

KIMBALL LIBRARY
BOARD OF TRUSTEES MEETING
JANUARY 16TH, 2013

Meeting Called to Order: 6:40 pm

In Attendance: Trustees Alan Phair, Kay Galloway, Marnie Finn, Alternate Don Latham

Also: Director Diane Heer and observer Jim Cobb

Excused: Trustees Linda Jette, Wendy Doughty and alternates Nina Gray and Julie Hammond

Don Latham will vote in Linda Jette's place this evening.

Correspondence: The Trustees have received "thank you" notes from staff members for the Holiday gift cards. The Rockingham Food Bank thanked the Library for allowing them to place a food collection box in the lobby for their yearly holiday effort.

Secretary's Report: Kay Galloway made the motion, seconded by Don Latham, to accept the report of the 12/19/2012 meeting. Motion passed.

Treasurer's Report: Linda Jette had prepared a report encompassing the November and December statistics. Kay Galloway made the motion, seconded by Don Latham, to accept this report. Motion passed. Linda also reported end of the year to be submitted to the Town was finished and had been sent. She will begin preparing for the April audit. There was a brief discussion about having Patty Sarcione, the Quikbooks tutor, come to review the system we are using and perhaps modify some of the functions.

Director's Report: Diane presented statistics from December showing a 10.8% increase in circulation. The Town Report information also indicates that the Library is a popular facility with programs very well attended, museums passes being used on a regular basis, and residents using the meeting rooms.

The most recent program – Traveling to the Galapagos – was attended by 59 people. There are already a variety of other programs scheduled for all ages. The popular "Jack Frost Jamboree" will be held on the 1/26. Please check the Library website for the complete list and details.

The projectors have had several recent problems. It has been determined that the portable one needs to be replaced. The meeting room unit was simply a new bulb and Adtech systems replaced.

The generator start-up work was completed on 1/10 after Difeo Propane installed the regulator on the 5th.

There will be a new larger recycling bin installed in the parking lot and more recycling containers throughout the interior of the Library.

Diane is planning to establish a small advisory committee to start planning for new computer hardware and software options.

Diane will be taking a vacation week in April. Kathy Watson and Celeste Linnan will be attending the Children's Librarian's Spring Conference in Manchester on 3/7.

The catalogers from the three co-op libraries met on 1/10 to discuss procedures to avoid duplication in the catalog.

The new telescope should be shipped by 1/22

Two of the new iPads, donated by the Friends, are ready to use in the Children's Room. Kathy Watson attended the Friends' meeting to thank them and demonstrate how they can be used.

The Library will be participating in the TRHS Health&Fitness Fair on 3/13 providing information about the resources available through the Library and co-op.

Diane reported that the Friends have approved a \$ 1500.00 allocation for school vacation and summer reading programs.

Old Business: The heating system had malfunctioned but has been repaired. The generator is fully functional and will run every Thursday for twenty minutes for testing.

The well/courtyard project is still in the development stage. Alan, Don and Wendy will be gathering more information in the coming weeks.

The matter of the Kimball Library Endowment Fund has finally been acted on by the AG's office. Terry Knowles has ordered that the remaining funds be turned over to the Atkinson Trustees of the Trust Fund. The hope is that the monies will be used for scholarships.

Diane has sent the Library segment for the coming year's Town Report. In keeping with this year's theme, "Then and Now", the report included historical information about the Library.

New Business: The discussion about holiday hours was tabled until the February meeting.

The update for the Borrow & Services Policy was discussed and several small changes were made to the wording. Diane will bring the notice back for signatures at the February meeting.

There was a quick review of the Public Hearing on the 2013 Budget and a reminder that the 2013 Deliberative Session is Saturday 2/2/2013.

Next Meeting: February 20th, 2013 @ 6:30pm.

Motion to adjourn @ 7:39pm by Kay Galloway, seconded by Don Latham and passed.