

KIMBALL LIBRARY BOARD OF TRUSTEES MEETING

January 16, 2019 1:00 PM

Location: Kimball Library Meeting Room

Call to Order: Jim Cobb, chairman called the meeting to order at 1:04 PM

Pledge of Allegiance: at 1:05 PM

Roll Call: Members introduced themselves to the viewing audience. In attendance were trustees Jim Cobb, Marnie Finn, Tom Kelley, Karen Trasatti, Chris Witteveld and Diane Heer, Library Director. Alternate trustees Julie Hammond and Wendy Doughty. Videographer Russell Wolff.

Correspondence: Eight (8) thank you notes were received for received gift cards. A thank you note was received and read by Ms. Finn from Manchester VA for donated books for visually impaired veterans.

Chairman's Report - none

Secretary's Report

Approved Minutes

October 17 Regular Monthly meeting. MOTION to accept minutes as presented by Mr. Witteveld and seconded by Ms. Trasatti. Motion to accept passed 5-0

November 14 Regular Monthly meeting. MOTION to accept minutes as presented by Ms. Finn and seconded by Mr. Kelley. Motion to accept passed 5-0.

December 12 Special Meeting. MOTION to accept minutes as presented by Mr. Kelley and seconded by Mr. Witteveld. Motion to accept passed 5-0.

Treasurer's Report – submitted by treasurer Marnie Finn

A MOTION to accept the November financial report was made by Mr. Kelley and seconded by Mr. Cobb. Motion to accept passed 5-0

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Director's Report (See attached report)

1. Statistics for Circulation – November 6671, December 5883; greater electronic usage seen. Participation in programs showing increases from prior year.

2. Upcoming Programs- Many new programs slated in next two months, all of which are listed on the library website. Examples: Jack Frost, A Better Way to Lose Weight, Araldi & Pappas, a musical program, Boating Safety Course, Keeping a Sketchbook, -see listing. Many children's programs. Check library website.
3. Facilities Review-the men's room, soap dispenser issue. Software updates the week of Feb 4: 365 Mail, Office 2019, upgrade to Windows 10.
4. Cooperative Update – next meeting Thursday Jan 24 at Plaistow Library
5. Staff-Grace Hurni started Dec 31 and is phasing in. Lois Powers organizing Savvy Caregiver Program, a 6-week training program for caregivers. 12 attended signed up for the first phase of the training. There will be another 6-week program later in the year.
6. Miscellaneous-Deliberative Session, Saturday Feb 2 at 10 at the Atkinson Academy.
7. Monthly Budget update
 - Status of the 2019 library budget. The budget has not yet been passed, not until the March town vote. Balances shown expended through 1/22/19 are reflected as negative. Once the budget is passed the expenditures will reflect actual line item expenditures.
 - Last year's 2018 budget revealed an unexpended balance of \$43.35.
8. Youth Services report – A program of children's programs with many STEAM & STEM program offerings. A Flyer was developed to promote the variety of kids' programs.
 - A request was made to the Trustees to support the SubZero Nitrogen Ice Cream STEM event.
 - MOTION: Ms. Finn made the motion to support the SubZero Nitrogen Ice Cream (80 participants) for \$381.40 paid out of Trustee funds. The motion was seconded by Ms. Trasatti. The motion was approved 5-0.

Old Business

1. 2019 Budget Update: In next year's 2019 budget, the largest increase is due to the replacement of servers, which was supported by the Budget Committee.
2. Status of rug cleaning contract/vendor. The contract was renewed with the current company. A new provider will be sought to clean carpet and fabric chairs. Prior deficiencies with the existing vendor have been attended to, a check list developed, and improvements seen.
3. Status of library parking lot extension project. Proposal from Steve Lewis. A cost of 126 thousand which assumes all elements are paid in full. Some aspects of the development may be done with donations of time and materials. The relocation of flag pole could be an extra expense. In the new proposal 36 new parking spots are identified. Parking continues to be very tight due to multiple day and evening programs.
4. Tag line: Banners ordered to promote the tag line *Books are just the beginning*

New Business

1. Accept Donations – Ms. Finn reported \$1908 donations. MOTION to accept by Mr. Kelley, seconded by Ms., Finn. Voted to accept 5-0.
2. Review Southern NH Library Cooperative Agreement – new agreement yet ratified by three participating libraries; April 1 date to submit changes. Ms. Heer will have time to review the Cooperative Agreement and bring suggested changes, if any, to the Trustees at the February

meeting. Proposed changes must be submitted to the membership of Plaistow and Sandown by April 1 to be voted on May 6th, 2019

3. Discuss renewing the Lebosquet CD: Ms. Finn. (The 2-year CD matures Jan 28; interest is used for exclusively for books. Current rate is 1.15%.) MOTION: Mr. Witteveld motioned to roll the current CD plus approximately \$696 in accrued interest into a new CD rate offered at 2.25 percent for 18-months at the Pentucket Bank. The motion was seconded by Mr. Kelley. Motion approved 5-0.
4. Other – Some pavers (front door area) are cracked, and the Friends of the Library will evaluate if pavers can be repaired or how best to attend to the porous nature of the pavers that are showing signs of disrepair.

Next Regular Meeting

The next scheduled meeting will be on Wednesday, February 20, 2019 @ 1:00 PM at the Kimball Library.

Adjournment: MOTION to adjourn approved at 2:12

Respectfully submitted

Tom Kelley, Secretary