

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES
Minutes of June 6, 2012

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Call to Order:

The meeting was called to order at 7:08 p.m. by Chair Pauline Caron. The following board members were in attendance: Melissa Coffey, Betsy McKinney, and John Velliquette. 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.

Secretary's Report:

The Secretary's Report for May 2, 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 John Velliquette. All in attendance accepted the motion, **motion carried**.

Friend's Report:

The Friends met and discussed future fund raisers, including the possibility of a future handmade soap sale. The Cakeless Bake Sale that started on May 5, 2012 is ongoing. There will be no meetings in July and August.

Director's Report:

Gifts Donated to the Leach Library –

- The Molly Reid Chapter of the Daughters of the American Revolution donated a subscription to American Spirit magazine.
- Ms. Kacey Dembkowski donated her book Believe to the library.
- Mr. Ian Nichols donated a copy of his book Londonderry Civil War to Current Veterans Burial Plot Identification Project he compiled as an Eagle Scout.

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

Programs –

- On Thursday, May 10, 2012, at 7:00 p.m., the library held “All About Whales” with the Seacoast Science Center. 44 participants attended the program.

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- On Thursday, June 14, 2012, at 7:00 p.m., the library will host “Songs and Stories” with Kate Chadbourne. In this program, Ms. Chadbourne will present songs on harp and piano, and tunes on Irish flute and whistles. She will be singing in both Irish and English, and she will also tell several Irish tales, some with harp accompaniment, and feature a selection of poetry. The Friends of the Londonderry Leach Library will be sponsoring the program.

Announcements -

- On May 18, 2012, the radiator valve near the group study room failed and caused some leaking onto the carpet. The valve was replaced on May 21, 2012.
- On May 21, 2012, the HVAC started malfunctioning and the cooling was not working properly in the main part of the library. A run capacitor was replaced on May 23, 2012 to resolve the issue. On June 4, 2012, some valves were replaced.
- On May 23, 2012, an ant “colony” was discovered near the music CDs. Ant traps were put down and the issue seems to be contained.
- On May 31, 2012, we received the new shelves that had been previously ordered. The shift of materials onto these shelves is in progress.

Barbara Ostertag-Holtkamp explained that there are some unallocated funds in FY11-12 budget due to not filling staff vacancies. A discussion on this ensued and the Board instructed that they would like the funds to be spent on library needs. One item the Board would like the library to purchase is some e-readers with protective cases for the public. The Board instructed Barbara Ostertag-Holtkamp to research this and purchase e-readers that would best serve the needs of the library.

Assistant Director and Head of Circulation Services Report:

- During the month of May, a total of 29,524 materials were circulated for an increase of 14.19% over May 2011, as well as an additional 1,041 downloadable audio books and e-books.
- A total of 2,220 participants took part in 23 Children’s Room programs and activities this May. The Simply Serpents program was very popular with 89 people attending.
- The subject of the Spotlight Display in the Children’s Room, that each month highlights books from different areas of the collection, is *Dream Big – Read*, the theme of this year’s Children’s Summer Reading Program. Stop by and check out some of our materials on all sorts of night-related creatures and stories.
- Sign-up for the Young Adult and Children’s Summer Reading Programs has begun. I have begun visiting the High School and Middle School, and Jennifer DelVillar, Senior Children’s Librarian, has begun visiting the Kindergarten and elementary schools. We are very excited about the programs.

