

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES Minutes of November 5, 2014

Page 1 of 5

Call to Order:

The meeting was called to order at 7:02 p.m. by Chair Betsy McKinney. The following board members were in attendance: Pauline Caron, Robert Collins, Carol Introne, Melissa Coffey, John Curran, and Cynthia Peterson. 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 1, 2014 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 Robert Collins. All in attendance accepted the motion, **motion carried**.

Treasurer's Report:

The Treasurer's Report for July 1, 2014 to September 30, 2014 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**.

Friend's Report:

Pauline Caron reported that the Friends will be meeting next Saturday and on Saturday, November 22, 2014 at 10:00 a.m. to work on holiday sales items.

The next Friend's meeting is November 8, 2014 at 10:00 a.m.

Director's Report:

Gifts Donated to the Leach Library –

- Mrs. Mary Ann Lamothe and family donated \$500.00 in memory of Mrs. Marion I. Anderson. Ms. Anderson served as a Library Trustee, a Cemetery Trustee and a School Board member. In addition, she served as Town Clerk and Tax Collector, and she administered the school lunch program for Londonderry Central School.
- Mr. Tom Abruzese donated three of his painted rocks to the library.
- Ms. Maura Trainor donated \$20.00 to the library.

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES Minutes of November 5, 2014

Page 2 of 5

A **motion** was made by Pauline Caron to accept the donations. The **motion was seconded** by John Curran. All in attendance accepted the motion, **motion carried**.

Programs –

- On Thursday, October 16, 2014, the Leach Library held a program featuring historian Richard Holmes and poet Robert Crawford, who discussed local poet Robert Frost and his life. 53 participants attended the program.
- On Thursday, November 13, at 7:00 p.m., the Leach Library will host an evening of folk music from the Civil War era presented by the Hardtacks. In this program, The Hardtacks will use camp songs, parlor music, hymns, battlefield rallying cries, and fiddle tunes to provide a year-by-year musical look at the politics, personalities, and perspectives that shaped a nation in the Civil War era. Audience members get to participate and sing along in an engaging, exploratory forum as they explore lyrics, documents, and visual images from primary sources.
- On Thursday, December 11, 2014, at 7:00 p.m., the library will offer “A Visit with Queen Victoria”, performed by Sally Mummey. Mrs. Mummey will perform a living history of Queen Victoria’s life by drawing heavily upon her personal diary and letters to illustrate the intelligence and humanity that sustained her through her sixty-three year reign. Mrs. Mummey will perform this living history in proper Nineteenth Century clothing, and a military escort will also attend in proper uniform.

Announcements -

- On October 23, 2014, the library experienced two leaks. The first leak is in the Technical Services Department and was determined to have originated from the flat roof. Steve Cotton contacted the roofer who came on October 29 to make repairs. The second leak is in the lobby and is thought to be a leak near some HVAC wiring. Caulking was done and, hopefully, this leak has been resolved.
- The library’s FY15-16 proposed budget will be presented on Saturday, November 15, 2014, in the Moose Hill Conference Room in Town Hall.

Assistant Director and Head of Circulation Services Report:

- There were 958 participants took part in 16 Children’s Room programs and activities. The two Halloween programs and costume parades were once again very popular.
- On Monday, November 10 from 4:00-5:00 p.m. come to the children’s room for an exciting program filled with amazing mysteries. This mesmerizing program is open to 90 participants of all ages. Advance registration is required and begins on Monday, November 3 at 9:00 a.m. To register, call 603-432-1127 or come into the children’s room.

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES Minutes of November 5, 2014

Page 3 of 5

- On Monday, November 17 from 4:00 p.m.-5:00 p.m. come to the children's room for an hour of musical fun with *Sammie Haynes in Concert*. This fun-filled program is open to 90 participants of all ages. Advance registration is required and begins on Monday, November 10 at 9:00 a.m. To register, call 603-432-1127 or come into the children's room.
- The children's room will be offering the following programs as part of Fall Session 2: Craft Time, Shake, Move and Read, and Toddler Time. These programs are ongoing through November 19 so come in and register or call the children's room at 432-1127 for program details and registration.
- 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 *Every Hero has a Story*, and there are 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 Saturday, November 22, with delivery expected in early spring of 2014.
- Mr. Brent Clark donated two copies of his children's book, *Grampy Goes Exploring*.
- Ms. Theresa Dolloff donated a copy of a children's book, *A Cape!* Written by Marty Kelley.
- Ms. Janet Morneau donated a copy of her young adult book, *Gator Pit*.

