

LONDONDERRY LEACH LIBRARY

BOARD OF TRUSTEES
Minutes of April 4, 2018

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Call to Order:

The meeting was called to order at 7:07 p.m. by Chair Betsy McKinney. The following board members were in attendance: Pauline Caron, 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; and Joe Green, Town Council Liaison.

Election of Officers:

John Curran suggested the same slate of officers as last year:

Betsy McKinney – Chair
Robert Collins – Vice Chair
Pauline Caron – Treasurer
Melissa Coffey – Secretary

A **motion** was made by John Curran to accept the slate of officers. The **motion was seconded** by Cynthia Peterson. All in attendance accepted the motion, **motion carried**

Secretary's Report:

The Secretary's Report for December 6, 2017 was distributed prior to the meeting. No changes were made. A **motion** was made by Pauline Caron to accept the minutes as written. The **motion was seconded** by John Curran. All in attendance accepted the motion, **motion carried**.

Treasurer's Report:

The Treasurer's Report for October 1, 2017 – December 31, 2017, was distributed by Pauline Caron. A **motion** was made by John Curran to accept the Treasurer's Report. The **motion was seconded** by Melissa Coffey. All in attendance accepted the motion, **motion carried**.

Robert Collins arrived at 7:10 p.m.

Friend's Report:

The Friends met and made donations to the library that will be detailed in the Director's Report. The next meeting is scheduled for Monday, May 14, 2018 at 1:00 p.m. in the library meeting room.

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Director's Report:

Gifts Donated to the Leach Library –

- The Derry Medical Center Charitable Foundation donated \$1,000.00 to the library which will be used to purchase large print books.
- Ms. Florence Merrill, son Bruce and family donated \$35.00 in memory of Mr. Gerald Baker.
- Mr. David Ellis donated an updated copy of his book “Cellar Holes, Roads, and Features in the Musquash, edition 3.1”.
- The Friends of the Londonderry Leach Library have donated \$865 to sponsor the following children’s programs: “Rock Around the World with Lyle, Lyle Crocodile” in June (\$140); “Mad Science: Air & Ice” in June (\$370); and “Animal Communicators” in July (\$355).
- The Friends of the Londonderry Leach Library have donated \$250 to sponsor the following adult program in June: “Allagash Tails and Tales: New England’s Wild River”.
- The Friends of the Londonderry Leach Library have donated \$300 for the Young Adult Summer Reading Program.
- The following gift cards were received for the Adult Summer Reading Program:
 - \$25.00 from the Coach Stop Restaurant and Tavern
 - \$25.00 from T-Bones/Cactus Jack’s
 - \$25.00 from Janie’s Uncommon Cafe
 - \$10.00 from Wrap City Sandwiches
 - \$15.00 from Long Blue Cat Brewing
- Mr. Michael Bradley donated a copy of his book “Job Security: Be the Last Employee Standing”.

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

Programs –

- On Thursday, January 18, the library hosted the program “Tiny Houses: A Very Different Approach to Home Ownership” by Isa Bauer. 41 individuals attended the program.
- On Thursday, February 15, the library had ~~Berniece Van Der Berg~~ Evan Carignan who presented “Honey and Mead”. 36 individuals attended the program.
- On Thursday, March 15, the library hosted Mr. David Quigley for an evening presentation of “Small Space for Growing Fruit”. 27 individuals attended the program.
- On Thursday, April 19, at 7:00 p.m., the library will offer the program “Native American Stories” by Anne Jennison. Join us as she shares stories and cultural

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- traditions of the Northeast Woodlands. She will interweave song, drumming, audience participation, drama, and humor throughout her storytelling performance.
- On Thursday, April 26, at 1:00 p.m., Carolyn Fredette will discuss “Tick-borne Diseases” during an educational presentation at the Leach Library. Ms. Fredette will review the signs and symptoms of tick-borne diseases as well as the ways to prevent illness. The audience will learn about the health hazards ticks pose in our area and have the opportunity to ask questions.
 - On Thursday, May 17, at 7:00 p.m., the library will have Mr. Brian Jennison present “A Fond Look Back at Railroading in Northern New England”. This slideshow presentation journeys through the history of New England railroads with an emphasis on the Boston & Maine (B&M) Railroad. Mr. Jennison’s collection of photos will detail the construction of precursor railroads, their eventual acquisition by the B&M, and their decline throughout the 20th century due to highway and airline competition. The presentation will also include color slides from the late 1960s through the early 1980s.
 - On Thursday, June 14 at 7:00 p.m., Tim Caverly will present the program “Allagash Tails and Tales: New England’s Wild River” at the library. Hear first-hand about the lore, legends, and characters that Mr. Caverly experienced during his 32 years as a Maine Park Ranger. The presentation will include music as well as scenic and historic photos from our “Northern Forest”. The audience will “canoe” the world famous river, discover forgotten logging history, and learn about Native American archaeology. The Friend of the Londonderry Leach Library will be sponsoring this program.

