

Kimball Library
Board of Trustees Meeting
April 17th, 2013

In Attendance: Trustees: Alan Phair, Wendy Doughty, Marnie Finn, Jim Cobb.

Alternate: Julie Hammond voting for Linda Jette.

Director: Diane Heer

Excused: Trustee Linda Jette. Alternates Don Latham and Nina Gray

Correspondence: None

Chairman's Report: Today was Appreciation Day for the library staff. The Friends of the Library hosted a very nice breakfast on-site this morning, with most of the staff and some of the trustees in attendance.

Secretary's Report: Jim Cobb made a motion, seconded by Marnie Finn, to accept the minutes of the March 20th meeting. Motion approved.

Treasurer's Report: Marnie Finn presented the March report. Alan Phair made a motion, seconded by Marnie Finn, to accept the report as presented. Motion approved. It was noted that Linda Jette is responsible for the 2012 Audit that is starting on April 22nd.

Director's Report: Diane Heer noted the circulation was up in March by 8.3% (7,972 items circulated, compared to 7,363 in March 2012.)

Programs: There were 58 programs with a total of 757 attendees. There were also five Tech Tutorials. During the April school vacation week (April 22-26), there are many events scheduled.

Facilities: Diane noted that Brian Finn had stepped in last week to help out with some facility tasks that needed to be done. This included the mounting of an Atkinson Street Map (from Fire Chief Mike Murphy) in the lobby. The library still needs to replace its broken portable projector, but that will not happen until later in the year.

Staff: Linda Bourassa is retiring on May 31st. Diane has posted a Cataloger position on library joblines in NH, MA & VT and at Simmons College where there is a graduate program for Library Information Science.

Cooperative: The annual meeting for the Southern NH Library Coop will be held on May 7th.

Misc: Diane will follow-up with Timberlane as to whom the Kimball Library Endowment Fund Scholarship will be awarded.

Old Business: Diane met with Chief Murphy who, as Emergency Management Director for the Town, is the individual who determines whether to open the library (and use the generator if necessary) beyond our normal operating hours. Diane or a designated individual in her absence will be contacted in such a situation so that Library Staff can be brought in to cover the hours. While it is possible that we would open early or stay later during regular operating days, it is also possible we would open on a Sunday or Holiday. It was especially noted that the Library will not be used for overnight sleeping accommodations for people, as we are not certified to be able to handle that. There are regional facilities designated specifically for sleeping/and or housing accommodations.

Now that the weather has warmed up, the courtyard project will be more active.

New Business: Three people have applied for the Alternate Trustees positions. Alan Phair will write a letter to the Selectmen in support of the candidates.

Marnie Finn asked if she could look into the possibility of the Library purchasing a portable stage. While it might be something that could be part of the courtyard project, it was felt we should also look at it for indoor use in the meeting room for many of the programs we have.

Next Meeting: May 15th.

Adjournment: Motion to adjourn made by Julie Hammond and seconded by Wendy Doughty. Motion approved at 7:35PM.

Submitted: Jim Cobb, Trustee