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- On Monday, June 11 from 4:00-5:00 p.m., the Children's Room will be welcoming Mike Bent and his Dream Big Magic Show. This program is open to 90 participants. Advance registration is required and begins at 9:00 a.m. on Monday, June 4. 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 from everyone's favorite red pajama-wearing friend, Llama Llama. Participants are invited to come to the library in their pajamas, and bring their sleeping friend on Tuesday, June 26, Wednesday, June 27 or Thursday, June 28 from 11:00 a.m.-12:00 p.m. to hear some favorite bedtime stories. We will learn a special song for Llama Llama and there will be plenty of time for a hug and pictures. Each session is open to 90 participants. Advance registration is required and begins at 9:00 a.m. on Thursday, June 21 at 9:00 a.m. To register, call 603-432-1127 or stop by the Children's Room.
- The Young Adult Summer Reading Program, *Own the Night*, starts off with Movie Night on Thursday, June 28 from 5:00-7:15 p.m. Come and watch *The Adventures of Tin Tin* and enjoy popcorn and soft drinks. No registration is required for this program.
- A donation of four all day passes to Canobie Lake was received for the Young Adult Summer Reading Program. Each pass is valued at \$33.00.

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

Assistant Director and Head of Reference Services Report:

- The reference staff answered 927 reference questions and 122 directional questions in May which is a 12.79 % increase in all questions from last May. We had 804 Internet logons.
- The third annual Adult Summer Reading Program has begun. Adults may join the children and young adults in challenging themselves to read more this summer. For each book read you will receive a raffle ticket to enter into weekly drawings. We have a Bingo game going through the summer where you might try a new activity involving the library services. We will also feature a contest each month to tie in with the theme "Between the Covers". Every entrant that answers all questions correctly will be entered into a monthly prize drawing. The adult who reads the most books during the summer will receive a grand prize basket.
- The display for the first month of our "Between the Covers" theme is Relax, Sleep, and Dream. There are all sorts of books, CDs, and DVDs to help you relax so you can have a great night's sleep. You may also remember your dreams and try to analyze them with our books on dreaming. Don't forget to try your hand at the Sleeping and Dreaming Jumble quiz this month.
- We had three \$10 gift certificates donated by Coffeeberries for our Adult Summer Reading Program.

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

Old Business:

- Library Server

Barbara Ostertag-Holtkamp informed the Board that the new server has been received but not installed yet. The IT consultants said that the library server will be next on the list after a Fire Department project is completed.

New Business:

- Girl Scout Fundraiser

Barbara Ostertag-Holtkamp informed the Board of a request from a Girl Scout for a fundraiser to provide school items for children through such community groups as The Upper Room, Families in Transition, and New Horizon. A discussion ensued over whether approval of this project would set a precedent for other outside groups to fundraise. When asked for the details, Barbara Ostertag-Holtkamp explained that if the Board approved the project, the box would be set on a table by the elevator and the Girl Scout said she would come to the library once a week to empty the box.

A **motion** was made by Betsy McKinney to approve the Girl Scout fundraiser. The **motion was seconded** by William Feldmann. Four of those in attendance accepted the motion, one opposed, **motion carried**.

- Budget Committee Presentation

Pauline Caron informed the Board that she made a presentation to the Budget Committee on behalf of the library. She answered questions on maintenance, staffing, library hours, the roof and patron concerns about reduced hours.

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

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right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.

Roll Call Vote: Aye, Betsy McKinney; Aye, William Feldmann; Aye John Velliquette; Aye, Melissa Coffey.

A **motion** was made by William Feldmann to allow Barbara Ostertag-Holtkamp and Sally Nelson to attend non public session as the subject pertains. The **motion was seconded** by Melissa Coffey. All in attendance accepted the motion, **motion carried**.

The Board entered Non Public Session at 7:52 p.m.

Exit Non Public Session

Chair Pauline Caron requested a motion to exit Non Public Session. Betsy McKinney made a **motion** at 8:10 p.m. to exit Non Public Session. The **motion was seconded** by William Feldmann. Board's **vote** 5-0-0.

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

A **motion** was made at 8:11 p.m. by Betsy McKinney to adjourn the meeting. The **motion was seconded** by William Feldmann. All in attendance accepted the motion, **motion carried**.

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

Minutes Typed by: Sally Nelson

Date: June 6, 2012

Respectfully submitted,

Sally Nelson
Assistant Director and Head of Circulation Services