

**KIMBALL LIBRARY
BOARD OF TRUSTEES MEETING
ATKINSON NH 03811**

April 22, 2015

Location: Kimball Library

Meeting Room Time: 6:30 PM

Call to Order: Alan Phair called the meeting to order at 6:40 PM. In honor of Mike Downing, an intelligent and kind man who served as a Representative to the General Court, our State Senator and had been serving as High Sheriff of Rockingham County who passed away recently there was a moment of silence.

Pledge of Allegiance: Alan Phair led the Pledge of Allegiance.

Roll Call: Present were Trustees - Anna Winsett, Marnie Finn, Alan Phair, Linda Jette and Jim Cobb; Alternate Trustees – Julie Hammond and Jennifer Latham (Nina Gray was excused); Director – Diane Heer with Russell Wolff videotaping the meeting.

Chairman’s Report: None

Secretary’s Report: Marnie Finn motioned to accept the minutes of the March 18, 2015 regular monthly Trustees meeting. Linda Jette seconded the motion and the motion passed.

Treasurer’s Report: Marnie Finn said the audit was completed with no word. She said they wanted all the paperwork when doing our audit and Alan had that paperwork but he was in Washington DC. His accommodating wife found everything and everyone was appreciative of her help! Jim motioned to accept the Treasurer’s Report. Linda Jette seconded and the motion passed.

Director’s Report: The full written Director’s Report will be included with the Trustee Meeting Minutes in the permanent record.

- Statistics for Circulation – Diane showed the circulation for the month of March was up 3.95% for a total of 8,211. Programming and meeting room use for January and February was also presented.
- Programs/Displays/Artwork – Diane reviewed some events in March.
 - Jackie Cunningham, local art teacher, and her students will display some of their artwork in the month of May with a reception planned during the month also.
 - Popular photographer and speaker, Ron Wybranowski spoke about Exploring the Smokies.
 - Another popular program in March was presented by Oonagh Williams, “The Power of Food: You Are What You Eat”.

- Other programs were: Vertical Gardens sponsored by the Atkinson Garden Club; NH Grange Movement sponsored by the Atkinson Historical Society
- Mary Todd Lincoln: Wife and Widow a Humanities Program.
- Upcoming Programs/Events - Diane highlighted several upcoming programs.
 - April 25th 9:00 AM to 3:00 PM The Friends of the Library are having their Spring Book Sale.
 - May 5th at 6:30 PM A program on Robert Frost will be presented by Gus Ruesch
 - May 12 at 6:30 PM will be The Making of Strawberry Banke (a Humanities Program).
 - May 16th 8:00 AM to 2:00 PM will be the Friends of the Library's Yard Sale (held during the Town Wide Yard Sale).
- Facilities Review
 - Dave Williams has completed the Cable Project! AND this meeting is the test live broadcast!
 - An estimate from Pulsar Alarm of \$1,800 for the fire pull and strobe light has been received. Alan is working with Gemini on getting a quote.
 - Dave Williams has purchased a piece of equipment that will be placed with the Comcast cable box on the projector to enable using the projector as a TV and not have to disconnect the HDMI cable every time it is used. The cost was under \$150. And has been paid from the Library Budget.
 - The fountain in the courtyard that was damaged when the roof was shoveled off, has had pictures taken of the damage and sent to Bill Innes. When Nina Gray returns, the full assessment of damage will be done and who will pay for the damage will be determined.
 - Other winter damage was some minor staining of a few ceiling tiles which Dave Weymouth will replace this spring.
 - Dave Weymouth has looked twice at the damaged awning in the courtyard area by the children's room and does not feel he can fix it. He recommended calling Eastern Shed Company/Awning who installed it and this has been done.
 - The trellis will be cleaned and stained within the next two weeks for the cost of \$300. The trellis's remarkable recovery from the stress this winter put on it was marveled at.
- Cooperative
 - The Directors will meet on April 23rd at the Kimball Library
 - The Coop Libraries are still looking at sharing Large Print collections and not duplicate copies.
 - OverDrive ebooks are now showing up in the coop catalog. This feature should help advertise the ebook service and increase usage.
 - The annual SNHLC meeting is set for Monday, May 4th at 7:00 PM at the Kimball Library. We will be responsible for refreshments and taking minutes.
 - Koha was upgraded to 3.18 last night and now there are problems with our print management system (CASSIE) but everything else is ok. The vendor is working on this issue.

- Staff
 - Kathy Watson and Diane Heer will be attending the June 5th NELA ITS workshop “Reboot Your Library Website” at the Portsmouth Public Library.
 - Lois Powers and Kathy Lamarre will be attending a cataloging class on June 2nd and June 16th in Peterborough, NH.
 - Emily Havey will be attending a children’s workshop on May 14th in Manchester, NH.
 - On Monday, April 27th the Selectmen will hear all the Department Heads make budget presentations.
- Miscellaneous
 - The NHLTA Spring Conference and Annual Meeting will be held on May 18th. Who is going was discussed.
- Youth Services March 2015 Highlights was written by Kathy Watson and given to the trustees.
- Budget – Diane presented an approximate budget to date.

