

KIMBALL LIBRARY
BOARD OF TRUSTEES MEETING
ATKINSON NH 03811

August 19, 2015

Call to Order: Chairman, Jim Cobb called the meeting to order at 6:34 PM.

Pledge of Allegiance: Chairman Cobb led the group in the Pledge of Allegiance.

Roll Call: Trustees – Anna Winsett, Marnie Finn, Jim Cobb, Alan Phair, Linda Jette; Alternate Trustees – Nina Gray, Wendy Doughty, (Julie Hammond had called to say she would be late); Library Director – Diane Heer; Video Taper – Russell Wolff.

Correspondence: Diane Heer gave out the Thank You notes from the recipients of the Timberlane Scholarship, Isabella Thegerge and Michaela Alonzo.

Chairman's Report: Jim announced that the Friends of the Library had met that day and voted to help the trustees buy the large TV for the large meeting room!

Secretary's Reports: Alan Phair motioned to accept the minutes of July 15, 2015 Regular Monthly Meeting. Marnie Finn seconded and the motion passed.

Alan Phair said there was a mistake made at the July 15th meeting when the minutes were sealed before being accepted and the next action was to correct that mistake. There was a Roll Call vote to unseal the minutes of the Non-Public Meeting. The vote was unanimously in favor of unsealing those minutes. Then Alan Phair motioned to accept the minutes of the Non-Public Meeting. Marnie Finn seconded and the motion passed. Then a Roll Call vote unanimously approved sealing those minutes.

Anna Winsett motioned to accept the minutes of the July 31st Special Meeting where there was a discussion about hiring a temporary part-time employee to assist with circulation coverage during staff shortage. Also Catherine Piccolo was hired for that position. Jim Cobb seconded and the motion passed.

Alan Phair motioned to accept the minutes of the August 13th Special Meeting regarding hiring for the Youth/Circulation Assistant position where Mary "Celeste" Linnan was hired. Anna Winsett seconded the motion and the motion passed.

Treasurer's Report: Marnie Finn said things were going well as usual and she had a small donation to present later. Alan Phair motioned to accept the Treasurer's Report. Jim Cobb seconded and the motion passed.

Director's Report: The full Director's Report is available.

1. **Statistics for Circulation:** Total circulation of 9,756 was up 2.34% for the month of July. 225 children signed up for the Summer Reading Program. July is traditionally the busiest month and this July certainly was busy!
2. **Upcoming Programs/Events:** Although this event would be over when the TV audience heard this recording, Diane gave the details of the multi sponsored August 20th event when the Elder Affairs cookout would be held from 4:00 to 6:00; the Atkinson Recreation Ice Cream Social would begin at 5:30 and the Timberland Community Band Concert would begin at 6:00. She also highlighted the "Skywatch with the NH Astronomical Society" on October 13th at 6:30 PM. The outdoor movie evenings in the Courtyard were also discussed. It was agreed this was a very nice venue to enjoy outside on a summer evening, although bugs were still a minor problem.
3. **Facilities Review:**
 - The AC unit in the telecom room is still being monitored. One day in the last two weeks the unit did not cool. Unfortunately, the company doesn't make this unit anymore and parts are not available. Of course, since the unit is seven years old, there is no warranty.
 - Five new computers have been installed by First Choice Networks. An "All-In-One" computer for the Children's Room and a new laptop for the meeting room will be ordered in the next week. First Choice has suggested we order these items directly from Dell Government since we would get a better deal with warranty and they will service them.
 - Dave Weymouth replaced all soiled ceiling tiles in the lobby and meeting room on July 28th.
 - Diane met with Ron Lamarre on July 28th regarding more storage space in the staff area. No information about this issue yet.
 - The ADA doors were working intermittently and updated transmitters and receivers have been installed.
4. **Cooperative:**
 - The next meeting of the Directors is scheduled on August 27th at the Kimball Library.
 - The Directors are investigating the possibility of collecting fines with credit and debit cards because many patrons would like this service offered. Koha may have the capability to do this.
 - The three libraries are working together to plan some rotating programs at all three libraries. A meeting is set-up for Tuesday, August 25th at 12:00 PM at the Plaistow Library. A photography program series is being considered.
5. **Staff:**
 - A temporary library assistant has been hired. Cathy Piccolo started on August 3rd.
 - A Youth/Circulation Assistant, Celeste Linnan, has been hired effective August 17th.
 - Diane Heer will be on vacation August 21st, September 9th through September 20th.
 - Kathy Watson will be on vacation August 20th through August 26th.

