

**Kimball Library  
Board of Trustees Meeting  
December 15, 2010**

**I. Call to order**

Chair Alan Phair called to order the regular meeting of the Kimball Library Trustees at 6:30pm on Wednesday December 15, 2010 in the Kimball Library.

**II. Roll call**

**Trustees:** Alan Phair, Kay Galloway, Julie Hammond, Gregory Spero, Wendy Doughty.

**Alternates:** Nina Gray, Margaret Finn, Linda Jette.

**Also Present:** Director Diane Heer.

**III. Facilities Review**

Ron Lamarre discussed ideas on how to improve the book drop area. The Trustees discussed the distance from the car to the drop off bin and how to avoid cars hitting the building when returning items to the Kimball Library drop area. Ron Lamarre stated at some point in time cars will hit the building and we need to prepare for that possibility. Wendy Doughty discussed how important it is for the drop off area to improve for the senior population. Ron Lamarre stated that he will schedule for an engineer to visit the library and make suggestions on how to improve the drop off area for our patrons. The Trustees also discussed various mats that could be used to improve the drop off area.

**IV. Approval of November 17, 2010 minutes**

A motion by Kay Galloway to approve the minutes of November 17, 2010 as is was made. It was seconded by Julie Hammond. The motion was approved.

**V. October 20, 2010 Non Public Session under RSA 91-A:3 II (c)**

Kay Galloway made a motion to unseal the closed meeting minutes of October 20, 2010. It was seconded by Wendy Doughty. The motion was approved.

Alan Phair made a motion to approve the October 22nd, 2010 special meeting minutes. The motion was seconded by Wendy Doughty. The motion was approved.

**VI. Chairman's Report**

Alan Phair discussed the results of the most recent Budget Committee's meeting for the Kimball Library. Alan discussed healthcare changes regarding employees paying more out of pocket towards the monthly premium. Alan discussed various decisions the Budget Committee made during their last meeting and reviewed the different scenarios with the Trustees and the Library Director. Alan Phair stated he will send a note to the Town Selectman regarding these topics to develop a better idea of what changes are going to occur and also did they provide enough notification to the Town employees.

## **VII. Treasurer's Report**

Julie Hammond provided an update on all accounts regarding the Kimball Library. Margaret Finn asked Julie when deposits were made and how did Julie Hammond reconcile the deposits. The Trustees and the Director Diane Heer discussed various ways on how to improve the cash flow accountability within the library and ways to improve the current system. Diane Heer stated there is a sheet that she will show Julie that should give her more information to help improve the current system.

Kay Galloway made a motion to approve the Treasurer's Report as written. Greg Spero made a second motion. The motion was approved.

## **VIII. Director's Report**

Diane Heer discussed lots of wonderful programs for the Kimball Library. Diane reviewed the many upcoming Programs and Events that are scheduled.

Diane Heer provided a full Facilities overview of the Kimball Library. Diane Heer stated carpet in the meeting room was successfully replaced and she was happy with the job that was completed by Bauen.

Diane Heer provided a staff update and discussed the budget for the Library. Diane provided a full line item by line item description of each segment of the Kimball Library.

Diane discussed a computer software item called Universal Class and how it would have the capability to help many of the patrons learn about various topics they seek to improve on for their business and personal skills.

Wendy Doughty made a motion to purchase the Universal Class. Greg Spero seconded the motion. The motion was approved.

## **IX. Old Business**

Alan Phair updated the Trustees that dig safe was called regarding the preparation for the Kimball Library Sign.

Alan stated we are trying to communicate with Dave Palleria to discuss the Kimball Library sign and the installation.

A committee will be formed to discuss library fines and how to improve them for the patrons of the Library. The committee will report back to the Trustees at a later date in time.

Alan Phair requested that Diane Heer reach out to one of the Kimball Library Endowment Fund representatives for updates on the fund.

Respectfully submitted by  
Trustee Gregory Spero, Secretary