

KIMBALL LIBRARY

BOARD OF TRUSTEES MEETING

August 21, 2013

Meeting Called To Order: 6:45 pm

Roll Call: Trustees: Alan Phair, Marnie Finn, Jim Cobb, Linda Jette and Wendy Doughty. Alternates: Nina Gray was present but Julie Hammond and Don Latham were excused. Also present: Director Diane Heer

Alan Phair led the salute to the flag. Then he said that he had attended a Friends of the Library meeting in the morning and was very impressed with the number (24+) of enthusiastic members there. He praised them for the great job they do to support our library!

Secretary's Report: Wendy Barker is a member of the Budget Committee but not our liaison so that correction needs to be made. Marnie motioned to accept the minutes of the July 24, 2013 Trustee Meeting with the correction. Jim Cobb seconded and the motion passed.

Treasurer's Report:

Treasurer Marnie Finn presented the monthly Treasurer's Report. She said there was nothing unusual about the report. Wendy Doughty motioned to accept the Treasurer's Report. Linda Jette seconded and the motion passed.

Director's Report:

Director's Report: Diane told us that circulation is up a little. She said the Summer Reading Program is over now with a little over 300 children signed up for it! She went over the very successful programs from the recent past and upcoming Programs and Events. She said that the library is taking donations for the fall book sale. She explained about the fund raiser at Uno's for the Friends of the Library to be held tomorrow. She said coupons could be downloaded from the library's website. She encouraged people to check the website calendar for events.

Facilities: Diane said that Dave Weymouth is aware of the rodent problem and will be dealing with it. Dave has also sprayed for hornets that needed to be ousted from their nest in the courtyard. The replacement projector is still on the list of items that need to be addressed by the end of the year. Comcast has pulled in fiber cable into the building

and terminated the cable so we can broadcast live from the building after Dave Williams addresses the wiring from the cable box to the meeting room. Major problems with our old server started on July 31st and on August 1st the server completely died. On Friday, August 2nd First Choice Networks loaned a temporary server to us for \$250 per month. It is running ok and will give us time to evaluate the situation and plan what to do.

Staff: Kathy Watson will be attending a YALS Conference on September 26th at the Portsmouth Library. She will also be attending the CHILIS Fall Conference with Celeste Linnan on October 17th in Grantham New Hampshire. Diane will be a facilitator for a Round Table discussion on Koha at the New England Library Association Conference in Portland Maine.

Cooperative: She let us know that Plaistow has hired a new director and he will start on September 16th. Sandown is still interviewing.

Miscellaneous: The Budget Committee will be using a modified zero budget for 2014. Early in September there will be a meeting but no date has been set yet. We have not yet received notice of who our liaison will be for 2014 budget.

Kathy Watson submitted a detailed report of Youth Services in July. Diane reminded us that planning for summer programs start usually in March. The teenagers didn't make the challenge so Kathy did not have to wear the silly wigs.

Diane announced that the November 2nd Peddler's Market put on by the Friends of the Library will not be held at the Atkinson Community Center this year because the large meeting room repairs will not be done by that time. The Atkinson Academy has offered their gym for this event.

This year's budget was discussed. The Salary line does not include this week. The Electric line will be over as it will also be in other town buildings. Although our usage has gone down, the price has gone up substantially. Diane advised us that the Heat line should be ok and, of course, that pesky Custodial Supply line was briefly discussed.

For more details see attached Director's Report.

Old Business :

The Temporary Stage discussion was put on hold for this meeting since Marnie Finn has been tied up with other issues and there was nothing new to report.

Alan Phair commended the Atkinson Garden Club for the donation of three trees to the Courtyard Project. They are already providing shade for the courtyard users.

He thanked Fresh Water Farms for giving us a great price on the trees. He also thanked everyone who helped with this project and gave special thanks to Marnie Finn, Nina Gray and Don Latham for their leadership in this project. He said that Ron Lamar who designed Kimball Library is going to use his expertise to provide an architectural plan for the three seating walls and stairs for the Courtyard Project.

The Atkinson Community Center large room repairs will be delayed getting started because the man hired to do the job just had surgery on his shoulder. The repairs may start mid October. Diane said that Noriko has contacted her about this problem and they will work together to get some of the fall groups previously scheduled at the Community moved into space at the library until the room is open again at the Community Center.

Diane presented a preliminary budget to the trustees. She is still checking on our contractors for prices for 2014. She said that Hampstead Water may increase their price. There may be increases in FICA and bids on heat and electric will come in later. The need for a new Server will be addressed in the next year's budget. Diane reminded us that the merit raises given this year were only for 9 months and will be continued until town meeting next year by default.

New Business :

Donations: Linda Jette motioned to accept \$375 donation from the Atkinson Garden Club for the purchase of three trees. Wendy Doughty seconded and the motion passed.

Server Replacement: Alan Phair said that solutions to our server problem are all costly. Mike Ebbett from First Choice Networks has given us information on choices we have to make which may include purchasing software too. He gave kudos to Jim Cobb for his expertise and input on this problem. Diane mentioned a side note to computer issues: library based email addresses for the trustees. It would be a good time to evaluate who wants this service.

Marnie Finn presented a bill for \$102.21 for sand in the courtyard and it was agreed to use trustee funds to pay it.

Wendy Doughty thanked Dr. White for donating Kimball Library calendars again. She wanted to know if anyone had any suggestions for change because the order will be placed soon.

The next meeting will be September 18, 2013 at 6:30 pm.

Jim Cobb motioned to adjourn the meeting. Marnie Finn seconded and the motion passed.

Respectfully submitted,

Linda S. Jette, Secretary