

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES
Minutes of August 1, 2012

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Call to Order:

The meeting was called to order at 7:17 p.m. by Chair Pauline Caron. The following board members were in attendance: William Feldmann, Betsy McKinney, and John Velliquette . Also in attendance: Barbara Ostertag-Holtkamp, Library Director; Sally Nelson, Assistant Director and Head of Circulation Services; and Kathy Mague, Assistant Director and Head of Reference Services.

Secretary's Report:

The Secretary's Report for July 11, 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**.

Treasurer's Report:

The Treasurer's Report for April 1, 2012 to June 30, 2012 was distributed by John Velliquette. A **motion** was made by Betsy McKinney to accept the minutes as written. The **motion was seconded** by William Feldmann. All in attendance accepted the motion, **motion carried**.

Director's Report:

Gifts Donated to the Leach Library –

- None received this month.

Programs –

- On Thursday, September 13, 2012, at 7:00 p.m., Jonathan Couser will be presenting "Vikings: Dragons of the Sea". Learn about the Vikings - warriors, explorers, and traders who roamed all the way from the Byzantine Empire to the shores of America almost five hundred years before Columbus. In this program, the Medieval Guy will tell what it was like to be a Viking, why they left home for the sea and what they did.
- 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.

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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 have deteriorated, and keep tripping and turning the unit off. The unit will need replacing. Steve Cotton is still working on obtaining quotes to replace the unit.

Robert Collins arrived at 7:22 p.m.

- On July 13, 2012, Spectrum, the library’s ILS, was transferred to the new server. I’m delighted to report that the transfer went well. This weekend the IT department will be attempting the first rebuild since the new server was installed.
- Barbara Ostertag-Holtkamp distributed the library’s year end Budget Performance Report from the Finance Department. The report shows that the library’s budget is over by \$21,718.00, but part of this is \$12,756.16 from the Expendable Maintenance Trust to fund the HVAC.

Assistant Director and Head of Circulation Services Report:

- During the month of July, a total of 32,061 materials were circulated for an increase of almost 4% over July 2011, as well as an additional 1,129 downloadable audio books and e-books.
- A total of 2,610 participants took part in 41 Children’s Room programs and activities this July. The Beach Blanket Bingo and the Owls of New Hampshire programs were very popular, with 92 and 90 people attending, respectively.
- Come to enjoy stories in one of our exciting children’s room programs during August. Registration is required and begins on the Thursday prior to each program. Our interesting events include the following:
 - Creatures of the Night with the W.I.L.D. Center & Zoological Park of New England on Wednesday, August 8 from 11:00 a.m.-12:00 p.m. Meet mammals, reptiles and amphibians from around the world that are most active from dusk to dawn (live animals).

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- On Saturday, August 11, come to the library from 11:00 a.m.-1:00 p.m. to see the movie *Mars Needs Moms*.
- Our Children's Summer Reading Program 2012 special programs end with a series of exciting and fun programs:
 - On Monday, August 13 from 11:00 a.m.-12:00 p.m., travel back to Medieval Times to hear stories of knights, princesses, dragons and castles.
 - On Tuesday, August 14, come to the library to take part in a Jungle Safari from 11:00 a.m.-12:00 p.m. Hear stories of wild animals and sing a rousing rendition of *If you're happy and you know it!* jungle style.
 - On Wednesday, August 15, Farmer Minor and his book-loving pig Daisy will be at the library from 11:00 a.m.-12:00 p.m. (live animal).
 - On Thursday, August 16 from 11:00 a.m.-12:00 p.m., the library will be hosting Michael Zerphy's *Zany Acts*. This is a family concert that will tickle your imagination and leave you laughing.
- During August, the Young Adult summer reading program evening meetings continue on Thursday evenings from 6:00-7:00 p.m. The following are included this month:
 - On Thursday, August 2 come and enjoy Games Night. Bring your own games to share and learn how family games were played for entertainment before television, computers and iPads.
 - On Thursday, August 9 come and learn some local ghost stories and legends and how to write your own ghost stories.
 - On Thursday, August 16 it is time to celebrate your achievements with a pizza party and raffle draw.

