

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES Minutes of March 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, Robert Collins, Carol Introne, 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 February 3, 2016 was distributed prior to the meeting. No changes were made. A **motion** was made by Melissa Coffey to accept the minutes as written. The **motion was seconded** by Cynthia Peterson. All in attendance accepted the motion, **motion carried**.

Friend's Report:

The Friends canceled their February meeting because of inclement weather. The next meeting is scheduled for Monday, March 14, 2016 at 1:00 p.m. in the library meeting room.

Joe Green, Town Council Liaison arrived at 7:04 p.m.

Director's Report:

Gifts Donated to the Leach Library –

- Ms. Cherylann Pierce donated \$10.00 to the library for museum passes.
- Mrs. Shelley Lynn Rasmussen and Mr. Richard Olsen donated \$200.00 in memory of their daughter, Ms. Emily Olsen Merchant.

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**.

Programs –

- On Thursday, February 18, 2016, at 7:00 p.m., the library presented "Painting the Sky: the Northern Lights" featuring Dr. Alexa Halford. 74 individuals attended the program.
- On March 24, 2016, at 7:00 p.m., the library will offer "A Walk Back in Time: The Secrets of Cellar Holes" with author and historian Ms. Adair Mulligan. Ms. Mulligan will explore the rich story to be discovered in what remains of long-forgotten structures in New Hampshire. Witness how one town has helped stimulate interest in its future through the past by creating an inventory of its cellar holes and piecing

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together the clues in the landscape. The program is sponsored by the Friends of the Londonderry Leach Library.

- On April 21, 2016, at 7:00 p.m., the library will have the program “Four Centuries of Fishing in New Hampshire”. Join us as historian and author Mr. Jack Noon discusses the history of fishing in New Hampshire, and learn about the different ways people once fished, the fish originally local to the area, and the current fishing regulations and their effect on the fish population today. The program is sponsored by the Friends of the Londonderry Leach Library.
- On May 19, 2016, at 7:00 p.m., the library will host “Songs of World War II” with Mr. Richard Kruppa. Mr. Kruppa brings to light fascinating and unfamiliar stories about some of our most beloved American songs from 1939 - 1945. He sings these fascinating songs and shares the largely unknown stories behind them while playing guitar, five-string banjo, or baritone ukulele. The program is sponsored by the Friends of the Londonderry Leach Library.
- On June 16, 2016, at 7:00 p.m., the library will feature “Arthurian Revival in New England”. How did the legend of King Arthur take root in America and how did we make it our own? Join independent scholar Dr. Clia Goodwin for an illustrated presentation as she explores two New England interpretations of King Arthur: “A Connecticut Yankee in King Arthur’s Court” and the Edwin Austin Abbey mural series depicting the quest for the Holy Grail. The program is sponsored by the Friends of the Londonderry Leach Library.

Announcements -

- The migration to the new library system has been scheduled to start on March 7, 2016. The system will be down for a minimum of one week.

Assistant Director and Head of Circulation Services Report:

- There were 1004 individuals participated in 16 Children’s Room programs and activities during the month of February. *Toddler Time* and *Why Do Animals Do That?* were among the most popular programs.
- The children’s room invites you to swoop into the library on Monday, March 14 from 4:00 – 5:00 p.m. for a program dedicated to the many marvels to be found *Up in the Sky!* From fanciful balloons to super-fast jets, we will take off on a thrilling adventure. Each participant will leave with an airplane to decorate at home. This program is open to 90 participants of all ages. Advance registration for this adventurous program is required and begins at 9:00 a.m. on Monday, March 7. To register, call 432-1127 or stop by the Children’s Room.
- Hop into the children’s room on Monday, March 21 from 4:00 – 5:00 p.m. for a *Visit with Peter Rabbit*. Come and explore the wonderful world of rabbits, from Peter’s own story to that of a bunny who loves chocolate cake. There will be plenty of time for a hug and picture with Peter. This program is open to 90 participants of all ages. Advance registration for this adventurous program is required and begins at 9:00 a.m. on Monday, March 14. To register, call 432-1127 or stop by the Children’s Room.

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- The Children's Room will be offering the following programs as part of Spring Session 1: Craft Time, Shake, Move and Read, and Toddler Time. Spring Session 1 will run March 23 through April 14. Advance registration is required and begins at 9:00 a.m. Monday, March 14.
- The New Hampshire Great Stone Face Award nominee books, selected by librarians for children grades 4-6, are available in the Children's Room. Beginning this month through Saturday, April 9 participants grades 4-6 may receive a raffle ticket for every title read from the list of nominated titles, and a chance to win a great prize. Voting on a favorite book from this list begins Monday, April 11 through Saturday, April 16. Help select this year's Great Stone Face Award winner.
- Participants in grades 6 through 12 are invited to the library meeting room on Thursday, March 10 from 3:30 – 4:30 p.m. to take part in *Follow the Writing Bug*. Come and explore following your creative ideas and discover how successful writers develop their craft. Snacks and beverages will be provided, and participants will receive a chance to win one of several exciting door prizes, just by attending. No registration is required.
- Andy Marzik donated a wooden train, *Thomas the Tank Engine*, and two carriages, Annie and *Clarabel*, for the train table in the children's room.
- Ms. Natalie Cleavitt donated a copy of her book *Seeking the Wolf Tree* for the children's room collection.

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

Assistant Director and Head of Reference Services Report:

- The library borrowed 132 books from other libraries this month, including 75 for book discussions. We lent 142 to other libraries.
- Have you caught the quilting bug? Many people are enjoying this time honored art form of piecing fabric and layering to design and make beautiful quilts or quilted garments. From designing, using color effectively, cutting and piecing to either hand quilting, machine quilting or tying, we have the resources to help you with your craft. See the many patterns and directions in books on the display table this month.

Old Business:

- ILS

Barbara Ostertag-Holtkamp informed the Board that she has confirmed with the Town's IT consultants a proposed plan for the final migration to the new ILS. IT will first need to delete the existing database on Friday, March 4, 2016, and then do a rebuild of Spectrum after the library closes on Saturday. On Monday, after confirming that the rebuild has run successfully, Sally Nelson will run various reports from Spectrum. Then the data migration will take place. When the migration has been completed, the reports will be run in Destiny to verify that the data has migrated successfully. Once we determine that the data migrated successfully, the system will

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need to be configured by Barbara Ostertag-Holtkamp, Kathy Mague, and Sally Nelson. Next, all the manual check-in and check-outs that occurred while the system was down will need to be entered in the new system. The final step of uploading Universal Search, a function that allows patrons remote access to the data base, will be performed.

New Business:

- Annual Report (FY14-15) per RSA 202-A12 and the Town's auditor's report

Barbara Ostertag-Holtkamp distributed the Annual Report (for FY14/15). She noted that the numbers appearing in the final Town Budget Performance Report conflicted with those from the Town's Auditor's Report. After emailing the Finance Director several times to get clarification for the discrepancy, Barbara Ostertag-Holtkamp received an explanation from the Finance Director to use the numbers from the Town Budget Performance Report to complete the library reports to the Town and the New Hampshire State Library. According to the Town's Auditor's Report, the library expended more money than the Town's Budget Performance Report. The Auditor's Report on page 46, listed an encumbrance from the prior year in the 'Expenditures' column instead of putting it in the correct 'Encumbered from Prior Year' column. The second discrepancy is a \$65.75 posting that the auditor's added to the expenditures for the health insurance. A discussion ensued.

A **motion** was made at 7:30 p.m. by Pauline Caron 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: March 2, 2016

Respectfully submitted,

Sally Nelson
Assistant Director and Head of Circulation Services