

**KIMBALL LIBRARY
BOARD OF TRUSTEES MEETING
ATKINSON, NH 03811**

December 17, 2014

Location: Kimball Library

Meeting Room Time: 6:30 PM

- **Call to Order:** The meeting was called to order at 6:38 PM by Chairman, Alan Phair.
- **Pledge of Allegiance:** Then Alan led the group in the Pledge of Allegiance.
- **Roll Call:** Present were Trustees – Wendy Doughty, Marnie Finn, Alan Phair, Jim Cobb and Linda Jette; Alternate Trustees – Nina Gray and Julie Hammond; Director, Diane Heer with Russell Wolff videotaping the meeting. Alternate Jennifer Latham was excused.
- **Correspondence:** There was no written correspondence but Diane reported that she had received a call from Comcast to inform her that they had the contract with the Town of Atkinson and the library was included.
- **Chairman's Report:** No report was given.
- **Secretary's Report:** Marnie Finn motioned to accept the Minutes for the November 19, 2014 meeting as presented; Jim Cobb seconded and the motion passed.
- **Treasurer's Report:** Wendy Doughty motioned to accept the Treasurer's Report; Jim Cobb seconded and the motion passed.
- **Director's Report:** The Director's Report will be included with the Trustee's Meeting Minutes in the permanent record.
 1. Statistics for Circulation, Attendance for programs in November and Meeting Room Reservations were reviewed.
 2. Upcoming Programs – Diane highlighted some of the upcoming programs through February 19th.
 3. Facilities Review
 - The work on the cable project being done by Dave Williams is very close to being completed.
 - The four new barcode scanners that arrived earlier in December, unfortunately do not work with our patron barcodes. Diane sent one back with a sample patron barcode and the company had to agree that the scanners they sent will not work with our barcodes. However, for more money (\$400) they do have a model that will work and they are on the way to us. Diane will send back the other three scanners promptly.
 - The painting estimate was received from BNG Painting and given to Dave Weymouth because this maintenance will be paid for by the town. Due to town policy two more paint companies will also bid on the job and representatives have been shown the job requirements. The town will pick the vendor.
 - Councilman Electric has gone over the Courtyard Lighting. The Atkinson Recreation Department will pay for a portion of the lighting out of their 2014 budget. Jim Cobb met with Mike Murphy, Fire Chief, regarding the lighting.

4. Cooperative
 - The Directors met in Plaistow on December 8th. They worked on a sharing plan to purchase Large Print Books to avoid duplication and save money.
5. Staff
 - Kathy Watson's vacation days were listed and Diane Heer's Floating Holiday also. Diane assured us that the library would be in good hands and if there was something unusual she would be in the area and could be reached quickly.
 - Diane discussed the new Paralibrarian Certification Guidelines from NHLA. This is to encourage non MLS library staff to get more training in the library fields. Kathy Watson has been recruited and will volunteer to be one of the "public services" reviewers for the Review Board. The education will be free; the registration will cost \$50 for non-members of NHLA or \$20. for members. Diane has not introduced this to the staff yet. If some of our staff want to participate, the trustees will have decisions to make about paying the registration fees and a policy regarding paying for time spent taking the classes.
6. Miscellaneous
 - The Annual Report narrative for the town was due December 5th. Diane will finalize the report the first week of January 2015 with required statistics. The theme for 2014 is "How Your Local Government Works". The trustees' annual financial statement is due to the town hall as soon as possible after the first of the year.
 - The Xbox raffle collected \$600. which will be matched with another \$600. from the donor's corporation.

The Youth Services November Highlights were presented and Diane commented on how popular the Mother Goose on the Loose program is.

7. Budget Review (2014 & 2015)
 - Diane assured us that we would come in under budget although there are still two weeks more for salaries and an electric bill will come in soon plus the hardware numbers for the new scanners aren't plugged in yet. It is very tight and we commended Diane on doing a fine job managing the budget for 2014...as usual.

- **Old Business:**

1. **Temporary Stage/ storage shed committee report**

No discussion on this topic.

2. **Courtyard project lighting**

Jim Cobb presented a written summary of Provisions for Evening Use of Kimball Library Courtyard which contained two colored diagrams. This report will be included with the Trustee's Meeting Minutes in the permanent record. Points of discussion: assurance that the lights from the courtyard would not bother drivers going by the library; economical LED lights would be used; in addition to the lights there will be a fire pull switch and an emergency strobe light activated by that switch or any other fire pull switch in or on the building; also there will be a permanently lit Exit Sign pointing patrons to exit the area via the pathway out to Academy Avenue. Darkness concerns were expressed for the area behind the Kimball House as people exit the upper area. The trustees agreed that the Historical Society could have a motion light installed if deemed necessary.

3. **Wiring / electrical of Library for Atkinson Cable TV**

Was discussed in Director's Report

4. **Heritage Commission follow up or report (if any)**

Since the next meeting of the Heritage Commission is scheduled for January, there was no new information to report.

5. **Approve Social Media Policy**

Diane said she met with Kathy Watson; Jennifer Latham could not attend. They are comfortable with the policy as amended. The only change from last month's draft copy is the addition of the

last sentence: *”The postings on this site are my own and do not necessarily reflect the views of the KIMBALL LIBRARY.” Wendy Doughty motioned to accept the Social Media Policy as presented; Marnie seconded and the motion passed.

- **New Business:**

- 1. Accept Donations**

No new donations.

- 2. Review of proposed update to Collection Development Policy**

Discussion was held on whether the Director was ultimately responsible for all collections for the library even though Diane pointed out that Kathy had more knowledge of children’s literature.

The last line was amended to read “children’s reading material”. Alan Phair motioned to accept the Collection Development Policy as amended; Marnie Finn seconded and the motion passed.

The trustees agreed to wait after the meeting to sign both passed policies.

- 3. Kimball Library Board of Trustees Monthly Meeting Schedule and the 2015 Holiday Schedule**

Diane noted that the 4th of July is on a Saturday in 2015. This means that the day when we close to celebrate is on Friday, July 3rd. No other dates are unusual.

- 4. Expenditure of the Ruth Campbell Fund**

Diane suggested we use the Ruth Campbell Fund to buy electronic magazine subscriptions. She showed the trustees how it would work on a tablet and said that 100 users could read the magazine at a time. Magazines could also be downloaded and read later without wifi. She said that the vendor (Flipster) she recommends would just charge us for the subscriptions because the state pays the platform fees. Since the money from this fund is supposed to be used for something in addition to what we would ordinarily spend money on, Diane thought now would be a good time to see how our patrons would like this service. Alan Phair motioned to spend up to \$1,500. from the Ruth Campbell Fund to subscribe to several varied electronic magazines; Jim Cobb seconded and the motion passed.

Next Regular Televised Meeting, Wednesday, January 21, 2015 @ 6:30PM

- **Adjournment:** Marnie Finn motioned to adjourn; Wendy Doughty seconded and the meeting was adjourned at 7:45 PM.

Respectfully submitted,

Linda S. Jette, Secretary