

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

**August 17, 2016**

**Location: Kimball Library Meeting Room**

**Time: 2:00 PM**

- **Call to Order:** Chairman Jim Cobb called the meeting to order at 2:04 PM. The Meeting was “live” while being recorded.
- **Pledge of Allegiance:** Recited.
- **Roll Call:** Present were Trustees Marnie Finn, Jim Cobb, Chris Witteveld and Anna Winsett; Alternates Nina Gray, designated to vote for Trustee Linda Jette, Wendy Doughty and Julie Hammond; Director-Diane Heer; Videotaper-Russell Wolff.
- **Correspondence:** None.
  
- **Chairman’s Report:** Chairman Cobb mentioned The Friends of the Library meeting he and others attended this morning and referenced a project by proposed by an Eagle Scout, which involves beautifying further the landscaping around the Library. The project was more fully described and discussed later in the meeting.
  
- **Secretary’s Report:**
  1. Two sets of minutes were subject to approval: (1) the minutes from the regular meeting of July 20, 2016, and (2) the minutes from the special meeting of August 2, 2016, held to consider and approve volunteer Page Emma Cross as a paid Library Page.
  2. Marnie Finn motioned to accept the minutes from the July 20, 2016, regular meeting. Nina Gray seconded and the motion passed.
  3. Marnie Finn motioned to accept the minutes from the August 2, 2016, special meeting. Anna Winsett seconded and the motion passed.
  
- **Treasurer’s Report:** Nothing significant to report.
  1. Jim Cobb motioned to accept the Treasurer’s Report as presented. Nina Gray seconded and the motion passed.
  
- **Director’s Report:** The full written Director’s Reports will be included with the Trustees Meeting Minutes in the permanent record.
  1. Statistics for Circulation

- Director Heer mentioned that July tends to be the highest [activity] month of the year. Over 1,000 attended the Library's July programs. The meeting room was used steadily throughout the month.
2. Programs
    - The Director specifically mentioned the elder services barbeque to be held August 18, 2006. Good food to be provided for \$5.00 per plate, followed by a band concert commencing at 6:00 PM.
  3. Upcoming Programs
    - The Director specifically mentioned the upcoming program featuring Author David Rosenfelt on September 15<sup>th</sup> at 3:00 PM and 6:30PM. Mr. Rosenfelt is known to be an excellent author, speaker, humorist and dog-lover. In lieu of compensation his appearance will benefit the Salem Animal Rescue.
    - There is a complete list of upcoming Programs and Events [in the Director's Report.] A calendar of programs is also available at [www.kimballlibrary.com](http://www.kimballlibrary.com).
    - Library Patrons and their families are encouraged to attend all the programs, and assurances are offered that all measures that can be taken to minimize attendance by mosquitoes and other pesky little creatures at the outdoor programs.
  4. Facilities Review
    - Nothing significant to report.
  5. Cooperative Update
    - The program designed around the book: *The Things They Carried* by Tim O'Brien, which includes the cooperative libraries and others in the area, will commence in September and run through Veterans' Day.
  6. Staff
    - Nothing to report.
  7. Miscellaneous
    - Director Heer mentioned several programs held in July and how successful each had been. These included a visit by Pete the Cat, the soaking of Children's Librarian Cathy Watson and the line dancing tutorial held in the Library's parking lot. All great fun!
  8. Budget Update
    - The Director mentioned several items.
    - Payroll might be slightly lower than as reflected in the report.

- Budget time is approaching. The Director stated that she did not anticipate any “big ticket” items in the coming year.
  - The electricity rates have been set through 2017.
  - Merit increases will be considered at the next Trustees Meeting.
  - The Library is rotating its computers (older ones for newer ones.) The computer(s) in the Children’s section needs to be replaced. The library’s server is getting old. It general has a five-year life.
- 9. Youth Services – Kathy Watson: The full report of Youth Services provided will be included with the Trustees’ Meeting Minutes in the permanent record.
- **Old Business** The following items of old business were discussed:
  1. Director Heer mentioned again the funds expected from the Atkinson Women’s Civic Club with which the Library may purchase additional outdoor furniture for the Courtyard or a Bose sound system. A final commitment from the AWCC is pending and if its generous gift does not cover the cost of either the Library will seek additional funds from The Friends of the Library.
  2. Director Heer and Trustee Anna Winsett finalized the Accident/Incident Report, Emergency Response Procedure, Evacuation Procedure, Medical Emergency Procedure documents. The Trustees will review one more time and provide final corrections, if any.
  3. Director Heer brought up the project proposed by Eagle Scout Ben LaMar, through which he hopes to earn a badge. The landscaping project would include the expansion and re-loaming of the area around the azalea bush; the planting of 250 daffodils in October; the re-loaming and re-mulching of the three-tree area behind the Courtyard and the addition of cobblestones and two benches. As part of the project, Scout LaMar will raise the money to acquire the benches. The project has been discussed with the FOL and Road Agent Ted Stewart and is to be completed by the end of October. Scout LaMar has to secure approval from appropriate Scout authority before the project can proceed.
- **New Business** The following items of new business were discussed:
  1. Accept Donations
    - Trustee-Treasurer Marnie Finn said she had \$20 in rolled quarters. Nina Gray motioned for the \$20 to be accepted as a donation. Anna Winsett seconded and the motion passed.

- Director Heer showed the brochure “Community Stories: Soldiers Home & Away” for the community library reading project (to which nine libraries in the area have committed) around the book *The Things They Carried* by Tim O’Brien. The brochure explains the purpose of the program and lists some of the related activities which will accompany it. (For example, Trustee Chris Witteveld, a former Naval Aviator, will lead a discussion group during the course of the program.) It runs from September 16<sup>th</sup> through November 12<sup>th</sup>. Director Heer encouraged patrons of the library (and all others) to participate. A copy of the book may be secured at the Library at no cost. Remaining books will be donated to Timberlane High School, which includes this book in its English curriculum.) Students at Timberlane will be producing a documentary which will capture the remembrances of Vietnam-era veterans. Anyone interested in participating should contact the Library.
- **Next Regular Meeting:** Will be on Wednesday, September 21st @ 2:00 PM at the Kimball Library. The meeting will be videotaped and available on the website: [www.vimeo.com/townofatkinsonnh](http://www.vimeo.com/townofatkinsonnh)
- **Adjournment:** Nina Gray motioned to adjourn the meeting. Chris Witteveld seconded and the motion passed. The meeting was adjourned at 2:43 PM.

Respectfully submitted,

Anna P. Winsett, Secretary