Old Business

1. Temporary Stage/storage shed/addition committee report
Alan will contact Ron Lamarre and ask him to advise us on the best way to get additional storage for Kimball Library.
2. Courtyard Lighting/Fire Alarm Project
This was discussed under Director’s Report.
3. Courtyard Sign
Diane gave the trustees pictures of what the sign will look like and noted that the hanging sign will be anchored both on the top and the bottom. She also had a sample of the plastic that it will be made of. Everyone was pleased with the plan. Marnie Finn motioned to purchase the Courtyard Sign with the ¾” smooth PVC stock, Size 20’ x 29”, Double Sided, Blue Background with Black and White LOGO for the cost of \$260. and installation and hardware of \$120.. Jim Cobb seconded and the motion passed.
4. Wiring/electrical of Library for Atkinson Cable TV
This was also discussed under Director’s Report.
5. TV for Large Meeting Room
Jim Cobb went over the handout, explaining why he was recommending a 65” UHD JU7100 Series Smart TV. He said technology is changing rapidly now and it would be prudent to wait awhile to get the best TV for our usage in the large meeting room. He noted that he recently saw Walmart switching to all 4K and full HD televisions. The price on the handout may be able to be lower as we shop around but this will be close. He also offered to present this idea to the Friends of the Library at their next meeting to solicit their assistance with this purchase for our library. Jim agrees we should have a larger TV for the Large Meeting Room but this TV is a big step up and will be used in the Teen Room later when we are more comfortable in getting the larger TV for big room. Everyone thanked him for his research and agreed with his recommendation.

New Business

1. Accept Donations

Marnie said there were three donations in memory of Dorothy Gordon for a total of \$170..

AlanPhair motioned to accept these donations. Marnie Finn seconded and the motion passed.

2. Use of Courtyard for outside “functions” (Committee report)

There was no report at this time.

3. Possible Change to Standard Operating Guidelines for “Changeable Message Sign”.

Diane asked for a discussion and review of the current guidelines now that we have used the sign for an extended time. This discussion was sparked by a request by the Lion’s club to use our sign to help them notify the public of an event they have planned in May. Parameters were discussed and the trustees agreed that it was ok to go ahead with the Lion’s request and that all messages are subject to discretion of the Director.

4. Kimi Nichols Volunteer Project

Diane explained she has been contacted with a request to have volunteers from Kimi Nichols transport books between the Atkinson and Plaistow libraries two times a week (what we do now). There will be no obligation to us for any costs and they have insurance. The trustees were pleased with this idea.

5. Election of Library Trustee Officers for 2015-2016

Chairman: Alan Phair nominated Jim Cobb for Chairman. Everyone seconded and Jim Cobb was elected.

Vice Chair: Marnie nominated Alan Phair as Vice Chair. Jim Cobb seconded and Alan Phair was elected.

Secretary: Alan Phair nominated Linda Jette to remain as secretary. Jim Cobb seconded and Linda Jette was elected.

Treasurer: Alan Phair nominated Marnie Finn to remain as treasurer. Anna Winsett seconded and Marnie Finn was elected.

There was a discussion regarding who would do the minutes if Linda Jette was not available.

Anna Winsett offered and others have filled in also so this was determined to not be a problem.

6. Timer of Courtyard Lights

Diane said the timer was off and asked Alan if he had turned it off. He said he didn’t but someone else may have. It will be checked. Alan noted the system for the iron filter unit is in.

7. Recommendation to Selectmen of Trustee Alternates.

Alan said we can legally have three alternates and there are four applicants. It was decided to discuss this issue in a non-public session.

Alan Phair motioned to go into a non-public session pursuant to RSA 91-A:3 II to discuss personnel issues. Jim Cobb seconded and a roll call vote was held with trustees Alan Phair, Marnie Finn, Jim Cobb, Anna Winsett and Linda Jette voting in the affirmative. The public meeting was closed at 7:50 PM after Alan informed the viewing public that our next meeting would be taped as usual.

Dave Williams helped with the breakdown of the broadcast and said it was successfully transmitted.

At 8:31 the Public Meeting of the Trustees reconvened. Alan announced that Nina Gray, Julie Hammond and Wendy Doughty would be our recommendations to the Selectman for appointment as Alternate Trustees by unanimous vote of the trustees.

Alan reminded us that the SNHLC Annual meeting needs to be posted. Refreshments were discussed.

The meeting was adjourned at 8:37 PM.

Respectfully submitted,

Linda S. Jette, Secretary