

KIMBALL LIBRARY

BOARD OF TRUSTEES MEETING

FEBRUARY 16th, 2011

1. Call to Order :

Chair Alan Phair called to order the regular meeting of the Kimball Library Trustees at 6:40 p.m. On Wednesday February 16th, 2011 in the Kimball Library.

2. Roll Call :

Trustees : Alan Phair, Wendy Doughty, Kay Galloway, Julie Hammond

Alternates : Marnie Finn – took place of Greg Spero

Also present : Director Diane Heer, Children's Librarian Carolyn Birr and Teen Librarian Kathy Watson.

Absent : Greg Spero, Nina Gray

3. Approval of January 19th meeting minutes :

A motion was made by Julie Hammond to accept the minutes of the 1/16/2011 meeting as submitted. Motion seconded by Alan Phair and approved.

4. Chairman's Report :

Alan reviewed the Deliberative Session discussions on the generator article. The public should be aware that there would be no impact on the tax rate with the suggested funding procedure.

5. Treasurer's Report :

Julie reported that the Lebosquet Fund CD could be rolled over at the Pentucket Bank at a rate of 1.4 %. Alan made the motion to approve this transaction, Wendy seconded and motion was approved.

Julie has been participating in Quick Books training . This system will be used to track and manage all accounts in the future. Julie explained that she will be able to produce various reports with this system.

There was a discussion concerning the balances maintained in the various bank accounts. It was decided that the levels were adequate to support anticipated spending. Future programs could be introduced that the Trustees would support. And considering that the warranty coverage will be gradually expiring on many items, the Trustees should anticipate future expenses.

It was suggested that for clarifying some expenses and simplifying accounting a debit card should be obtained for the Fines Account checking account. A motion to that effect was made by Kay Galloway and seconded by Wendy Doughty and approved.

Julie presented the monthly statistical reports.

6. Director's Report :

Diane reported that circulation was down 14% in January. Weather related issues were the most likely cause of such a large decrease but the scheduled monthly programs that were held were well attended. There were 4 special programs that drew a total of over 275 people. Especially popular was the Jack Frost Jamboree.

There are 7 upcoming programs which will appeal to a wide cross section of patrons. These will be advertised on the new sign.

Current spending details were considered in conjunction with pending budget figures.

All scheduled facility repairs have been accomplished.

A new table, four chairs and a book cart were delivered.

The Director has met with Plaistow and Sandown libraries to decide on new ILS software. Koha/By-Water seems to be the best choice and more meetings will be held to discuss the possibility of forming a consortium of area libraries. The Trustees will meet with members of the other Boards sometime in April.

Kathy Watson has completed one course and is currently taking another online class from Simmons College. Diane will start a course on Marketing your Library , also from Simmons College, on March 1st.

There are 57 users of the new Universal Class programs. There will be a workshop on Ancestry.com on March 5th. The 65 ebooks titles that the Library owns average 6 downloads per day.

The new webpage format went live on Jan. 31st.

7. Old Business :

The matter of the Kimball Library Endowment Fund remains unresolved. Kay Galloway made a motion that Julie Hammond would contact Terry Knowles and ask for clarification of the terms of the Fund. Wendy Doughty seconded the motion and the motion was approved.

DVD rental will be changed to 3 days with the fine to remain at \$ 1.00 per day.

Material over 6 months old will now be lent for 7 days.

A motion to defer any other changes in fines until a new circulation system is in place was made by Kay Galloway and seconded by Wendy Doughty and the motion was approved.

Alan Phair has been collecting information for the awning and heated mats project. An electrician also needs to be consulted.

The Board accepted a gift of \$ 150.00 from the Friends of Kimball Library which was given to help with the expenses of the Jack Frost Jamboree. Rosalie Papoutsy gave the Library a lovely handmade needlepoint picture which the Board was very happy to accept.

A thank you note was received from Ruth's House for the donation of hats and gloves.

8. New Business :

The Director has been told that the Library can execute their own contract with BayRing. There will be a per line savings on the Voice over IP lines and the Fire Panel lines. Diane will consult with BayRing technicians on the compatibility of the system with the proposed security changes. There will be new guidelines to accommodate meetings that are held after regular closing time.

9. Next Meeting - March 16th, 2011 @ 6:30 PM

10. Adjourned – 9 PM