- The workshop “*Lead the Change, NH Transform Your Stacks to Drive Circulation*” to be held on September 25th at the Howe Library in Hanover, NH will be attended by Diane, Kathy and Lois.
 - Lois Powers has been taking an online Excel class through Lydia.com (free through the NH State Library).
- 6. Miscellaneous:**
- Diane has been asked to attend the Atkinson 250th Anniversary Planning meeting on August 26th at 6:00 PM at the Atkinson Community Center.
 - The library will be closed Labor Day weekend September 5th – 7th.
- 7. Youth Services July 2015 Highlights Report submitted by Kathy Watson is available.**
- 8. Budget:** Diane briefly reviewed the budget for week 32 and said she would like to review the budget for 2016 with the trustees before the presentations to the Board of Selectmen and the Budget Committee. This meeting will be set up just before the presentations, keeping in mind that some figures will change during the process.

Old Business

- 1. Temporary Stage/Storage Shed/Addition Committee Report**
 - Report on hold until advice from architect.
 - More shelving for storage and Fire/Draft Proofing of Book Drop is being considered and estimates gathered.
- 2. Use of Courtyard for outside “functions” Committee Report**
 - Committee meeting will be held after August 20th when a more educated evaluation can be made.
- 3. Update on Moose Grant**
 - Fred Kulik has written the final report about the digitizing and microfilming of certain old town documents. This finalizes this project and happily it was very successful.
- 4. Landscaping work on the sign and front flower bed**
 - Nina Gray described plans for this project. She explained how it would look and the reasoning for the lay-out. The stone will take up most of the donation from East Coast Lumber. The work will start in September after it has been marked out. Alan said the yellow tape roping off the steep area by the Courtyard entrance needs to be addressed to make the area safe and also attractive.
- 5. Update on TV for large meeting room**
 - Jim Cobb was pleased to report that the TV has been ordered. Alan Phair found an 84” 4G, 3D TV with all the bells and whistles we wanted for \$5,999. when it was listed as \$13,000. The TV will be shipped for free from CA but can be serviced here...an extended warranty was also purchased from an authorized dealer locally. The installation has not been set and Russell’s advice was asked.

New Business

1. Accept Donations
 - Marnie Finn said there was an accumulated amount of change donated to the library that totals \$26.99. Alan Phair motioned to accept the donation of \$26.99. Jim Cobb seconded and the motion passed.
2. Library Badges
 - Diane asked if anyone needed a badge since she was ordering badges for the new staff.
3. Copy Machine
 - Diane explained the need for a new copy machine. The 7 year old Panasonic black and white machine we have isn't working. Panasonic doesn't make this machine anymore and parts aren't available to repair it anymore.
4. Next Regular Meeting
 - The next regular meeting of the Board of Trustees was changed to September 23, 2015 because Diane will be on vacation on September 16th (the usual date) and there would be updated figures for the 2016 budget on the 23rd of September. Diane also said she would be meeting with Wendy Barker, our liaison on the Budget Committee before the presentations to the Selectmen and the Budget Committee and the trustees are invited to attend that meeting too.

Adjournment

Alan Phair motioned to adjourn the meeting at 7:32 PM. Marnie Finn seconded and the meeting was adjourned.

Respectfully submitted,

Linda S. Jette, Secretary

*Note: Julie Hammond arrived just after meeting was adjourned.

