

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES Draft Minutes of June 5, 2019

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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: Melissa Coffey, John Curran, Sandy Geisler, Carol Introne, Cynthia Peterson, and Vicki Stachowske. 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 May 1, 2019 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 John Curran. All in attendance accepted the motion, **motion carried**.

Director's Report:

Gifts Donated to the Leach Library –

- The library has received the following gift cards for the adult summer reading program:
 - Two (2) \$20.00 gift cards from Gabi's Smoke Shack;
 - \$25.00 gift card from Talia's Breakfast & Eatery;
 - \$20.00 gift card from Great American Subs.
 - \$25.00 gift card from the 99 Restaurant.

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, May 16, the library hosted Ms. Ellie Roden for an evening presentation of "Art from the Garden: Creating with Pressed Flowers". This program was sponsored by the Friends of the Londonderry Leach Library. 21 individuals attended the program.
- On Thursday, June 13, at 7:00 p.m., the library will offer Ms. Marya Danihel's musical presentation "Pleasures of the Parlor: Playlists from a Victorian iPod". Ms. Danihel will introduce a variety of tunes middle-class New England families loved to sing during the Victorian era. She will combine her performances with some music history discussion.

Announcements -

- On January 23, 2019, an elbow joint of a pipe going to the sprinkler in the alcove next to my office broke. It caused major flooding in approximately 1/3 of the adult section of the library. Thousands of dollars of items were saved by the staff including original artwork, chairs, tables and materials. The carpet was extracted that evening, and was cleaned and treated for mold the next day. So, the carpet was also saved. Unfortunately, there was

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damage to some drum tables and books that would need to be replaced. Also, the alcove walls and ceiling would need to be demolished and rebuilt. The same applied to the sheet rock and coving up along the walls from the circulation desk to the study room. In this case, the repairs of the walls would only encompass the bottom two feet. The repair started on Wednesday, January 30. The repairs were completed on Friday, March 1, 2019. Invoices totaling \$104,512.61 have been submitted to the insurance company. These include an estimated cost for the replacement of three drum tables with shipping. Two checks have been issued to date: one in the amount of \$3,296.22 which has been posted to the library's budget. A second check was issued to Insurcomm for \$37,177.31. The \$1,000 deductible came from the Town's insurance deductible line. **There is one outstanding invoice to Insurcomm for \$63,039.08. I heard today from the insurance adjustor and the claims consultant that the claim is finalized.**

- The area near the front entrance of the library has rotted wood that will need to be replaced and painted. The project has been tentatively scheduled to start sometime this month.
- Registration for our adult, young adult and children's summer reading programs began last Saturday and there is already a total of over 260 sign-ups for the three programs.
- One of our part-time Library Technicians resigned recently to accept a full-time position in another library.

Assistant Director and Head of Circulation Services Report:

- The subject of the Spotlight Display in the Children's Room, that each month highlights books from different areas of the collection, is *A Universe of Stories*, the theme of this year's Children's Summer Reading Program. Stop by and check out the displays and some of our materials on space travel, aliens and distant planets.
- Sign-up for the Adult, Young Adult and Children's Summer Reading Programs began June 1.
- Come to the library on Monday, June 3 from 4:00-5:00 p.m. for a craft program where participants will paint their own fish scene. This program is open to 90 participants. Advance registration is required and began at 9:00 a.m. on Tuesday, May 28. To register, call 603-432-1127 or stop by the Children's Room.
- Come to the library on Monday, June 10 from 4:00-5:00 p.m. for a craft program where participants will decorate their own keepsake box. This program is open to 90 participants. Advance registration is required and began at 9:00 a.m. on Monday, June 3. To register, call 603-432-1127 or stop by the Children's Room.
- The library will be starting off this year's Children's Summer Reading Program with "*A Visit with Curious George*". Come to the library on Tuesday, June 18, Wednesday, June 19 or Thursday, June 20 from 11:00 a.m. – 12:00 p.m. to hear stories about space and to meet Curious George. There will be plenty of time for a hug and picture with Curious George at the end of the program, and each participant will leave with a silicone star bracelet. Registration is required and begins the Thursday prior to the program.
- Come to the library on Monday, June 24 from 11:00 a.m. – 12:00 p.m. to play a fun picture version of *Summer Fun Book Bingo*. Each participant will win and be able to choose books from our special selection table. Registration is required and begins the Thursday prior to the program.