Assistant Director and Head of Reference Services Report:

- The reference staff answered 987 reference questions and 137 directional questions in July and we logged 649 people onto the Internet.
- The third annual Adult Summer Reading Program is well underway. We have added more registrations in July and have had many raffle tickets earned and turned in. The August sub-theme for "Between the Covers" is "A Little Night Music". We'll have a little Jazz, Blues, Classics and Easy Listening music for you to enjoy in the evening, along with Stephen Sondheim's "A Little Night Music". Our contest that plays along with this is a game piece in which you identify a song based on an artist's name and the first letter of each word in the title.

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Old Business:

- HVAC replacement

Barbara Ostertag-Holtkamp updated the Board regarding the HVAC replacement. She informed the Board that we are trying to keep the old HVAC RTU 1 running until the end of the season. Steve Cotton is in the process of getting quotes for a replacement unit and he currently has one quote for approximately \$89,000 and one verbal quote for \$55,000-\$65,000. There are physical issues involved with replacing the rooftop unit, and also the issue that the work will create considerable noise during library hours of operation. Barbara Ostertag-Holtkamp asked the Board if they would give their approval for her to proceed once all the quotes have been received, and if they were comfortable with closing the library during the peak of the work. A discussion ensued about closing the library and the Board decided only to close if there were safety concerns. A **motion** was made by Betsy McKinney for the Director to proceed once she receives the quotes. The **motion was seconded** by William Feldmann. All in attendance accepted the motion, **motion carried.**

New Business:

- Proposed FY13-14 Budget

Barbara Ostertag-Holtkamp distributed the Proposed FY13-14 Budget and explained that she has designed a budget that is close to default. A discussion ensued over various line items. The Board requested that the Book Budget line item be increased by \$30,000 to \$110,000 in order to get it back to where it was a couple of years ago. Betsy McKinney requested that the Director add \$4,000 to Minor Capital Equipment towards purchasing a new telephone system to replace the old one.

- New Comprehensive Master Plan – Library needs

Barbara Ostertag-Holtkamp informed the Board that she received an e-mail from the Town's consultant requesting input on the New Comprehensive Master Plan and stating that there were many positive comments from the public about the library and the services. Barbara Ostertag-Holtkamp requested a copy of the comments received about the library. She reviewed the information that she was going to submit to the consultants. Melissa Coffey, who was unable to attend the Board of Trustees meeting, e-mailed Barbara Ostertag-Holtkamp stating that she would like to see an Integrated Library System included in the New Comprehensive Master Plan as a library need. The Board decided that this item is important and asked the Director to submit it to the Master Plan consultant along with the reviewed information.

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- Staff Performance Evaluations

Betsy McKinney requested that the Board delegates the responsibility of approving staff performance evaluations with subsequent pay increases to the Library Director. A discussion ensued. A **motion** was made by Betsy McKinney that the Board delegates the responsibility of approving staff performance evaluations with subsequent pay increases to the Library Director and only consult with the Board if there is an issue. The **motion was seconded** by Robert Collins. Four members in attendance accepted the motion, one opposed, **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, Robert Collins; Aye, Pauline Caron; Aye, Betsy McKinney; Aye, William Feldmann; Aye John Velliquette.

A **motion** was made by Robert Collins to allow Barbara Ostertag-Holtkamp to attend non public session as the subject pertains. The **motion was seconded** by Betsy McKinney. All in attendance accepted the motion, **motion carried**.

The Board entered Non Public Session at 8:14 p.m.

Exit Non Public Session

Chair Pauline Caron requested a motion to exit Non Public Session. Robert Collins made a **motion** at 8:25 p.m. to exit Non Public Session. The **motion was seconded** by William Feldmann. Board's **vote** 5-0-0.

A **motion** was made at 8:25 p.m. by Betsy McKinney to adjourn the meeting. The **motion was seconded** by John Velliquette. All in attendance accepted the motion, **motion carried**.

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

Minutes Typed by: Sally Nelson Date: August 1, 2012

Respectfully submitted,

Sally Nelson
Assistant Director and Head of Circulation Services