

KIMBALL LIBRARY  
TRUSTEES MEETING  
AUGUST 17<sup>th</sup>, 2011

Meeting Called To Order : 6:30pm

Roll Call : Trustees Alan Phair, Kay Galloway, Julie Hammond, Wendy Doughty, Marnie Finn

Alternates : Nina Gray

Also Present : Director Diane Heer

Absent : Linda Jette, Don Latham

Secretary's Report :

Kay Galloway made the motion to accept the minutes of the July 20<sup>th</sup> meeting as presented. Wendy Doughty seconded and motion to accept minutes was passed.

Treasurer's Report :

Julie Hammond presented the monthly banking activity listings. Julie also explained that she has received the checks from the bank which can be used with the QuickBooks program. Kay Galloway made the motion to accept the Treasurer's Report as presented. Marnie Finn seconded and motion to accept was passed.

Director's Report :

Diane reported that circulation overall is down 12.9 %. Ebooks popularity is one factor in the decline and Diane and the staff are tracking other statistics which may also be factors.

The summer reading programs have enrolled 250 children and the programs have all been very well attended. Attendance at all programs has been good and there are plans for the next 3 months with a variety of subjects being presented. There is a complete list on the Library web site. Kay Galloway commended Diane for the program planning.

The budget figures were examined and spending seems to be on track for the year. Discussion of the 2012 budget will begin in November.

Regular cleaning and repair work has been accomplished.

#### Old Business :

The check from the Elizabeth M. Smith bequest has been received.

Alan Phair reported that he has spoken with Terry Knowles in the Attorney General's office about the Kimball Endowment Fund. Ms. Knowles will be meeting with members of the Fund and will then report back to Alan.

The plans for the awning and heat mat project should be available at the September meeting. A secondary security light will also be considered.

Diane presented a concise explanation of the proposed Co-op with Sandown and Plaistow. There will be a meeting on Thursday 8/25 at the Plaistow Library to consider the proposed Cooperative Agreement. Kay Galloway made the motion that the Kimball Library Trustees would publicly commit to the purchase of the Koha circulation system with support from the Bywater company. Marnie Finn seconded the motion and it was passed unanimously.

#### New Business :

The Board is exploring the possibility of applying for a government sponsored grant to pay for a generator. The library would be a logical choice as an emergency shelter. Nina Gray has been in contact with officials in Newton who have successfully applied for several grants of this type. She will follow up in gathering more information. Kay and Alan will also participate in this project.

The trellis by the front door needs to be stained. A motion was made by Kay Galloway and seconded by Marnie Finn to obtain opinions and estimates. Motion was passed.

The next Book Sale , which is run by the Friends, will be held on 9/24 in conjunction with the town wide yard sale.

Next meeting – September 21<sup>st</sup>, 2011 @ 6:30pm

Motion to adjourn made by Kay Galloway and seconded by Julie Hammond. Motion passed.

Adjourned – 7:30pm

Submitted – Marnie Finn, Secretary