

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES
Minutes of November 7, 2012

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Call to Order:

The meeting was called to order at 7:00 p.m. by Chair Pauline Caron. The following board members were in attendance: Betsy McKinney, John Velliquette, 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.

Secretary's Report:

The Secretary's Report for October 3, 2012 was distributed prior to the meeting. No changes were made. A **motion** was made by Betsy McKinney to accept the minutes as written. The **motion was seconded** by Melissa Coffey. All in attendance accepted the motion, **motion carried**.

Treasurer's Report:

The Treasurer's Report for July 1, 2012 to September 30, 2012 was distributed by John Velliquette. A **motion** was made by Betsy McKinney to accept the Treasurer's Report. The **motion was seconded** by John Velliquette. All in attendance accepted the motion, **motion carried**.

Friend's Report:

Pauline Caron reported that at the Friends last meeting the items for the holiday sale were discussed. These may include a new item for this year. The items will be prepared at the next Friends meeting on Saturday, November 10 at 10:00 a.m. and they will be put out for sale in the library the following Saturday, November 17.

William Feldmann arrived at 7:04 p.m.

Director's Report:

Gifts Donated to the Leach Library –

- Mr. Kevin Hussey, Sr. donated a copy of his book "For Whom the Bugle Sounds – Memoirs of a Stone Talker" to the library.
- Ms. Susan Stanley donated \$2.00 to the Peabody Essex Museum pass.

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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**.

- Barbara Ostertag-Holtkamp spoke to the Board about a patron who wants to donate a new train set and table for the children's room, complete with about 120 pieces and track. It will require rearranging of the furniture but it is something that will be very much enjoyed by the children. The same patron also wants to replace several of our badly faded puzzles and donate a new dollhouse for younger children to play with. The Board were shown pictures of the proposed donations. The Board was impressed by this generous donation

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

Carol Introne arrived at 7:08 p.m.

Programs –

- On Thursday, October 11, 2012, the library held a concert with performers Kirsten Manville and David Simmons. 48 participants attended the program.
- On Thursday, November 15, 2012, at 7:00 p.m., the library will feature "The Other Side of Midnight" with Joan Gattorna. 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 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 HVAC replacement started on Thursday, November 1, 2012. The project was delayed a couple of days due to Hurricane Sandy.
- Barbara Ostertag-Holtkamp asked the Board if they wished to have the monthly reports from Finance included in their packets, and they indicated that they did. Barbara Ostertag-Holtkamp asked Joe Green if he would look into whether the

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library would be receiving the monthly reports from town departments since members of the public had been asking for them.

- The Budget Hearing is scheduled for Saturday, November 17 and the library will be the second department to present their budget. Barbara Ostertag-Holtkamp informed Joe Green that the Year End Report cannot be completed until she receives the final notification from the Finance Department that the audit is completed. The Director has e-mailed Susan Hickey, Finance Director, asking for an update as soon as the audit has been completed.

Assistant Director and Head of Circulation Services Report:

- During the month of October, a total of 28,799 materials were circulated as well as an additional 505 downloadable books.
- There were 481 participants took part in 13 Children's Room programs and activities.
- On Monday, November 26 from 4:00-5:00 p.m. the children's room will take a journey to the Old West. Join us to hear of famous legends from the Old West and adventurous stories. We'll finish off the journey with a campfire sing along. This shindig is open to 90 participants of all ages. Advance registration is required and begins on Monday, November 19 at 9:00 a.m. To register, call 603-432-1127 or mosey on into the children's room.
- The library will be pre-ordering t-shirts and other items for next summer's children's reading program. The theme for the program is *Dig into Reading*, and there are several styles of items available for both children and adults. Stop by the children's room and pick up a brochure and order form. Orders are due to the library by closing on Monday, November 26, with delivery expected in early spring of 2013.

Assistant Director and Head of Reference Services Report:

- The reference staff answered 1006 reference questions and 125 directional questions in October and we logged 702 people onto the Internet.
- If you are a history buff, don't miss our display on American Colonial History located on the large table. From what brought settlers across the ocean to their way of life and to forging a new Union, this display shows what has helped make America the great nation it is today.

Old Business:

- HVAC replacement
The inspector will be here at 8:00 a.m. tomorrow to commission the unit.

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- Proposed FY13-14 Budget
Barbara Ostertag-Holtkamp distributed two spreadsheets with budget changes since the last meeting. One shows the increases in all the insurance lines. She noted that the Management Services line will be missing from the library's budget in the Town budget book. This line item has been separated out from each departmental budget by Finance for Town Council to consider separately. Our Management Services pays for all adult, young adult and children's programs and program supplies. The second spreadsheet shows the revised default budget. Acting Town Manager William Hart cut \$30,000 from the books and periodicals line item.

New Business:

- Inclement Weather Policy
Barbara Ostertag-Holtkamp distributed the revised policy with the new passwords. A **motion** was made by Betsy McKinney to accept the revised policy. The **motion was seconded** by Melissa Coffey. All in attendance accepted the motion, **motion carried**.

Non Public Session:

Enter Non Public Session

Chair Pauline Caron 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, Betsy McKinney; Aye, William Feldmann; Aye John Velliquette; Aye, Carol Introne; Aye, Melissa Coffey.

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

Exit Non Public Session

Chair Pauline Caron requested a motion to exit Non Public Session. William Feldman made a **motion** at 7:51 p.m. to exit Non Public Session. The **motion was seconded** by Betsy McKinney. Board's **vote** 6-0-0.

During Non Public Session a discussion ensued regarding the Library Director's review.

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A **motion** was made by William Feldmann to give the Director an over classification award in accordance with the Library Personnel Policy, for an Outstanding evaluation. The **motion was seconded** by Betsy McKinney. All in attendance accepted the motion, **motion carried**.

A **motion** was made at 7:51 p.m. by Melissa Coffey 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, Kathy Mague

Minutes Typed by: Sally Nelson

Date: November 7, 2012

Respectfully submitted,

Sally Nelson
Assistant Director and Head of Circulation Services