

KIMBALL LIBRARY
BOARD OF TRUSTEES MEETING
ATKINSON NH 03811

January 15, 2014

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, Wendy Doughty and Linda Jette were present. Alternate –Julie Hammond was present and voted for Jim Cobb. Alternates - Don Latham and Nina Gray were absent. Director, Diane Heer was also present.

Correspondence: Thanks you notes from the Staff for gifts.

Chairman's Report: Alan announced that the Town Meeting Deliberative Session will be held at the Atkinson Academy on February 1st starting at 10:00 am and that support for the library would be welcome. He also announced that the Annual Public Hearing for the budget by the Budget Committee will be held at the Town Hall on January 16th starting at 7:00 pm.

Secretary's Reports: Marnie Finn motioned to accept the minutes of the December 18, 2013 meeting and Wendy Doughty seconded. The motion passed.

Treasurer's Report: Marnie announced that the Pentucket Bank CD renewal date is January 28th. It was earning 1.4% interest. The new rate will not be available until January 28th which makes it somewhat difficult to decide at this meeting what action we may want to take. She will call around to get comparable rates

for a one year and a two year CD. It was decided to keep the CD where it is unless a better deal can be made.*** She also said that a \$50. donation had come in. Marnie passed out a copy of The Annual Financial Report for Town Meeting that she is working on. Linda Jette motioned to accept the Treasurer's Report and Wendy Doughty seconded. The motion passed.

Director's Report: Circulation: Up 4.3% for the month of December. Diane reviewed the statistics comparing this year's circulation with last year's... 93,838 to 93,198. Her presentation also included comparison of Programs, Patrons and Collection. It was noted that the circulation for Atkinson is greater than neighboring towns of Hampstead and Plaistow although their population exceeds ours. We do have a very active and well supported library in Atkinson.

- **Programs:** December program totals were passed out and the January 14th program - *A Leap to Freedom: Boston Harbor, 1989* by Haverhill author Lynda Healey was very popular with over 60 in attendance. Then Diane went over some upcoming events: the Mah Jong group that plays every Monday afternoon from 1:00 to 4:30 will be having a tournament on Friday, January 31st from 11:30 to 5:00 and will be making a donation to the library; Atkinson Woman's Civic Club has started to collect entries for their annual fund raiser Photography Contest which will be on display February 18th through March 5th; the Jack Frost Jamboree on January 25th; February 12th we host a Living History Program – Mary Todd Lincoln: An Unconventional Woman sponsored by the NH Humanities and the Friends of the Kimball Library.
- **Facilities:** Comcast pulled fiber into the building and terminated the cable. This was part of the franchise renewal process. We are just waiting for Dave Williams to get back to the library about wiring the room. The Licenses for CASSIE (Print and Computer software) have been purchased. CASSIE will help manage the computers for residents and restrict time limits for non-residents as well as managing the printing from the computers. Now patrons will have to pay for copies at the desk before printing. Dave Weymouth is aware there are lights out near the circulation desk. He is

waiting for money to fix this problem. He is also aware that the heating panel in the staff kitchen needs to be lifted and has had some reminders.

- **Staff:** The Youth/Circulation Assistant position has been posted and 5 resumes have been received. Since the two Friday morning story hours Celeste was doing had high attendance, Carolyn Birr has helpfully agreed to cover these hours and move her hours to Friday morning. Meanwhile the Thursday morning story hour, is suspended and will be re-evaluated once the position has been filled.
- **Cooperative:** The Directors will start to meet on a monthly basis starting January 16, 2014.
- **Miscellaneous:** The library will be closed Monday, January 20th for Civil Rights Day.
- The Youth Services Director/Instructional Technology, Kathy Watson's written report was given to the trustees. It was noted that Kimball Library has over 400 Friends on Facebook.
- **Budget Review:** The Fiscal Year 2013-2013 budget was presented. There was \$162.67 as the Budget Balance. The 2014 Budget was also presented to date. Palmer Gas received the town award for propane (\$1.81).

Old Business:

- **Courtyard Project:** Alan announced that the Friends of the Library have voted to allow the fundraising for the Courtyard Project to be run through them. There are several benefits to doing it this way – the primary one being that people were more likely to give to a 501c3 organization. He showed an impressive and almost complete picture by Ron Lamarre of what the seating will look like. Widening the walkways, lighting and sprinklers were also mentioned. Fund raising will start soon.
- **Replacement Server:** The Budget Committee understood the need of our server replacement request and approved the upgrade to go to 2 servers. Also the turnover of hardware. Jim Cobb was given praise for his helpful explanations. Diane said that although the Materials of Trade line was cut by the Selectmen and the Budget Committee, Wendy Barker and John

Feuer supported the increase and Craig Schuster did also until he heard that the Selectmen had cut out \$5,000. Alan pointed out that this line used to be over expended every year and we have tried to keep it the same. However, costs have gone up in the (at least) five years that it has stayed the same. E books weren't even an issue when this line was originally set at \$30,000 and now they are popular and expected to be available and are very expensive. Diane said she had to explain "bookless libraries" which are specialty branch libraries and would never work in Atkinson. Since we have 4,317 patrons, the cost of Materials of Trade would be only \$7.50 per patron.

New Business:

- **Donations:** Linda Jette motioned to accept a \$50 donation and Wendy Doughty seconded. The motion passed.
- **DVD Cleaner:** A purchase was discussed...the **need** (we send out an average of - 20 DVDs to be cleaned per month-postage and time lost), the **advantages** (short turn-around time, easy and quiet to do in house, small size of equipment and in 2 years we would get back the cost of the machine in saved postage) and the **cost** (1,799.) of the purchase and the **warranty** issue(1 or 2 years?). Wendy Doughty motioned to purchase a VMI Hybrid DVD Cleaner with a one year warranty for \$1,799. with Fine money. Linda Jette seconded. The motion passed.
- **Reminder:** Budget Committee Public Hearing on January 16th at 7:00 pm at town hall.
- **Reminder:** Town Meeting on February 1st at 10:00 am at the Atkinson Academy Dyke Auditorium.

Next Meeting: February 19, 2014 at 6:30 pm

Adjournment: Wendy Doughty motioned to adjourn the meeting at 7:30 pm and Marnie Finn seconded. The motion passed.

Respectfully submitted,

Linda S. Jette, Secretary

***After the meeting, information has come in from Pentucket Bank.
We will have 10 days from January 28th to make our decision about the
CD.