

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES Minutes of September 3, 2008

Page 1 of 5

Call to Order:

The meeting was called to order at 7:06 p.m. by Chairman Richard Matchkie. The following board members were in attendance: Pauline Caron, Kathleen Carr, Richard Matchkie, Betsy McKinney and Karen Goodman. Also in attendance: Barbara J. Ostertag-Holtkamp, Library Director; Sally Nelson, Assistant Director and Head of Circulation Services, and David Smolen, Senior Librarian-Reference Services.

Secretary's Report:

The Secretary's Report for August, 2008 was distributed prior to the meeting. No changes were made. A **motion** was made by Kathleen Carr to accept the minutes as written. The **motion was seconded** by Pauline Caron. All in attendance accepted the motion, **motion carried**.

Friend's Report:

The Friends have not had a meeting since June, but they have been very busy. The Old Home Days book sale was canceled due to rain, but the Friends are having two book sales, in the meeting room at the library, on Saturday, September 6 and on Saturday, September 13. Spring bulbs will also be on sale on these dates, as well as every day at the main desk in the library.

Director's Report:

Gifts Donated to the Leach Library –

- A copy of "Funway Park" was donated to the library.
- The Friends of the Londonderry Leach Library donated \$200 to sponsor the September 18, 2008 program.

A **motion** was made by Kathleen Carr to accept the gifts. The **motion was seconded** by Karen Goodman. All in attendance accepted the motion, **motion carried**.

Programs –

- On Thursday, September 18, 2008, at 7:00 p.m., John Perrault will discuss "Murder on the Isles of Shoals". The program will examine the life, times and trial of Louis Wagner who was convicted and executed for a murder in 1873. The Friends of the Londonderry Leach Library will be sponsoring the program.
- On Thursday, October 16, 2008, at 7:00 p.m., Edie Clark will present "New England: Myth or Reality". Edie Clark will discuss how the lives and works of the myth-makers – Robert Frost, Norman Rockwell, and Yankee Magazine – are

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES Minutes of September 3, 2008

Page 2 of 5

- as responsible for the tourists as the legends. The Friends of the Londonderry Leach Library will be sponsoring the program.
- On Thursday, November 20, 2008, at 7:00 p.m., the library will host a presentation by Danielle Beaudette on the "Basics of Tea." The program will provide an overview of the different types, the origins of and the benefits of tea. It will include a tea sampling. The Friends of the Londonderry Leach Library will be sponsoring the program.

Announcements -

- Once I receive notification that the auditors are done and I receive the final FY07/08 report, I will complete the annual report for FY07/08 per RSA 202-A:12.
- The library's budget presentation is scheduled for November 6, 2008. There is a follow-up discussion of the Community Service budgets on December 1, and two public hearings.
- Barbara J. Ostertag-Holtkamp passed out the Town of Londonderry, New Hampshire Elected Town Officials, Members of Boards/ Committees/ Commissions and Town Employees booklet. She asked the Board of Trustees to check their information. Several errors were noted and Barbara J. Ostertag-Holtkamp was asked to notify Margo Lapietro of the errors.

Assistant Director and Head of Circulation Services Report:

- During the month of August circulation increased almost 11% over August 2007. The Adult Room circulated 16,649 items and the Children's Room circulated 11,529 items, for a combined total of 28,178.
- The Children's Room staff answered 236 Reference questions during August.
- The final numbers for the Young Adult program are completed. A total of 400 teens signed up and read 3,295 books. The weekly meetings were very well attended by a large group of excited regulars and several drop-ins each week. Games nights and the book discussion drew the larger audiences. The Janice Anagnos Prize winner will be notified this week. The Children's Program numbers will be final at the end of this week, but there are already more participants and more books read than last year.
- The Leach Library is calling all Londonderry residents who don't currently have a library card to come in and help us to win the Robert Finlay challenge to increase membership in 2008. For the month of September, in conjunction with Library Card Sign-up Month, we are having a special membership drive with a raffle prize, yet to be announced, for a lucky new library card applicant. Mr. Finlay, a Peterborough resident, has offered \$25,000 to the cultural organization that sees the highest increase in their membership. So, spread the word and help us rise to the challenge.

