

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES

Minutes of May 3, 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: 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 April 5, 2017 was distributed prior to the meeting. No changes were made. A **motion** was made by Robert Collins to accept the minutes as written. The **motion was seconded** by Cynthia Peterson. All in attendance accepted the motion, **motion carried**.

Treasurer's Report:

The Treasurer's Report for January 1, 2017 – March 31, 2017, was distributed by Barbara Ostertag-Holtkamp as Pauline Caron was unable to attend the meeting. Chair Betsy McKinney stated that they will be discussed at next month's meeting.

Director's Report:

Gifts Donated to the Leach Library –

- Ms. Sandy Dahlfred donated two copies of her book "Londonderry Tales: Glimpses into Londonderry, New Hampshire's Past".
- Mr. Adam Boyce donated a signed copy of his book "The Man from Vermont: Charlie Ross Taggart the Old Country Fiddler".

A **motion** was made by Melissa Coffey to accept the gifts. The **motion was seconded** by Cynthia Peterson. All in attendance accepted the motion, **motion carried**.

Programs –

- On Thursday, April 13, 2017, the library hosted Mr. Adam Boyce for a presentation of "The Old Country Fiddler: Charles Ross Taggart, Traveling Entertainer". 45 participants attended the program.
- On Thursday, April 27, 2017, at 7:00 p.m., the library will present Mike Francis' living history performance "The Starry Messenger". Mr. Francis will enact a dramatic fun-filled adaptation of Galileo's short treatise "Siderius Nuncius." As Galileo dressed in 17th-century costume, Mr. Francis will present a public lecture on his most recent discoveries made using his newly devised spyglass. Audience

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members are invited to participate in Galileo's many experiments and demonstrations.

- On Thursday, May 18, 2017, at 7:00 p.m., the library will offer "The Magic of the West: Yellowstone and Big Sky Country" by Rick Little. Join us as Mr. Little shares his travel adventures in one amazing corner of the West. In his slideshow presentation, he will explore the beauty of the Bighorn River region in south-central Montana, the canyons of the Missouri in central Montana, and finally the magnificence of Yellowstone National Park and the Beartooth Highway.
- On Thursday, June 15, 2017, at 7:00 p.m., the library will welcome Ms. Sherry Brandsema and Mr. Bob Hogan for an evening presentation of "Under the Sea: Underwater Photography". In this slideshow presentation, Ms. Brandsema and Mr. Hogan will share diving gear, animal facts, and their own vibrant photographs. They will discuss the challenges of underwater photography and the creatures of the Caribbean including starfish, coral, sharks, and more.

Announcements -

- The damaged window screens in the process of being repaired. The last screens were picked up today and reinstalled in the children's room.

Assistant Director and Head of Circulation Services Report:

- During Children's Book Week, starting Monday, May 1 and ending Saturday, May 6, you will earn a raffle ticket for a chance to win a cool book bag for each item checked out of the library children's room.
- Journey to the rainforest on Monday, May 15 from 4:00 – 5:00 p.m. with Wildlife Encounters. During this exciting program, participants will learn how some of the animals that make the rainforest their home adapt to their environment. Live animal visitors may include a tegu, tree frog, macaw, or coatimundi. This exciting program is open to 90 participants and advance registration is required. To register, stop by the children's room, or call 432-1127 beginning at 9:00 a.m. on Monday, May 8.
- Celebrate the coming summer at the library on Tuesday, May 30 from 4:00 – 5:00 p.m., with a lively trip south of the border. During our journeys, we will hear stories of some of the amazing animals that live there. Each participant will leave with a colorful plush parrot to commemorate the trip. This adventurous program is open to 90 participants and advance registration is required. To register, stop by the children's room, or call 432-1127 beginning at 9:00 a.m. on Monday, May 22.
- The Children's Room will be offering the following programs as part of Spring Session 2: Craft Time, Shake, Move and Read, and Toddler Time. Spring Session 2 will run May 3 through May 25. Advance registration is required and began at 9:00 a.m. Monday, April 24.
- Come to the library on Thursday, May 11 from 3:30-4:30 p.m. for our Young Adult book discussion. We are meeting to discuss *Storm Runners* by Roland Smith. There are a number of paperback copies available on a first come first

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serve basis, when you register at the main desk. Refreshments will be provided and there will be a raffle for fun door prizes.

