

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES
Minutes of October 3, 2012

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Call to Order:

The meeting was called to order at 7:01 p.m. by Chair Pauline Caron. The following board members were in attendance: William Feldmann, Betsy McKinney, and Melissa Coffey. Also in attendance: Barbara Ostertag-Holtkamp, Library Director; Sally Nelson, Assistant Director and Head of Circulation Services; Kathy Mague, Assistant Director and Head of Reference Services; and Joe Green, Town Council Liaison.

Public Comment:

Lucy Darling from Birch Heights independent retirement community in Derry came to give a presentation about the facility and to invite any of the Board to visit. Ms. Darling spoke about the community and its activities and also about a referral fee of \$750.00 that would be given to the library any time a Board member referred someone not already on the list for Birch Heights. Pauline Caron thanked Ms. Darling for her presentation.

Robert Collins arrived at 8:05 p.m.

CC Mitchell spoke about the relationship between the Board of Trustees and the Town Council over the monthly budget report that was required of the library by the Town Council. He suggested that there should be a joint letter to the Attorney General regarding this issue. Joe Green responded that an agreement has been reached between the Board and the Council regarding the monthly budget reports. CC Mitchell went on to mention an article in the Union Leader about the library agreeing to complete the variances on the monthly budget report. CC Mitchell stated that according to the library's September minutes, Joe Green reports in effect that the Town Council considers this a legitimate requirement and non-compliance has negative consequences. As a result, the library caved rather than stand their ground. CC Mitchell continued that you can make a case that the Town Council, by requiring the monthly reports, is in violation of A6. In his opinion, the library caved and it's a misdemeanor crime and the library is complicit. He continued to state that the Council, with regard to the budget, is able to cut fat, muscle, or to the bone, and has the power to destroy the library except that there are political prices to be paid. Pauline Caron thanked CC Mitchell for his willingness to share his opinions.

Secretary's Report:

The Secretary's Report for September 5, 2012 was distributed prior to the meeting. No changes were made. A **motion** was made by William Feldmann to accept the minutes as

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written. The **motion was seconded** by Robert Collins. All in attendance accepted the motion, **motion carried**.

Friend's Report:

Pauline Caron reported that at the meeting on September 10, 2012 they spoke about the Cakeless Bake Sale. The ongoing bulb sale will end this Saturday. The next Friends meeting is October 8, 2012 at 1:00 p.m.

Director's Report:

Gifts Donated to the Leach Library –

- The library received two copies of the book “Clinical Lycanthropy” by Mr. Tim Garrity and two copies of the book “Vargulf” by Mr. Tim Garrity. All of the books were donated by Ms. Susan Garrity.

A **motion** was made by Betsy McKinney to accept the gifts. The **motion was seconded** by William Feldmann. All in attendance accepted the motion, **motion carried**.

Programs –

- On Thursday, September 13, 2012, Jonathan Couser presented “Vikings: Dragons of the Sea”. 48 participants attended the program.
- On Thursday, October 11, 2012, at 7:00 p.m., the library will host a concert with performers Kirsten Manville and David Simmons, an acoustic duo with a song list including classic and contemporary blues, pop, country and bluegrass music. About 50% of their material is original, and vocal harmony is an important part of their performance. Instrumentation includes guitar, flute, mandolin, banjo, and clarinet.
- On Thursday, November 15, 2012, at 7:00 p.m., the library will feature “The Other Side of Midnight” with Joan Gatturna. Visit with Rachel Revere and hear what life was like for the wife and children of the famous patriot during Revolutionary times in Boston. Learn of Mrs. Revere’s role in escaping occupied Boston with her children and why one son was left behind to face the British on his own.

Announcements -

- On June 20, 2012, the RTU#1, the main HVAC unit that cools the adult section of the library, malfunctioned. The technician(s) were called and Steve Cotton was notified of the situation. The coils deteriorated, and kept tripping and turning the unit off. The unit needs replacing. Steve Cotton obtained quotes, and the job of