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES Minutes of September 3, 2008

Page 3 of 5

- Last winter I applied for an American Library Association grant for 17 books and additional materials that celebrate freedom and diversity, and the legacy that we owe to Abraham Lincoln. I planned a series of programs into 2009, the 200th anniversary of President Lincoln's birth. On April 7, 2008 I was notified that I had been awarded one of the collections.

There has already been a Toddler Time based on *The Ugly Duckling*, and a poetry slam for teens. On October 15, 2008, at 6:00 p.m., during Teen Read Week, there will be a book discussion for all teens in grades 6 through 12 on *Lyddie* by Katherine Paterson, that will explore equality and fairness in the workplace since Abraham Lincoln's day.

Barbara J. Ostertag-Holtkamp stated that she was very impressed that Sally Nelson received the grant from the American Library Association (ALA). As a result of all her hard work, the library will be able to provide additional programs to the community that would not otherwise have been offered.

A **motion** was made by Pauline Caron to accept the grant. The **motion was seconded** by Karen Goodman. All in attendance accepted the motion, **motion carried**.

Assistant Director and Head of Reference Services Report:

- There were 897 items cataloged this month and 727 items discarded.
- The reference staff answered 824 reference questions this month, and logged 816.
- The transition of Interlibrary Loan to the Reference Department has gone very smoothly.
- If your career needs a jumpstart, come see our large display which features books on choosing a career, building a resume, writing cover letters, and improving interview skills.
- If you haven't reached that time in your life yet, our small table will have books on adjusting to college life-- from being away from home and on your own to how to finance this big adventure.

Old Business:

- Building wood rot-
Barbara J. Ostertag-Holtkamp read out a detailed work proposal for the replacement of rotted wood, and for painting. The proposed cost is \$2,775.00.

A **motion** was made by Betsy McKinney to repair the rotted wood in the library. The **motion was seconded** by Pauline Caron. All in attendance accepted the motion, **motion carried**.

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES
Minutes of September 3, 2008

Page 4 of 5

New Business:

- **WiFi Policy -**
Barbara J. Ostertag-Holtkamp distributed the new WiFi policy and stated that the new proposed WiFi service was researched by David Smolen. She also explained that she and the IT department had determined a place behind the reference desk as one location for one of the two access points. IT gave her the projected cost for two access points, that will cover the main floor of the library, with the exception of the children's room. The cost is \$445.78. The Trustees reviewed the policy. David Smolen was invited to address the question of how much help will the staff offer to patrons. David Smolen responded that patrons will be offered basic help but not technical support.

A **motion** was made by Betsy McKinney to accept the policy as written. The **motion was seconded** by Karen Goodman. All in attendance accepted the motion, **motion carried**.

Non Public Session:

Enter Non Public Session

Chairman Richard Matchie 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. A **motion** was made by Pauline Caron to enter Non Public Session. The **motion was seconded** by Kathleen Carr.

Roll Call Vote: Aye, Pauline Caron; Aye, Kathleen Carr; Aye, Richard Matchie; Aye, Betsy McKinney; Aye, Karen Goodman.

The Board entered Non Public Session at 7:31 p.m.

A **motion** was made by Pauline Caron to allow Barbara J. Ostertag-Holtkamp and Sally Nelson to attend non public session as the subject pertains. The **motion was seconded** by Kathleen Carr. All in attendance accepted the motion, **motion carried**.

Exit Non Public Session

Chairman Richard Matchie requested a motion to exit Non Public Session. Pauline Caron made a **motion** at 7:47 p.m. to exit Non Public Session. The **motion was seconded** by Kathleen Carr. Board's **vote:** 5-0-0.

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES
Minutes of September 3, 2008

Page 5 of 5

A **motion** was made by Pauline Caron to accept the recommendations of the library staff. The **motion was seconded** by Kathleen Carr. All in attendance accepted the motion, **motion carried**.

A **motion** was made at 7:48 p.m. by Kathleen Carr to adjourn the meeting. The **motion was seconded** by Karen Goodman. All in attendance accepted the motion, **motion carried**.

Notes by: Barbara J. Ostertag-Holtkamp and Sally Nelson
Date: September 3, 2008

Minutes Typed by: Sally Nelson Date: September 4, 2008

Respectfully submitted,

Sally Nelson
Assistant Director and Head of Circulation Services