

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES
Minutes of November 1, 2017

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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; and Sally Nelson, Assistant Director and Head of Circulation Services.

Secretary's Report:

The Secretary's Report for October 4, 2017, 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 Carol Introne. All in attendance accepted the motion, **motion carried**.

Treasurer's Report:

The Treasurer's Report for July 1, 2017 – September 30, 2017, was distributed by Pauline Caron. A **motion** was made by John Curran to accept the Treasurer's Report. The **motion was seconded** by Robert Collins. All in attendance accepted the motion, **motion carried**.

Friend's Report:

The Friends met and talked about their plans for the holiday sales. They decided to make and sell a variety of cookies this year. The next meeting is scheduled for Saturday, November 18, 2017, at 12:00 p.m. to set up for the holiday sales.

Director's Report:

Gifts Donated to the Leach Library –

There were none this month.

Programs –

- On Thursday, October 19, 2017, the library offered "Spooky Creepy New England" featuring Karen Mossey and Mike Sullivan. 65 participants attended the program.
- On Thursday, November 9, 2017, at 7:00 p.m., the library will host Ms. Gail Hamel for an evening presentation of "Abigail Whitney and Family: Eyewitness to the Events of April 19, 1775". As residents of Concord, Massachusetts in April 1775, Abigail Whitney and her family witnessed the events that began the

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Revolutionary War. In this living history performance, she will discuss what happened on that infamous day to the Whitney family, the roles of the men and women, the militia, and the political climate. The Friends of the Londonderry Leach Library is sponsoring this program.

Announcements -

- On August 14, 2017, the Town's auditing firm, Melanson Heath & Company, sent an auditor to come and audit the library's financials records for FY16-17. To date, we have not received the report from the auditing firm. However, on October 16, 2017, I received an email from Doug Smith, Finance Director, stating that he received the proposed audit entries and none of them affect the library.
- On October 9, 2017, the library vents and ceiling tiles around the vents were cleaned.
- On October 10, 2017, the filters and belts were changed in the rooftop HVAC units.
- On October 23, 2017, the sprinklers passed the backflow test.
- On October 26, 2017, the preventative maintenance on the boiler was done.
- On November 4, 2017, the library's budget presentation will take place at Town Hall in the Moose Hill Conference Room. The presentation is scheduled to start at 10:00 a.m.

Assistant Director and Head of Circulation Services Report:

- The children's program in October *The Brenner Family Magic Show* was very popular, with 92 participants.
- On Monday, November 13 from 4:00-5:00 p.m. come to the children's room for a lively and interactive music program with *Mr. Aaron in Concert*. This energetic program is open to 90 participants of all ages. Advance registration is required and begins on Monday, November 6 at 9:00 a.m. To register, call 603-432-1127 or come into the children's room.
- Come to the children's room on Monday, November 27 from 4:00 p.m.-5:00 p.m. and play an exciting picture version of *Harvest Fun Book Bingo*. The program is open to 90 participants of all ages. Advance registration is required and begins on Monday, November 20 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 16, 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 *Libraries Rock*, 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 the end of Saturday, November 18, with delivery expected in early spring of 2018.
- Come to the library on Thursday, November 9 from 3:30-4:30 p.m. for our Young Adult *Proceed with Caution* event. During this fun program, participants will

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become the life-size game pieces on a trivia board. Get an answer wrong and you have to accept a chance card that may or may not incur a penalty! Can you make it all the way across the game board? 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.

- There were a total of 1377 reference questions, and a total of 224 directional questions answered in October.
- There were 643 materials cataloged, and 401 materials withdrawn in the month of October.

Old Business:

- FY18-19 Proposed Budget
Barbara Ostertag-Holtkamp distributed the FY18-19 Proposed Budget. She noted that insurances went down from their previous estimated amount. Additionally, this year the Town removed the telephone line item from all departments and moved it to the General Government Budget.

New Business:

- Annual Report (FY16-17) per RSA 202-A:12
Barbara Ostertag- Holtkamp distributed the Annual Report (FY16-17). The Board examined the report.
- Holiday staff lunches
The Board agreed to provide holiday staff lunches on Wednesday, December 13, 2017, at 12:00 p.m. Melissa Coffey volunteered to order the pizzas and salad, and Chair Betsy McKinney volunteered to pick them up and deliver them to the library. Several of the Board volunteered to make desserts.

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.

The Board entered Non Public Session at 7:47 p.m.

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Exit Non Public Session

Chair Betsy McKinney requested a motion to exit Non Public Session. Robert Collins made a **motion** at 7:53 p.m. to exit Non Public Session. The **motion was seconded** by Melissa Coffey. Board's **vote**: 6-0-0 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 7:55 p.m. by Pauline Caron to adjourn the meeting. The **motion was seconded** by Melissa Coffey. All in attendance accepted the motion, **motion carried**.

Notes by: Barbara Ostertag-Holtkamp, Sally Nelson

Minutes Typed by: Sally Nelson

Date: November 1, 2017

Respectfully submitted,

Sally Nelson
Assistant Director and Head of Circulation Services