

KIMBALL LIBRARY
BOARD OF TRUSTEES MONTHLY MEETING
ATKINSON, NH

August 15, 2018
LOCATION: LIBRARY MEETING ROOM

Call to Order: Chris Witteveld called the meeting to order at 1:10 PM

Pledge of Allegiance: At 1:10 PM

Roll Call: In attendance were trustees Chris Witteveld, Marnie Finn, Tom Kelley and Karen Trasatti. Also, Diane Heer, Library Director. Alternate trustee Nina Gray was appointed to act on behalf of Jim Cobb, Julie Hammond and Wendy Doughty, alternates attended. The videographer Russell Wolff was present. Absent: Jim Cobb

- Correspondence- A letter from Hampstead Water Co. notified the library of a water rate increase, effective in July 31, 2018.
- Chairman's Report- The Friends of the Library met this morning. They are working on baskets for the Peddler's Market on November 3 and will help with the 10th anniversary celebration of the new library on Friday, October 12th.
- Secretary's Reports
 - The minutes of the June 20, 2018 regular monthly Trustee's meeting were reviewed. A motion to accept was made by Chris Witteveld, seconded by Nina Grey and passed.
 - The minutes of August 10, 2018, a Special Trustee's meeting were also reviewed. Tom Kelley motioned to accept the minutes, seconded by Chris Witteveld and passed.
 - The minutes from the Special meeting on July 24, 2018 to hire Nicholas Longchamp will be reviewed at the September 19, 2018 meeting.
- Treasurer's Report
 - Treasurer Marnie Finn reviewed the Reconciliation Summaries for June and July. She shared another hand-out of encumbered funds to include Copy monies, Ruth Campbell and Elizabeth Smith funds. The hand outs are on file and attached. A motion to accept June and July fund reports was made by Chris Witteveld, seconded by Karen Trasatti and each motion passed.
- Director's Report
 1. Statistics for Circulation. Library Director Diane Heer reported July is one of the busiest months of the year with 8300 items in circulation for the month. June and July saw large attendance numbers to adult and children's programs. There was great interest and participation in the Japanese drumming exhibit this summer.
 2. Upcoming Programs include a diversity of events. Native Plants on Sept 5, Standing Out in the College Admission Process on Sept 6, the Book Sale on Sept 15, the Angling program on Sept

20th and the NE Quilts and the Stories They Tell on Sept 27.th The programs are expected to be heavily attended. And very importantly, the 10th birthday of our new library will be celebrated Friday, Oct 12, 3-8 PM. All the programs illustrated the lack of adequate parking, especially for those with mobility problems or children.

3. Facilities Review: The trellis will be cleaned by Andy Mason, the AC had a clogged drain on Aug 6 and was repaired the next day. Hopefully the cost to repair won't be too expensive since there were no broken parts. The kick plate has not yet repaired but should be completed soon. Teddy Stewart will prune trees around building by month's end.
 4. Cooperative Update -Diane met with the Hampstead Library Director; Hampstead is deciding whether to join co-op which includes Atkinson, Plaistow and Sandown. A decision will be made in August by the HLP board of trustees. The SNHLC Cooperative Annual Meeting is scheduled for May 6, 2019 at the Plaistow Public Library.
 5. Staff Lois Powers and Carol Stafford attended a magazine module seminar on August 9th; Lois Powers, Kathy Watson and Michelle Collins will attend the NELA conference Oct 21-23. Diane Heer will attend the MHEC Expo on Sept 21. Dennis Longchamp began employment as a library page on August 1.
 6. Miscellaneous: The NH Municipal Association Conference is Nov 14 & 15 in Manchester. Nov 15 is geared to trustee training.
 7. Budget Update. The Monthly Expenditure report for 8/1-8/14 was distributed and reviewed. Expenditures are on track with no irregularities noted.
 8. Youth Services report. Kathy Watson provided a one-page list of all the Library Youth Services programs which occurred during the month. The programs were varied and full of exciting events for the school age participants. Great job Kathy!
- Old Business
 1. Status of library parking lot extension project. The Minutes of the Special Meeting on Aug. 10 provide early discussions of the elements of expanding the library parking lot. Still to be identified are the particular costs based on engineering needs. Much will depend on the cost of fill and transportation to the library's site. The question of costs will better be determined when we hear back from Steve Lewis within a couple of weeks. Chris Witteveld had conversations with the Cemetery Board about whether there is a way to work together on aspects of this project. At next meeting we will know more of the specifics from Steve Lewis.
 2. Passport Acceptance Service- The Kimball Library resubmitted and has been granted a designated site to review new applications for NEW passports. The trained library staff will process the necessary materials, prior to the passport application being sent to the Passport Office. The process is for NEW applications only, Renewals go through a different process. Four staff are being trained by the Portsmouth Passport Office. Once training is completed, the program can be offered to the public. A \$35 fee will be paid for by the applicant. Libraries are being encouraged to participate because of greater hours of operation than post offices, notaries on site and private rooms to conduct and gather the information.
 - New Business
 1. Accept Donations: Treasurer Marnie Finn reported \$762 donations have been received since our last meeting. Tom motioned to accept the donations, Karen Trasatti seconded the motion.

2. Library Tagline decision. A detailed process has been underway for the last two-months to solicit and select a tag line to be used by the library. A long list of suggested tag lines was developed and whittled down after review by staff, the Friends of the Library and Trustees. Today four tag lines were reviewed: "Books are just the beginning", "Rediscover the past, Examine the present, Explore the future", "Discover, Read, Repeat" and Engage, Excite, Explore". There was a general agreement that all were good, but the first and last suggestions garnered the most interest and support. After much discussion it was voted to adopt, by a majority vote the tag line "Books are just the beginning." The motion to adopt the selected tag line was made by Chris Witteveld, seconded by Marnie Finn and passed.
 3. Initial discussion of 2019 budget process. It is too early to pull numbers together for next year's budget. Health care, pensions and some support costs have yet to be determined. heat, salaries are still being developed.
 4. Discussion of building cleaning company performance- The topic of the cleaning services is still being discussed and the Town is asking the library to join it in seeking competitive bids for a master cleaning contract. No decision has yet been made.
 5. Hire new library page-Ethan Pelletier has completed training. He is a sophomore and is 16. He's excited to work at the library. A motion was made by Chris Witteveld to hire Ethan Pelletier, seconded by Nina Gray and passed.
 6. Other – Marnie asked Diane Heer to gather salaries of area librarians in anticipation of salary discussions with Diane in October as her contract expires.
- Next Regular Meeting
The next scheduled meeting will be on Wednesday, September 19, 2018 has been changed to 6:30 pm, a one-time change.
The date of the November meeting will be tabled and discussed at next meeting since it will fall on Nov 21, the day before Thanksgiving.
 - Adjournment. At 2:21 PM, Motioned by Chris Witteveld, seconded by Karen Trasatti and passed.

Respectfully submitted:
Tom Kelley, Secretary