

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

January 18, 2017

Location: Kimball Library Meeting Room

Time: 2:04 PM

- **Call to Order:** Chairman Jim Cobb called the meeting to order at 2:07 PM.
- **Pledge of Allegiance:** Recited.
- **Roll Call:** Present were Trustees Jim Cobb, Chris Witteveld, Marnie Finn, Anna Winsett and Linda Jette, who arrived later, Director, Diane Heer and Videotaper, Russell Wolff.
- **Correspondence:** Thank-you notes from staffers expressing appreciation for their year-end [2016] gifts.

- **Chairman's Report:** Nothing to report.

- **Secretary's Report:** The following were submitted for approval:
 1. The Minutes from the Special Meeting of October 3, 2016 were proffered for approval. Marnie Finn made a motion to accept the minutes. Chris Witteveld seconded and the motion passed.

 2. The minutes from the Special Meeting of October 5, 2016 were initially deferred [for approval] but were thereafter proffered. Linda Jette made a motion to accept the minutes. Marnie Finn seconded and the motion passed.

 3. The Minutes from the Regular Meeting of December 7, 2016, which was a combined meeting for the months of November and December, were proffered for approval. Anna Winsett made a motion to accept the minutes. Chris Witteveld seconded and the motion passed.

- **Treasurer's Report:** Anna Winsett made a motion to accept the Treasurer's Reports of November 31, 2016, and December 31, 2016, as presented. Chris Witteveld seconded and the motion passed. [The Treasurer's Report of November 31, 2016 could not be approved at the December meeting owing to the absence of Marnie Finn.]

- **Director's Report:** The full written Director's Reports will be included with the Trustees Meeting Minutes in the permanent record.

1. Director Heer explained the “year-end” statistics, compiled pursuant to the statutes. In particular, she noted that the Library had a 23% increase over the prior year in the number of programs it offered, and a 35% increase in attendance at those programs.

- **Old Business:** The following items of old business were discussed.

1. Solar City Presentation

Director Heer mentioned explained the benefits that the Danville (NH) Library was experiencing in terms of cost reduction owing to the installation of solar panels. The Trustees agreed that it would make sense to have a better understanding of the costs for and the possible benefits from the installation of solar panels at the Kimball Library. Director Heer will schedule an informational meeting with a representative from Solar City, to which the Town Manager will be invited, who will address these points and others. [Subsequently, the meeting was scheduled for Wednesday, February 1, 2017, at 1:00 pm.] (Note: While anyone with an interest is welcome to attend, this informational meeting is for purposes of addressing the feasibility of installing solar panels at the Kimball Library and not a general informational meeting about solar panels in any circumstances.)

2. Status of 2017 Budget.

Director Heer advised that the proposed budget was approved and stands as it was proposed. The default budget underwent a few changes. The annual Deliberative Session will be held on February 4, 2017, at Atkinson Academy. All are encouraged to attend.

3. The Elizabeth Smith Estate Fund was brought up for discussion. Treasurer Finn had looked into the feasibility of moving some of the funds into an interest-bearing account that would reap a slightly higher yield. The funds currently are in the general account. Ultimately, it was thought best to move some of the funds into an already-established savings account and account for them accordingly. Linda Jette made a motion to transfer \$10,000 from the Elizabeth Smith Estate Fund to an established savings account at TDBank. Anna Winsett seconded and the motion passed.

4. Director Heer mentioned that the Library was still intending and looking into the establishment of a PayPal Account, which would allow patrons, among other things, to pay fines by credit card. A final decision has not been made as to whether the third party will be PayPal or some other vendor but the account will be established owing to patron requests for additional payment options.

5. There is a complete list of upcoming Programs and Events [in the Director’s Report.] A calendar of programs is also available at www.kimballlibrary.com.

- **New Business** The following items of new business were discussed:

1. Accept Donations – Treasurer Finn stated that the Library had received a \$50 donation. Jim Cobb made a motion to accept the \$50 donation. Linda Jette seconded and the motion passed.

2. Chairman Cobb explained that the decision to change the Trustees' Regular Meetings from 6:30 PM to 2:00 PM some months ago had been made pursuant to discussion but on a trial basis. He thought the scheduling should be resolved finally and properly. Accordingly, Jim Cobb made a motion to change the time for the Regular Monthly Meetings from 6:30 PM to 2:00 PM on a going-forward basis. Linda Jette seconded and the motion passed. Henceforth, the official time for the Regular Monthly Meetings of the Kimball Library Trustees will be on the third Wednesday of each month at 2:00 PM, unless otherwise agreed to by the Trustees on a case-by-case basis.

- **Next Regular Meeting** will be on February 15, 2017 at 2:00 PM. The meeting will be videotaped and available on the website: www.vimeo.com/townofatkinsonnh
- **Adjournment:** Anna Winsett made a motion to adjourn the meeting. Chris Witteveld seconded and the motion passed. The meeting was adjourned at 2:50 PM.

Respectfully submitted,

Anna P. Winsett, Secretary