A **motion** was made by Pauline Caron to accept the donations. The **motion was seconded** by John Curran. All in attendance accepted the motion, **motion carried**.

Assistant Director and Head of Reference Services Report:

- The staff answered 1367 reference questions and 486 directional questions in October and we logged 607 people onto the Internet. There were 214 patrons using our in-house wi-fi.
- This month our display features books, CD books, and movies about Fictional Spies. If you appreciate James Bond, Jason Bourne, Ethan Hunt, or the myriad other fictitious secret agents, you are sure to find some interesting reading or viewing here. A few newer titles that are available are *The Counterfeit Agent*, by Alex Berenson, *Night Heron*, by Adam Brookes or *Warriors*, by Ted Bell. Some of the older titles such as *Tinker, Tailor, Soldier, Spy* by John le Carre or *Hunt for Red October*, by Tom Clancy are still quite popular.

Old Business:

- Proposed FY15-16 Budget
Barbara Ostertag-Holtkamp distributed the revised Proposed FY15-16 Budget. There were reductions in the projected rates for health, life and dental insurance. The line items were adjusted to reflect these changes..

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES
Minutes of November 5, 2014

Page 4 of 5

New Business:

- **Budget Committee Meeting**
Pauline Caron informed the Board that on October 23, 2014 she spoke to the Budget Committee on behalf of the library and answered many questions. She informed the Budget Committee that the library runs very efficiently and spends money on needs not wants. This year the library is presenting a default budget and is requesting additionally an increase to the book budget to raise it to \$93,000. Last year this line item was approximately \$77,000 but at one time, prior to several cuts, it was \$115,000. With increased usage, particularly during the children's and young adult summer reading programs, the library needs some of this money restored to this line item. Pauline Caron informed the Budget Committee that more computers were needed. The Budget Committee asked about staffing, which Pauline Caron informed them has dropped from 18 FTE to 13.7 FTE (rounded up to 14 FTE), and also about volunteers. Pauline Caron told the Budget Committee that the library uses many volunteers but there are areas they cannot be used in due to patron confidentiality.
- **Staff Holiday Luncheon**
Betsy McKinney asked for information on how last year's staff luncheon was received. Barbara Ostertag-Holtkamp said that the pizzas, salads, and desserts went well. A discussion ensued and it was decided to organize the staff holiday luncheon for Monday, December 8 at 11:30 a.m.

Non Public Session:

Enter Non Public Session

Chair Betsy McKinney 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, Robert Collins; Aye, Carol Introne; Aye, Melissa Coffey; Aye John Curran; Aye, Cynthia Peterson.

The Board entered Non Public Session at 7:30 p.m.

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES
Minutes of November 5, 2014

Page 5 of 5

Exit Non Public Session

Chair Betsy McKinney requested a motion to exit Non Public Session. Pauline Caron made a **motion** at 7:48 p.m. to exit Non Public Session. The **motion was seconded** by Robert Collins. Board's **vote**: 7-0-0.

A **motion** was made by Robert Collins to give the Director an over classification award in accordance with the Library Personnel Policy, for an Outstanding evaluation. The **motion was seconded** by Pauline Caron. All in attendance accepted the motion, **motion carried**.

A **motion** was made at 7:49 p.m. by Robert Collins to adjourn the meeting. The **motion was seconded** by John Curran. All in attendance accepted the motion, **motion carried**.

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

Minutes Typed by: Sally Nelson

Date: November 5, 2014

Respectfully submitted,

Sally Nelson
Assistant Director and Head of Circulation Services