

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES
Minutes of August 7, 2013

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Call to Order:

The meeting was called to order at 7:03 p.m. by Chair Betsy McKinney. The following board members were in attendance: Pauline Caron, Robert Collins, Carol Introne, Melissa Coffey and John Curran. 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 June 5, 2013 was distributed prior to the meeting. No changes were made.

William Feldmann arrived at 7:04 p.m.

A **motion** was made by Pauline Caron 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 April 1, 2013 to June 30, 2013 was distributed by Pauline Caron.

A **motion** was made by Robert Collins to accept the Treasurer's Report. The **motion was seconded** by Melissa Coffey. All in attendance accepted the motion, **motion carried**.

Director's Report:

Gifts Donated to the Leach Library –

- The Friends of the Londonderry Leach Library have donated \$1,030.00 to sponsor the September, October and November 2013 special children's programs.
- The Londonderry Lions Club donated \$200.00 to the library.
- Mr. Jeff Kauppi, also known by his performer name of Jeff Jam, donated two music CDs to the library: "TA DA!" and "Elephant Shoes".

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

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Programs –

- On Thursday, September 19, 2013, at 7:00 p.m., the library will hold “Alaska Wilderness: Canoe Journey into the Arctic National Wildlife Refuge” with Marcia and Mark Wilson. Marcia and Mark Wilson are authors, photographers, and naturalists who specialize in natural history shows featuring live owls which they cared for. In “Alaska Wilderness”, they will share the story of the 19 days they spent canoeing the wild Canning River on the eastern edge of the Arctic Refuge. With stunning photos and passionate commentary drawn from this trip and six other visits to the arctic, the Wilsons open a window on Alaska's Arctic National Wildlife Refuge and its summer energy. The Friends of the Londonderry Leach Library will be sponsoring this program.
- On Thursday, October 17, 2013, at 7:00 p.m., the library will host Chris Daley’s “Haunted History of New England”. Author and presenter Chris Daley’s one hour slide presentation melds historical fact together with legend and myth to produce an interesting and fascinating new look at events that really happened and the stories of hauntings that followed them. The topics to be addressed in the lecture will be Mercy Brown "The Vampire" of Exeter Rhode Island, The Cursed Freetown State Forest, The Haunted Hoosac Tunnel in Western Massachusetts, The Ghosts of the Lizzie Borden House in Fall River Massachusetts, The Ghosts of King Philip's War: Nine Men's Misery, the Mount Washington Hotel in New Hampshire, Giles Corey and the Curse of Salem, Burial Hill in Plymouth Massachusetts and the John Alden House in Duxbury Massachusetts. The Friends of the Londonderry Leach Library will be sponsoring this program.
- On Thursday, November 14, 2013, at 7:00 p.m., the library will host a concert with “Banjos and Old Lace” starring Sarah Jane Nelson and Bob Phillipps. Banjos & Old Lace perform classic banjo pieces for piano and banjo as well as Old Time southern tunes for fiddle and guitar. Mr. Phillipps is a regular feature at coffee houses throughout Massachusetts, and has been a first place winner at the Lowell Banjo & Fiddle Contest in recent years. Ms. Nelson is also a member of the Gypsy Minor dance band and can be heard at barn dances and folk festivals across New England. The Friends of the Londonderry Leach Library will be sponsoring this program.

Announcements -

- Steve Cotton hired Drouin Construction to repair the wood rot and library pillars. The work was completed on June 13, 2013.
- On Tuesday, June 11, 2013, I was notified that the library would need to replace the HVAC unit #2. The cost to replace the unit is \$17,530 and will be paid for out of the expendable maintenance fund.
- On Tuesday, June 25, 2013, the cement on the ramp and near the stairs was repaired.
- The Town’s auditors are scheduled to come on August 1, 2013 to audit the library.

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The Budget Performance Reports for FY12-13 and FY13-14 were distributed. Barbara Ostertag-Holtkamp outlined year-end expenditures for FY12-13. A discussion ensued over the FY13-14 Budget Performance Report. The FY13-14 budget was split into two components. The first component was the amount that was listed in the 2012 Town Report, and the second component was the management services line item that was broken out by the Town Council. The total of these two numbers comprise the approved FY13-14 budget. Barbara Ostertag-Holtkamp noted a discrepancy of \$22,500 in the library's favor between this total and the amount posted in the Finance Director's FY13-14 Budget Performance Report. Barbara Ostertag-Holtkamp will e-mail the Finance Director for clarification.

