

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES Minutes of June 3, 2009

Page 1 of 5

Call to Order:

The meeting was called to order at 7:00 p.m. by Chairman Richard Matchie. The following board members were in attendance: Pauline Caron, Kathleen Carr, William Feldmann, Karen Goodman, Richard Matchie, Betsy McKinney, and Vicki Stachowske. Also in attendance: Kathy Wagner, Town Council Liaison; Barbara Ostertag-Holtkamp, Library Director; Sally Nelson, Assistant Director and Head of Circulation Services; Kathy Mague, Assistant Director and Head of Reference Services.

Secretary's Report:

The Secretary's Report for May 6, 2009, was distributed prior to the meeting. No changes were made. A **motion** was made by Betsy McKinney to accept the Secretary's Report as written. The **motion was seconded** by Karen Goodman. Four voted to accept the motion, Pauline Caron abstained, **motion carried**.

Friend's Report:

The Friends met on May 20, 2009 to discuss the Cakeless Bakesale. Two donations to the library were made that are detailed in the Director's Report. The next meeting is scheduled for June 17, 2009, in the library meeting room.

Director's Report:

- Mr. Robert Warnick donated \$25.00 towards museum passes.
 - The Friends of the Londonderry Leach Library donated \$931.80 to the library to pay for the performers for the Children's Summer Reading Program for the month of July.
 - The Friends of the Londonderry Leach Library donated \$300.00 to the Young Adult Summer Reading Program.
- A **motion** was made by Betsy McKinney to accept the donations. The **motion was seconded** by Karen Goodman. All in attendance accepted the motion, **motion carried**.

Programs –

- On Thursday, May 14, 2009, the library hosted "Sea Shanties" with Tom Hall and Linn Schulz. 25 individuals attended the program.

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES

Minutes of June 3, 2009

Page 2 of 5

- On Thursday, September 10, 2009, at 7:00 p.m., the library will have a program "Putting the Garden to Bed". This informative program created by the University of New Hampshire Cooperative Extension will be given by a local Master Gardener and will explain everything a gardener needs to do before settling in for a long winter nap. This garden talk will cover chores the homeowner should perform during the fall months such as caring for the lawn, closing out the garden beds, planting trees and shrubs, dividing perennials, pruning, mulching and composting.
- On Thursday, September 24, 2009, at 7:00 p.m., the library will host "Lafayette in America" with Alan Hoffman. This informative talk provides a closer look at Revolutionary War General Lafayette. Mr. Hoffman recently published a translation of a journal written by General Lafayette's private secretary, Auguste Levasseur. The program will highlight Lafayette's travels through New Hampshire, as well as his relationships with the Founding Fathers and his views on the critical issues of his day, slavery and the plight of Native Americans.
- On Thursday, October 15, 2009, at 7:00 p.m., the library will have the program "Gothic Victorian Tales by Candlelight". Actress Rita Parisi, wearing the dress of a nineteenth-century New England woman, will tell mysterious and supernatural tales. This storytelling presentation will feature stories about curses, death and immortality from the New England writer Sarah Orne Jewett. A native of South Berwick, Maine, Jewett's stories are peopled with typical New England characters and often contain elements of the region's eerie and mysterious atmosphere.
- On Thursday, November 12, 2009, at 7:00 p.m., the library will have a presentation "The Golden Age of New England Whaling" given by Mike McKinley. Historian and lecturer Mike McKinley will present a comprehensive history of the New England whaling industry from 1812 to its so-called Golden Age in the 1850s. During this period, whaling was the third most viable industry in the region and ranked the fifth most important in the nation. This program will cover the types of whales that were pursued, descriptions of whaling ships and their crews' lives at sea, as well as the lives of the wives and children left ashore and the dynamics of whaling towns and ports.

Announcements -

- The materials reorganization is moving forward. All of the individual issues have been deleted from the catalog. The stack signs have been ordered. The CD browser bins were delivered on May 27, 2009. The library has received many positive comments from the community on the new location of the DVDs which are now easier to browse.
- The Meeting Room was painted on Friday, May 29. This was much needed since the room had not been painted years.

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES

Minutes of June 3, 2009

Page 3 of 5

Assistant Director and Head of Circulation Services Report:

- During the month of May, circulation increased by 14.8% over May 2008. The Adult Room circulated more than 16,000 items, and the Children's Room circulated more than 9,800 items, for a combined total of 25,920 items.
- The Children's Room staff answered 374 Reference questions during May.
- There were 25 programs offered in May to 1454 participants. The Children's Book Week Raffle was especially popular, with 656 participants.
- Last week I visited 20 Freshman English classes at the Londonderry High School to talk about the Young Adult Summer Program, and also the Flume and Isinglass Awards. This week I started my visits to the Londonderry Middle School. Sign-up for the Young Adult program begins on June 22, 2009. Jennifer DelVillar, the Senior Children's librarian, will be visiting the three elementary schools and Moose Hill Kindergarten to talk about the Children's Summer Program. Sign-up for the Children's Summer Program begins on June 15, 2009.