Announcements –

- On December 7, 2017, the library gutters were cleaned.
- On January 2, 2018, we had an issue with the circuit breaker panel. The electrician came and replaced the circuit breakers.
- On January 24, 2018, a radiator valve leaked in Technical Services. The valve was replaced and the carpet was cleaned.
- On February 9, 2018, the elevator passed the annual inspection. We received the updated inspection certificate on March 2, 2018.
- On February 27, 2018, the repair of the meeting room floor began. It was completed on March 15, 2018 after it was buffed and waxed.
- On March 22, 2018, the sprinklers were inspected. Two water gauges in the sprinkler room needed replacement.
- The outside black lights were upgraded to LED bulbs.
- The wall sconces in the library were upgraded to LED bulbs.
- In the next few weeks, the meeting room will be painted.
- The Assistant Director’s job has been advertised and we have received a mix of applicants with a variety of experience and specialties. Barbara Ostertag-Holtkamp explained she may restructure the job responsibilities.

Assistant Director and Head of Circulation Services Report:

- There were over 90 participants enjoyed the *Raptor Rapture* children's program in February, and 62 participants at the rescheduled *Celebrate Dr. Seuss* children's program in March.
- In March, young adult patrons explored a range of technology offered at the library, such as the website links, playaway books, and using the catalog from home. For each task accomplished, participants earned a raffle ticket. A total of 66 raffle tickets were earned by participants.
- Come to the library on Monday, April 9 from 4:00 – 5:00 p.m. for a visit Wildlife Encounters and their *Animals Around the World* program. This program is open to 90 participants, and advance registration begins at 9:00 a.m. on Monday, April 2. To register, call 432-1127 or stop by the Children's Room.
- The Children's Room will be offering Spring Session 2 programs: Craft Time; Shake, Move and Read; and Toddler Time will start May 2 and end May 24. Advance registration for Spring Session 2 is required and begins at 9:00 a.m. Monday, April 23.
- The New Hampshire Great Stone Face Award nominees are books selected by librarians for children grades 4-6. Beginning in February and ending on Saturday, April 7, for every book read from the list of nominated titles, participants receive one raffle ticket. All the raffle tickets will be entered into a random drawing for a chance to win a great prize. Voting begins Monday, April 9 at 9:00 a.m. and concludes at closing time on Saturday, April 14. The raffle is open to all participants in grades 4-6. A list of the nominees can be found on the Children's Room webpage, under "Suggested Reading," or stop by the Children's circulation desk to pick up a list and help us choose this year's winner.
- In celebration of National Library Week, starting Monday, April 9 and ending on Saturday, April 14, each children's item checked out from the library will earn you a raffle ticket for a chance to win a cool book bag. Stop by the display case to see what the prize looks like. Additionally, throughout National Library Week, Monday April 9 to Saturday, April 14 patrons are invited to create their own animal clip bookmark. Stop by the Children's Room desk to pick up supplies.
- Young adults are invited to the library on Thursday, April 12 from 3:30-4:30 p.m. to take part in the popular game, *Book Bingo*. All participants will win donated books to take home. This program is open to all participants in grades 6 through 12. In addition at this special event, popcorn and beverages will be served, and there will be a raffle for fun door prizes. No sign up is necessary.
- The Reference Department logged 333 people onto the Internet in March and answered 1,745 reference questions.
- The adult room display for April is Fantasy Fiction.
- The Technical Services department cataloged 659 materials in March.
- The library has received the following donations:
 - Ms. Ceara Comeau donated a copy of her book *Memories of Chronosalis* to the young adult collection.

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- Mr. Andy Marzik donated a selection of wooden railway tracks and engines to add to the train table in the children's room. Included are sets of straight and switch tracks; Thomas the Tank Engine; Henry; Oliver & Oliver; Duck; Ryan; Emily; the Demolition Team of S. C. Ruffey and BMQ Troublesome Truck; Hugo; Diesel 10; Harold the Helicopter; and a Water Tower.
- Ms. Janice Spina donated a copy of her book Clarence Henry the Hermit Crab to the children's collection.

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

Old Business:

- FY18-19 Proposed Budget
Barbara Ostertag-Holtkamp distributed the line item breakdown of the approved budget for FY18-19.

New Business:

- FY17-18 Budget
Chair Betsy McKinney commented on the telephone line item. Barbara Ostertag-Holtkamp said she spoke with Finance Director Doug Smith, who stated that as of last November, this line item will be paid out of the Town's General Government budget. The library is therefore expected to return to the Town the remainder of the money that is currently in the telephone line item from this fiscal year's budget. A discussion ensued on whether this request is appropriate, since the library is not a Town department.
Barbara Ostertag-Holtkamp said that her plan of not immediately filling vacant staff positions has enabled her to fund several building issues, such as the meeting room floor replacement and the repainting of the meeting room. Additionally she is able to purchase a variety of materials popular with patrons and also update some older parts of the collection. Barbara Ostertag-Holtkamp mentioned that she is evaluating the possibility of Hoopla as a provider of movies, audio books and music, but she has some real concerns about the cost of this service.
- Leach Library one of the ten best libraries in New Hampshire
Barbara Ostertag-Holtkamp informed the Board that the website BestThingsNH.com features an unranked list of the top ten libraries in New Hampshire from a total of two hundred and thirty five public libraries. The Leach Library is on that unranked list. The Board congratulated Barbara Ostertag-Holtkamp and the staff on this success.

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A **motion** was made at 8:02 p.m. by Pauline Caron to adjourn the meeting. The **motion was seconded** by Cynthia Peterson. All in attendance accepted the motion, **motion carried**.

Notes by: Barbara Ostertag-Holtkamp, Sally Nelson

Minutes Typed by: Sally Nelson

Date: April 4, 2018

Respectfully submitted,

Sally Nelson

Assistant Director and Head of Circulation Services