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- On Tuesday, June 25 from 10:00-10:30 a.m., join us for a drop-in Story Time, *Catch a Falling Star*. No registration is required for this program.
- Join Wildlife Encounters on Wednesday, June 26 from 11:00 a.m. – 12:00 p.m., and learn about some interesting animals. Visitors may include a Fennec fox and a Dumeril’s monitor lizard (live animals). Registration is required and begins the Thursday prior to the program.
- Come to the library on Thursday, June 27 either from 10:00 – 10:45 a.m. or from 1:00 – 1:45 p.m. to have fun at Craft Time creating your own telescope. Registration is required and begins the Thursday prior to the program.
- The Young Adult Summer Reading Program, *A Universe of Stories*, kicks off on Thursday, June 20 from 5:00 – 7:15 p.m. with Movie Night. Come and watch “*A Wrinkle in Time*”. Popcorn and beverages are provided.
- On Thursday, June 27 from 6:00 – 7:00 p.m., participants in grades 6 - 12 are invited to *Lost in the Universe*, the young adult program version of an escape room challenge. Snacks and beverages are provided.
- The Adult Room display for the summer is *A Universe of Stories*, the theme of the adult summer reading program. Stop by the display table to check out materials on space. Sign up for the program at the Reference Desk and receive a small gift. Once you are signed up, there are exciting monthly activities available.
- The Technical Services department cataloged 870 materials during the month of May.
- The library has received the following donations:
 - Two All-Day Passes to Water Country in Portsmouth, with a face value of \$44.99 each pass, and a combined value of \$89.98. Each pass is for use during the young adult summer reading program.
 - Four hundred passes to Cowabunga’s, with a face value of \$12.00 per pass, and a combined value of \$4,800.00. Each pass is for use during the children’s summer reading program.
 - Five hundred coupons from McDonald’s for a free ice cream cone, with a face value of \$1.00 each, and a combined value of \$500.00. Each coupon is for use during the children’s summer reading program.
 - Ms. Kelly McIntire donated a copy of her book *Time Twisted*, to add to the young adult collection.
 - Mr. Matthew Rosenberg donated copies of *Panther Creek Mountain: the haunted pond* and *Panther Creek Mountain: twin treehouse mystery* by Clyde and Susan McCulley to add to the children’s collection.

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

Old Business:

- Status of repairs from flood due to burst sprinkler pipe

Barbara Ostertag-Holtkamp distributed a statement of the completed insurance claim. The final cost of the repairs was \$98,492.74. Insurance paid \$97,492.74 and the Town paid \$1,000.00.

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- Update on sidewalk repair

Barbara Ostertag-Holtkamp informed the Board that she emailed Steve Cotton, Administrative Support Coordinator, to ask if it was possible for the repair crew to work on the weekend as they need three consecutive days of good weather to complete the repair. She has not heard back yet regarding her question.

New Business:

- Closing for Old Home Day

Chair Betsy McKinney recommended that the library is closed for Old Home Day on Saturday, August 17. The Board agreed.

A **motion** was made at 7:27 p.m. by Melissa Coffey to adjourn the meeting. The **motion was seconded** by Cynthia Peterson. All in attendance accepted the motion, **motion carried**.

Notes by: Barbara Ostertag-Holtkamp, Sally Nelson

Minutes Typed by: Sally Nelson Date: June 5, 2019

Respectfully submitted,

Sally Nelson
Assistant Director and Head of Circulation Services