

KIMBALL LIBRARY
BOARD OF TRUSTEES MEETING
ATKINSON NH 03811

December 18, 2013

Location: Kimball Library Meeting Room

Time: 6:30 pm

The meeting was called to Order at 6:35 pm.

The Pledge of Allegiance was led by Alan Phair.

Roll Call: Trustees - Alan Phair, Marnie Finn, Jim Cobb, Wendy Doughty and Linda Jette were present as were Alternates – Nina Gray and Julie Hammond. Alternate Don Latham was absent as was Director, Diane Heer.

Correspondence: None

Chairman's Report: None

Secretary's Reports: Wendy Doughty motioned to accept the minutes of the November 20, 2013 meeting and Jim Cobb seconded. The motion passed.

Alan Phair motioned to accept the Non-Public Meeting minutes of November 20, 2013 and Jim Cobb seconded. The motion passed.

Jim Cobb motioned to accept the Special Meeting of December 10, 2013 called to discuss the IT vendor bids and Alan Phair seconded. The motion passed.

Treasurer's Report: Linda Jette motioned to accept the Treasurer's Report and Wendy Doughty seconded. The motion passed.

Director's Report: Since Diane Heer wasn't present, Alan Phair and the other trustees gave her written report so the TV Audience could know the facts it contained.

- Circulation: Up 4.57% for the month of November.
- Programs: There was record high attendance in the "Bubbleology" event with over 100 children and at least 25 adults watching from the hallway. Upcoming programs were announced including a Mah Jong tournament, *the Leap to Freedom: Boston Harbor, 1989* by Haverhill author, Lynda Healey, the Jack Frost Jamboree and Welcome Home NH: Songs and Stories about NH. Marnie Finn reminded the audience to check the library website if questioning program cancellation because of concerns about weather.
- Facilities: Jim Cobb explained the new set-up for the wiring for the projector in the front of the meeting room on the right near the corner should eliminate the ongoing problems.

A used (less than 20 times) portable projector has been purchased from Wilmot Library to replace ours that broke at the end of 2012.

Still waiting for the completion of wiring from the cable box to the meeting room, which must be completed before live broadcasting can be done from the meeting room.

The RFP was completed with the Atkinson Technology Committee. Three competitive bids came in and Kimball Library voted to go with the lowest bidder, First Choice Networks.

The licenses for CASSIE (Print and Computer software) have been purchased. CASSIE will help manage our computers for residents and restrict time limits for non-residents as well as the printing from the public computers. Now patrons will have to pay at the charge desk before printing.

Dave Weymouth has adjusted the front door so it doesn't slam now.

Dave is aware of the lights that are out near the circulation desk; the glass cabinet door hinges that need to be adjusted and the heating panel in the staff kitchen needs to be lifted and was reminded again on December 16th.

- Staff: Mary (Celeste) Linnan has given her notice on December 9th that due to family she will be resigning from her position as Youth/Circulation Assistant. She will work to help us out but her last day will be December 20th. She will be missed!

Kathy Watson's vacation hours were listed.

- Cooperative: The Directors will start to meet on a monthly basis starting in January 2014.
- Miscellaneous: The IT bids for the library and town were due by noon on Monday, December 2nd. Both the library and the town decided to stay with First Choice Networks.

The hours for the holidays were announced. The library will close at 2pm on Christmas Eve day ; will be closed on Christmas Day. Open on Tuesday December 31st from 10:00 – 3:00 and closed on January 1st ...all other days will be open normal hours.

- Budget Review: The end of the year budget was discussed and there were no surprises. It was noted that there will be \$4200. remaining In the Library Aides line so we will probably have a little money to return to the town. The over expenditure in the electricity line was expected. The Materials of Trade line is also over. The plane tickets for Diane to go to Indianapolis for an educational conference have been paid. The balance of the new CASSIE software licenses (\$1047.00) was paid out of the Ruth Campbell Fund. The Equipment & Maintenance line is also over expended because of the cost of changing the projector wiring to the front of the room. ****\$1,200 credit from LGC on health benefits was received. This was part of lawsuit settlement between municipalities and LGC.

Old Business:

- Courtyard Project: Alan announced that Kay Galloway will help with a fund raising project and also Ron Lamarre has agreed to have a sketch ready for the fund raising drive.
- The Server Replacement Status will be decided tomorrow night with the Budget Committee. The meeting starts at 7:30.

New Business:

- Donations: Jim Cobb motioned to accept a \$30 donation and Wendy Doughty seconded. The motion passed.

Next Meeting: January 15, 2014 at 6:30 pm

Adjournment: Jim Cobb motioned to adjourn the meeting at 7:07 pm and Wendy seconded. The motion passed.

Respectfully submitted,

Linda S. Jette, Secretary