- The library has received the following donations:
 - Ten All-Day Passes to Water Country in Portsmouth, with a face value of \$44.99 each pass, for use during the young adult summer reading program.
 - 200 Good Reader Award coupons from Papa Gino's for a free slice of cheese pizza, for use during the children's summer reading program.
 - 500 Macdonald's coupons for a free ice cream cone, for use during the children's summer reading program.
 - Mr. Fred Grandinetti donated a copy of his graphic novel, *Different Worlds, Best of Friends* to add to the collection.

A **motion** was made by Melissa Coffey 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 cataloged and processed 618 adult materials in April and 90 materials in the children's collection.
- Last month we highlighted books on fishing. If you are all set to try out your new fishing skills, you might want to undertake a camping trip, particularly in one of our National Parks. Our display for the month of May includes books on both of these subjects. Get inspired to visit a National Park by reading *The World's Most Beautiful Parks*, by Elena Bianchi or *National Geographic's Complete National Parks* by Mel White. To hone your camping skills you might want to check out *Complete Guide to Camping and Wilderness Survival*, by Vin Sparano, or *Camp Sunset: A Modern Camper's Guide to the Great Outdoors*, by Elaine Johnson and Matthew Jaffe.

Old Business:

- None this month

New Business:

- Education policy discussion-
Barbara Ostertag-Holtkamp distributed the pages from the library personnel policy pertaining to education reimbursement. There has been a request for tuition reimbursement from a part-time employee who wants to start graduate school for his MLS degree in the Fall. Each class costs more than \$3,000, and the employee is considering two classes in the Fall semester. There is currently \$4,770.00 in the tuition reimbursement line item in the library budget. A part-time employee works seventy percent of a full-time work week. Barbara Ostertag-Holtkamp recommended that the Board considers prorated tuition reimbursement for the part-time employee for two classes a year, as the budget allows. A discussion ensued.

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A **motion** was made by John Curran to prorate tuition for part-time employees for one class in the Fall semester and one class in the Spring semester each year, as the budget allows. The **motion was seconded** by Robert Collins. All in attendance accepted the motion, **motion carried**.

- Personnel policy discussion-

Chair Betsy McKinney, distributed copies of the Londonderry Leach Library Personnel Policy and Town of Londonderry Personnel and Compensation Policy for Non-Represented Employees. The Town has asked for clarification on the insurance section now that they have updated their policy. A discussion ensued. John Curran asked how the Board could be expected to revise the policy without due diligence.

A **motion** was made by John Curran that the existing Londonderry Leach Library Personnel Policy will remain the same until July 1, 2018, and the Board will review the policy and look at possible amendments in September. The **motion was seconded** by Robert Collins. All in attendance accepted the motion, **motion carried**.

Betsy McKinney suggested that when reviewing possible amendments to the policy, the Trustees should consider grandfathering in employees with ten or more years of service.

- Sidewalk repair-

Barbara Ostertag-Holtkamp informed the Board that the concrete sidewalk outside the library is crumbling again. The last extensive repair was in 2010, and it has been patched several times since then. Steve Cotton recommends replacing the concrete with asphalt, except for a narrow strip of concrete along the edge of the railings. The quote for the asphalt is \$5,800.00, of which the Town has offered to pay \$4,000.00 from the Expendable Maintenance Fund. The library is responsible for the balance. After discussion, Chair Betsy McKinney suggested that the Director obtained bids for patching the concrete. Chair McKinney further recommended that the Board set aside \$1,500.00 a year into a capital improvements fund.

A **motion** was made at 8:08 p.m. by Robert Collins 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: May 3, 2017

Respectfully submitted,

Sally Nelson
Assistant Director and Head of Circulation Services