Assistant Director and Head of Reference Services Report:

- There were 722 items cataloged in May and 1460 items discarded.
- The reference staff answered 790 reference questions in May and logged 751 people onto the Internet.
- With the upcoming release of Overdrive Media Console version 3.2, patrons who own IPODS, and download titles with a PC, will have access to a much larger percentage of the downloadable audio book collection than they have ever had before.
- Some of our beautiful and oversized art books will be on display this month on the large table. We have many students and art lovers who peruse our books on art and artists. This display will give all a chance to see some magnificent works of art.
- We'd like to help everyone start the summer off with a great splash. Whether you want to paddle around your above ground swimming pool, kayak on the Maine Coast or learn to scuba dive, we have a book for you.

Old Business:

- Material reorganization –

Barbara Ostertag-Holtkamp reported that the material reorganization is finished. One sign remains to be put up tomorrow. There has been much positive feedback from patrons regarding the DVD location, and Sally Nelson reported that this morning a patron was pleased with the extra space for music CDs.

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES

Minutes of June 3, 2009

Page 4 of 5

We have revised the library brochure with an updated map. Megan Donovan is in the process of making copies for the public.

New Business:

- Lawn Mower Contractor Issues

Last Fall one of the lawn mowers hit the back corner of the building and damaged an extensive part of the corner. Barbara Ostertag-Holtkamp has been working with Carolyn O'Connor to get contractors to provide repair bids. There are now three estimates: the first, for \$776.00, would involve removing an area 25' x 30', replacing and painting with two coats of paint; the second, for \$200.00, would involve rounding off the damaged edge rather than repairing it; the third, for \$150.00, would replace a 1" x 1" strip on the corner, seal it but not paint it. The Library's Custodian would be required to paint it.

A **motion** was made by Vicki Stachowske to accept the third proposal for \$150.00. The **motion was seconded** by Betsy McKinney. All in attendance accepted the motion, **motion carried**.

- Posting Draft Minutes on the web –

Barbara Ostertag-Holtkamp distributed a memo from Dave Caron regarding a request that all boards and committees post their draft minutes on the web as well as the approved minutes from previous months. Barbara Ostertag-Holtkamp said that traditionally the library creates the link to the approved minutes the day after the Board meeting, and emails Carolyn O'Connor to upload the link to the website. The library does not have the authority to upload any changes to the library's web page. The draft minutes are made available to the public in a notebook in the reference area. This is traditionally done the day after the Board meeting as well. Kathy Wagner commented that the library is in compliance with RSAs by making a paper copy available in the library the day after each Board meeting.

A **motion** was made by Betsy McKinney to post the draft minutes on the web once they are completed. The **motion was seconded** by Vicki Stachowske. All in attendance accepted the motion, **motion carried**.

- Town Council Meeting Schedule –

Barbara Ostertag-Holtkamp distributed a list of the Town Council Meeting Schedule. All departments will make their budget presentations on Saturday, November 21, 2009.

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES
Minutes of June 3, 2009

Page 5 of 5

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.

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

A **motion** was made by Pauline Caron to allow Barbara Ostertag-Holtkamp and Kathy Mague to attend non public session as the subject pertains. The **motion was seconded** by Karen Goodman. All in attendance accepted the motion, **motion carried.**

The Board entered Non Public Session at 7:30 p.m.

Exit Non Public Session

Chairman Richard Matchie requested a motion to exit Non Public Session. Pauline Caron made a **motion** at 7:38 p.m. to exit Non Public Session. The **motion was seconded** by Kathy Carr. Board's **vote** 7-0-0.

A **motion** was made by William Feldmann to accept the recommendation of the library staff. The **motion was seconded** by Pauline Caron. All in attendance accepted the motion, **motion carried.**

A **motion** was made at 7:39 p.m. by William Feldmann to adjourn the meeting. The **motion was seconded** by Karen Goodman. All in attendance accepted the motion, **motion carried.**

Notes by: Barbara Ostertag-Holtkamp, Sally Nelson, Kathy Mague

Minutes Typed by: Sally Nelson Date: June 3, 2009

Respectfully submitted,

Sally Nelson
Assistant Director and Head of Circulation Services