Assistant Director and Head of Circulation Services Report:

- A total of 2,868 participants took part in 38 Children's Room programs and activities this July.
- On Thursday, July 25 the young adult book discussion meeting attracted 47 participants to discuss Suzanne Collin's book, *Gregor the Overlander*. This is a very high attendance for a young adult book discussion.
- The children's programs that have been very popular in July include *Reptiles on the Move*, *Sing Along With Jeff Jam*, and *Hermit Crabs*, which all had approximately 90 participants.
- The children's summer reading program finale week begins on Monday, August 12 with a series of programs that include *Goldrush*, *Down the Rabbit Hole*, *Wildlife Encounters* (with live animals), and *Rocking Down Underground with Scott Kepnes*. All of these exciting programs are open to the first 90 participants. Advance registration is required and begins at 9:00 a.m. on Thursday, August 8. To register, call 603-432-1127 or stop by the Children's Room.
- On Thursday, August 15 at 6:00 p.m. the young adult summer reading program raffle and pizza party is open to the first 90 participants to enjoy. Bring your appetite, a dessert to share with the group, and some good luck to win a raffle prize. Remember, all raffle tickets must be turned in by 8:00 p.m. on Monday, August 12. Keep reading after the raffle night and turn in your reading logs by Saturday, September 7 at 5:00 p.m. for a chance to win the Janice Anagnos Memorial Certificate and Grand Prize that is awarded to the participant who reads the most books from June 1 to September 7, 2013.

Assistant Director and Head of Reference Services Report:

- The reference staff answered 1402 reference questions and 129 directional questions in July. We logged 638 people onto the Internet.
- The 2013 Adult Summer Reading Program, *Groundbreaking Reads* is doing well. This month's focus is Archaeology. Come discover the beginnings of human cultures and civilizations through books and movies that we have on our display table. Also try your hand at our Egyptian cross-word puzzle. The puzzle and bingo card must be turned in by August 31 to be considered in the prize drawings.

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- We have received a donation of a beautiful gift basket from Lindt Chocolates to be presented as one of our prizes this summer.

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

Old Business:

There is no old business.

New Business:

- Holiday schedule
Barbara Ostertag-Holtkamp requested that the Board consider closing three additional days due to staffing and lower usage on these days. Two of the days are federal holidays, Columbus Day and Martin Luther King Day. The third day is the Friday after Thanksgiving. It was noted that the Town Hall closes on the Friday after Thanksgiving and that the library will reopen on Saturday. A discussion ensued and the Board approved these closings. Pauline Caron noted that the first Wednesday in January 2014 is New Year's Day. The Board agreed to meet on Wednesday, January 8, 2014 instead.
- Trustees invitation to march in Old Home Day Parade
Barbara Ostertag-Holtkamp read from an e-mail received and forwarded to her by Robert Collins asking if any of the Trustees would like to march in the Old Home Day Parade. A discussion ensued and some of the Trustees agreed that they were willing to do this.
- Proposed FY14-15 budget
Barbara Ostertag-Holtkamp distributed the Proposed FY14-15 budget. Barbara Ostertag-Holtkamp went through the proposed budget line by line and explained the rationale of each line item cost that has increased, decreased, or remained the same. William Feldmann asked how many years it had been since the book budget was cut by \$30,000. Barbara Ostertag-Holtkamp stated that it was cut the last few years and has not been restored to its original level. William Feldmann recommended restoring the \$30,000 cut to the book budget, for an overall budget increase of about 5%. After a discussion, the Board concurred.

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A **motion** was made at 8:00 p.m. by William Feldmann to adjourn the meeting. The **motion was seconded** by Pauline Caron. All in attendance accepted the motion, **motion carried**.

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

Minutes Typed by: Sally Nelson Date: August 7, 2013

Respectfully submitted,

Sally Nelson
Assistant Director and Head of Circulation Services