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replacing the HVAC was awarded to Sam Mechanical Services whose quote was \$64,850. The library is required to pay 50% now. The check request for \$32,425 has been submitted to the Finance department for payment and is coming from the library's unspent funds from FY11-12. The estimated delivery date of the equipment is around October 15, 2012. The library was evacuated on September 20, 2012, due to a very strong smell. The Londonderry Fire Department came and investigated, and found the source to be RTU#1, which was then turned off. Steve Cotton was notified, and a technician came to the library on September 21, 2012. The unit was turned back on since they reported the unit was working properly. On Monday, September 24, 2012, the smell returned after Steve Cotton had left for the day, so the library called the fire department who then came and turned off the HVAC unit. The next day, Tuesday, September 25, 2012, Kathy Mague emailed Steve Cotton after noticing that the same smell had returned. Steve Cotton came over and couldn't smell it and called over the Fire Department to do a scan. Kathy Mague was given two options: (1) leave the unit on to see if the smell increases or (2) turn it off. She chose to turn the unit off. I concurred with her decision after speaking with her. On Wednesday, September 26, 2012, the smell was once again reported by a patron. Kathy Mague, Sally Nelson and I went over to investigate. We all smelled it, so Steve Cotton was immediately emailed and then I called Margo Lapietro to confirm that Mr. Cotton was working. Mr. Cotton came over with the HVAC technician and they both said that they could not detect the smell in question. After investigating, Mr. Cotton said he thought it could be related to the lights since the HVAC system was off. The HVAC was turned back on. Mr. Cotton came back over around 4:00 p.m. to examine the issue. At 6:45 p.m., as I was getting home, I received a call from the library that a globe light was smoking. The Fire Department was called and the library was evacuated. When I returned to the library the Fire Department was ventilating the building with a large fan. The library was reopened to the public at approximately 7:30 p.m. An electrician is scheduled to come today, September 27, 2012, to work on the issue.

Assistant Director and Head of Circulation Services Report:

- During the month of September, a total of 25,321 materials were circulated as well as an additional 1,131 downloadable books.
- There were 565 participants took part in 15 Children's Room programs and activities.
- On Columbus Day, Monday, October 8 the library will be hosting the Squam Lake Science Center *The Truth About Bats* program from 11:00 a.m.-12:00 p.m. Live brown bats as well as a life-size model bat and other props will help the audience members learn about these fascinating creatures. This program is open to all ages and space is limited to 90 people. Advance registration is required and this began on Monday, October 1. To register call 603-432-1127 or come by the Children's Room.

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- Fall Session 2 of Passport to Adventure, Story Time and Toddler Time will run from October 23 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.
- The Children's Room will be hosting its annual Halloween celebrations on Monday, October 29 and Tuesday, October 30 from 4:00-5:00 p.m. Big Joe the Storyteller will be at the library to entertain participants with spooky but not too scary stories. Those who wish to may participate in a costume parade at the beginning of each program. All children attending will receive a trick or treat bag filled with prizes, activities and a simple craft. 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 22 at 9:00 a.m. To register call 603-432-1127 or come by the Children's Room.

Assistant Director and Head of Reference Services Report:

- The reference staff answered 857 reference questions and 84 directional questions in September and we logged 717 people onto the Internet.
- Have you ever seen Madame Pele, the Ghost Goddess who haunts the Kilauea Crater in Mauna Loa, Hawaii? How about the gigantic stone statues on Easter Island? Or, who really makes crop circles? Our display this month touches on these and many other strange and wonderful phenomena in "Curiosities and Wonders". We have some very interesting books and DVDs in our collection such as Mysteries and legends of New Hampshire curiosities: quirky characters, roadside oddities & other offbeat stuff, Weird New England: your travel guide to New England's local legends and best kept secrets, or Amazing places: a photographic journey to the wonders of our world.

Old Business:

- HVAC replacement
The HVAC replacement company is coming on Thursday with a crane to start planning the work. Barbara Ostertag-Holtkamp received a written acknowledgement from the Finance Director that the balance of the replacement unit cost will be paid from the Expendable Maintenance funds FY 12. The Director went on to inform the Board that she had received another question from Steve Cotton regarding whether the library planned to close during the work because of the projected extremely loud noise level on the roof and the lack of heat and A/C. There is currently no firm schedule for when the work will start or how long it will take. A discussion ensued. Pauline Caron suggested leaving the matter to the Director's discretion depending on how disruptive the work is to staff and patrons. The Board agreed.

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- Proposed FY13-14 Budget
Barbara Ostertag-Holtkamp distributed the proposed FY 13-14 Budget and also the Default FY 13-14 Library Budget received from the Finance Director. She pointed out that the proposed budget has come in lower than the default budget.

A **motion** was made at 7:45 p.m. by William Feldman to adjourn the meeting. The **motion was seconded** by Robert Collins. All in attendance accepted the motion, **motion carried**.

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

Minutes Typed by: Sally Nelson

Date: October 3, 2012

Respectfully submitted,

Sally Nelson
Assistant Director and Head of Circulation Services