

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES
Minutes of October 3, 2018

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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: Carol Introne, John Curran, and Cynthia Peterson. Also in attendance: Barbara Ostertag-Holtkamp, Library Director; Sally Nelson, Assistant Director and Head of Circulation Services; and Joe Green, Town Council Liaison.

Secretary's Report:

The Secretary's Report for September 5, 2018 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 Cynthia Peterson. All in attendance accepted the motion, **motion carried**.

Treasurer's Report:

The Treasurer's Report for April 1 – June 30, 2018 was distributed. No changes were made. A **motion** was made by John Curran to accept the Treasurer's Report. The **motion was seconded** by Carol Introne. All in attendance accepted the motion, **motion carried**.

Friend's Report:

Carol Introne reported that over the past year, the Friends have donated \$3,000.00 to the library. The next meeting is scheduled for Monday, October 15, 2018 at 1:00 p.m. in the library meeting room.

Director's Report:

Gifts Donated to the Leach Library –

- Ms. Julie Presher donated \$10.00 towards museum passes.

A **motion** was made by Cynthia Peterson to accept the minutes as written. The **motion was seconded** by Carol Introne. All in attendance accepted the motion, **motion carried**.

Programs –

- On Thursday, September 13, at 7:00 p.m., the library will offer the program "John Winant: New Hampshire Man of the World" by Richard Hesse. 16 individuals attended the program.
- On Thursday, October 11, at 7:00 p.m., Rob Velella will present "An Evening with Edgar Allan Poe" at the library. Join us as Mr. Velella brings Edgar Allan Poe to life. Mr.

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Vearella's sympathetic portrayal of the complicated writer/editor/critic/genius is based on 15+ years of study of the author and his writings. In addition to reading from both trademark and lesser-known works, he will explain the process of writing and the meaning behind Poe's tales and poems.

- On Thursday, November 15 at 7:00 p.m., the library welcomes Tim Kennedy and Marianne Page who will present "Introduction to Winter Hiking in the White Mountains". During the presentation, they will discuss hiking preparedness including equipment, emergency gear, food and fluids. Attendees will learn how to continue their hiking adventures into the winter season.

Announcements -

- On August 13, 2018, the Town's auditing firm, Melanson Heath & Company, sent two auditors to come and audit the library's financials records for FY17-18. The audit is complete and there were no proposed entries for the library.
- On September 21, 2018, the new cleaning company started.
- The library is currently in the process of filling several part-time positions.

Assistant Director and Head of Circulation Services Report:

- The winner of the 2018 young adult Janice Anagnos Memorial Certificate and prize is Lauren Mok.
- The Children's Room will be hosting *A Comedy Magic Show* with Steven Craig on Monday, October 15 from 4:00 – 5:00 p.m. During this program, audience members will be amazed by Steven's magic, thrilled by his balloons, and tickled by his magic. This program is open to all ages, and space is limited to 90 people. Advance registration is required and begins on Tuesday, October 9 at 9:00 a.m. To register call 603-432-1127 or come by the Children's Room.
- The Children's Room will be hosting its annual Halloween celebrations, *Jack-O'-Lantern Jamboree*, on Monday, October 22 and Tuesday, October 23 from 4:30-5:30 p.m. Those who wish to may participate in a costume parade beginning at 4:15 p.m. on each day. These programs are open to all ages and space is limited to 90 people each session. Advance registration is required and begins on Monday, October 15 at 9:00 a.m. To register call 603-432-1127 or come by the Children's Room.
- The Children's Room will be offering a matching game beginning at 9:00 a.m. on Monday, October 1 and ending on Wednesday, October 31. Stop by the Children's Room desk to pick up a game. All completed games will be entered into a drawing for a chance to win a cool prize.
- The library will be offering a fun craft each week during October. At the start of each week, supplies for the new *Create a Craft* will be found in the box on the spotlight shelf. A new craft will be available each week starting at 9:00 a.m. on 10/1, 10/9, 10/15, 10/22, and 10/29.
- The library will be offering an exciting trivia challenge each week during the month of October. Stop by the Children's Room desk to answer our special *Delve into Knowledge* trivia challenge question. If you are not sure of the answer, use one of our books or the Internet to help you. All answers will be entered into a drawing for a chance to win an exciting prize. A new challenge will be available each week starting at 9:00 a.m. on 10/1, 10/9, 10/15, 10/22, and 10/29.

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- Fall Session 2 programs of Craft Time, Shake, Move & Read and Toddler Time will run from October 24 through November 15. Advance registration is required and begins on Monday, October 15 at 9:00 a.m. To register call 603-432-1127 or come by the Children's Room.
- Young Adults are invited to the library on Thursday, October 11 from 3:30-4:30 p.m. for a fun hour of Book Bingo. All participants in grades 6 through 12 will win and have a chance to choose books from our special selection tables. In addition, at this special event, snacks and beverages will be served and there will be a raffle for fun door prizes. No registration is necessary.
- Our adult room display this month is *Ghostly Haunts and Horror Fiction*. Stop by the display to browse the materials, and for a list of books and CD books to enjoy on a dark and spooky evening.
- It has been a busy month in Technical Services. We cataloged 710 materials.

Old Business:

- FY19-20 Proposed Budget

Barbara Ostertag-Holtkamp distributed two spreadsheets of the Proposed FY19-20 Budget. The first was in accordance with previous practice, and the second follows the known directives for a default budget. Barbara Ostertag-Holtkamp spoke to Doug Smith, Finance Director, and there are unanswered questions regarding the new law concerning default budgets. A discussion ensued. Town Council Liaison, Joe Green stated that the Town Council is looking into how the budget will be handled this year.

- Heated sidewalk estimates

Barbara Ostertag-Holtkamp distributed the estimate for the heated sidewalk in front of the library. The total estimate is approximately \$60,000.00. Barbara Ostertag-Holtkamp was concerned about the high cost and she emailed Steve Cotton to obtain a lower cost option. Steve Cotton is looking into a cost estimate for taking up and replacing the six panels of concrete in front of the library and resetting the granite stairs. Once this was completed, replacement of the concrete ramp would be done at a later date. Barbara Ostertag-Holtkamp is waiting for the estimate.

A **motion** was made by John Curran to not install a heated sidewalk. The **motion was seconded** by Cynthia Peterson. All in attendance accepted the motion, **motion carried**.

New Business:

- Tree pruning

Barbara Ostertag-Holtkamp received the estimate of \$2,890.00 for phase 1 of the proposed tree pruning from Lee Gilman Associates. John Curran asked what had been done in the past to maintain the trees. Barbara Ostertag-Holtkamp responded that previously she has hired someone to prune the trees but at a much lower cost. A discussion ensued. John Curran stated that he does not think that the tree pruning is a priority at this time.

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A **motion** was made by John Curran to decline the tree pruning proposal. The **motion was seconded** by Cynthia Peterson. All in attendance accepted the motion, **motion carried**.

- Annual Report (FY17-18) per RSA 202-A:12

Barbara Ostertag-Holtkamp distributed the Annual Report (FY17-18). Barbara Ostertag-Holtkamp gave Joe Green copies for the other Town Council members.

A **motion** was made at 7:57 p.m. by John Curran 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

Minutes Typed by: Sally Nelson

Date: October 3, 2018

Respectfully submitted,

Sally Nelson
Assistant Director and Head of Circulation Services