melanson Heath & Company, had Sarah Demos, Senior Auditor, come and audit the library’s financials records for FY15-16. To date, the auditor’s report has not been completed.
- On October 10-11, 2016, the parking lot was seal coated and the markings were repainted.
- On October 14 and October 21, 2016, the ceiling above the Johnny Appleseed statue was repaired and painted.
- On October 27, 2016, the boiler got a tune-up. Unfortunately, the expansion tank needs replacing since the air diaphragm has ruptured. The part was replaced on October 31, 2016.
- On November 5, 2016, the library’s budget presentation will take place at Town Hall in the Moose Hill Conference Room. The presentation is scheduled to start at 9:45 a.m.

Assistant Director and Head of Circulation Services Report:

- The children’s program in October *Trevor the Juggler* was very popular, with 90 participants.
- On Monday, November 7 from 4:00-5:00 p.m. come to the children’s room to celebrate the many wonders of the fall at our *Fall Ball*. This fun-filled program is open to 90 participants of all ages. Advance registration is required and began on Monday, October 31 at 9:00 a.m. To register, call 603-432-1127 or come into the children’s room.
- Join the *Ringmaster of Fun*, magician Joe Howard, on Monday, November 14 from 4:00 p.m.-5:00 p.m. This extraordinary Children’s Room performance will treat you to exciting magic tricks, silly humor, and lots of audience participation. It is open to 90 participants of all ages. Advance registration is required and begins on Monday, November 7 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 17 so come in and register or call the children’s room at 432-1127 for program details and registration.

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- 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 *Build a Better World*, and there are items available for both children and adults. Stop by the children's room and pick up a brochure and order form. Orders are due to the library by closing on Saturday, November 19, with delivery expected in early spring of 2017.
- Come to the library on Thursday, November 10 from 3:30-4:30 p.m. for our Young Adult *It's All About Me* event. All participants in grades 6 through 12 will learn the many different ways to journal milestones, events and memories of their lives. 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 library borrowed 130 books from other libraries in October, including 72 for book discussions. We lent 139 to other libraries.
- We have on display this month books that might have the power to transport you to another time and place. The Historical Novel is a genre of fiction that is set in the past during a significant time period. A few titles you might consider are At the Edge of the Orchard by Tracy Chevalier, The Dig by John Preston, A Fine Imitation by Amber Brock, or The Empress of Bright Moon by Weina Dai Randel.

Old Business:

- FY17-18 Proposed Budget
Barbara Ostertag-Holtkamp distributed the FY17-18 Proposed Budget and stated that the only changes are increases in life and health insurance and workers' comp. She also distributed a copy of the power point presentation that will be given on Saturday at the budget presentation. In addition she passed out an additional budget book with statistics for the Trustees. Even though the auditor's report has not been received, Barbara Ostertag-Holtkamp passed out the Annual Report (FY15-16) per RSA 202-A:12. Betsy McKinney discussed staffing levels and operating hours. John Curran asked about the Management Services line item. Barbara Ostertag-Holtkamp explained that for the library, this line item covers the costs of adult, young adult, and children's programs and programming supplies.

New Business:

- Holiday staff lunches
The Board decided to hold the staff holiday lunch on the second Wednesday in December as usual. This year the date is December 14. Set up will be at 11:30 a.m. on that day and pizza and desserts will be provided by the Board.

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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 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, Melissa Coffey; Aye John Curran; Aye, Cynthia Peterson.

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

Exit Non Public Session

Chair Betsy McKinney requested a motion to exit Non Public Session. Robert Collins made a **motion** at 7:43 p.m. to exit Non Public Session. The **motion was seconded** by Melissa Coffey. Board's **vote:** 7-0-0 to exit.

A **motion** was made by Chair Betsy McKinney 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 7:45 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: November 2, 2016

Respectfully submitted,

Sally Nelson
Assistant Director and Head of Circulation Services