

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

**January 20, 2016**

**Location: Kimball Library Meeting Room**

**Time: 6:30 PM**

- **Call to Order:** The Meeting was called to order at 6:48 PM.
  
- **Pledge of Allegiance:** The Chairman led the group in the Pledge of Allegiance.
  
- **Roll Call:** Present were Trustees – Anna Winsett, Jim Cobb, Julie Hammond and Linda Jette; Alternate Trustee – Wendy Doughty voted for Trustee Marnie Finn who was excused; Director – Diane Heer; Videotaper – Russell Wolff.
  
- **Correspondence:** A nice thank you note from Joan Houle was received.
  
- **Chairman's Report**
  1. Friends of the Library meeting update: Jim Cobb reported that at the last meeting of the Friends of the Library the activities of 2015 were reviewed and all agreed their fundraising events were successful and that the activities sponsored by them were well received. Also they approved several upcoming programs. Anna Winsett asked if Jim went to all the Friends meetings and the answer was in the affirmative. The Friends like updates on the library so the Chairman of the Trustees and the Director attend all the Friends meetings. Of course, all the Trustees are welcome always.
  
- **Secretary's Report**
  1. Anna Winsett motioned to approve the minutes of December 16, 2015, a regular monthly Trustees meeting. Wendy Doughty seconded and the motion passed.
  
- **Treasurer's Report**

1. Linda Jette motioned to accept the Regular reports review as presented. Julie Hammond seconded and the motion passed.
  2. The LeBosquet CD was discussed since it comes due for update at the end of January. Treasurer, Marnie Finn has been looking into this issue but a decision can't be made yet because the rate to renew the CD at the bank where it is now won't be known until the day its term is up. Diane said this CD can only be used for books; spending the interest only. Diane also explained that the TD General Account is used for pretty much everything except fines; such as, Copy, Coffee, Donations, etc.
- **Director's Report:** The full written Director's Reports will be included with the Trustees Meeting Minutes in the permanent record.
    1. Statistics for Circulation: Circulation for December was quite stable...only down .31% but for the year of 2015 circulation was up 3.03%. The list of required statistics to be reported in the Annual Town Report and given to the State Library was reviewed and the purging method for patrons was discussed. An interesting chart was also presented that had the Circulation Breakdown (Audio books, Books, DVDs, Music, Museum Passes, Equipment/Miscellaneous, Magazines, Meeting Rooms, Computer, ebooks & emagazines) for 2015 for a total Circulation of 94, 473.
    2. Upcoming Programs:
      - Diane emphasized the Jack Frost Jamboree on January 23<sup>rd</sup> from 10:30 – 2:30 with all day activities including Facepainting, Cupcake Decorating, Snowshoeing, Hot Dogs, Popcorn...
      - Also the *NH Town Meeting* with Rebecca Rule sponsored by the Atkinson Historical Society on January 28<sup>th</sup>.
      - *The Massacre on the Merrimack* on February 11<sup>th</sup> with author Jay Atkinson, who teaches at BU..
      - *Night of Irish Music* with Paul Carol from Dublin on March 14<sup>th</sup>.
      - The large model of the Star Wars Millennium Falcon that is on display in the entry hall will be given away to the lucky ticket holder. For every 5 nonperishable items brought into the library a

ticket is given to the giver. There is no limit to the amount of tickets a person can earn this way.

- There are programs planned in March to help awareness of Cyber-Crime and Online Tracking presented by Merrimack Analysis Group.
- *A Lyme Disease Awareness and Prevention Program* in April and a living history program with NH Humanities, *I Can't Die but Once: Harriet Tubman's Civil War*.

### 3. Facilities Review:

- A new touch screen monitor was replaced by Dell and we are just waiting for it to be installed by First Choice.
- All laptops have been upgraded to Windows 10; not an easy project.
- The Book Drop area was completed on Friday, December 18<sup>th</sup>.

### 4. Cooperative Update:

- The next meeting is January 21<sup>st</sup> at the Sandown Public Library.
- The Directors are still investigating the possibility of collecting fines with credit and debit cards. Many Patrons would appreciate and use this service. Koha may have the capacity to do this.
- The entire co-op is working on a Big Read Grant through the NH Humanities (up to \$10,000 to be awarded). Currently the book we have selected is *The Things They Carried* by Tim O'Brien. Derry and Hampstead have agreed to join our Big Read event and Salem may do so also.

### 5. Staff:

- Kathy Watson and Lois Powers attended the ALA Mid-Winter Exhibits in Boston, MA.
- Lois attended the MHR January 13<sup>th</sup> meeting in Hookset, NH. The program was on 3D printing and Maker Space for adults.

### 6. Miscellaneous:

- Terry Picard, Cathie Piccolo and Lois Powers have continued to work on the inventory project. It will be completed by January 21<sup>st</sup> with only about 100 NF left.

- The annual audit will be on April 12<sup>th</sup> – 15<sup>th</sup>.
  - The library will be closed on Monday, February 15<sup>th</sup> for Presidents' Day.
  - Diane will be attending the PLA Conference in Denver, CO from April 4<sup>th</sup> – 9<sup>th</sup>.
7. Youth Services – Kathy Watson
- This report was available and will be included with the Trustees Meeting Minutes in the permanent record.
8. Budget Update
- The budget sheet will not be available until after Town Meeting in March. There were no noteworthy expenses to discuss.
- **Old Business**
    1. Backroom modification status
      - Diane said the renovations are complete. The new shelving is pretty much filled. Some more cleaning out is left but this project is mostly done. She also talked about storage of some Private Permanent Records.
      - Jim remarked that the back area is much more climate controlled.
    2. Development of the Adult Technology staff position status
      - Lois plans to attend the Senior Luncheon at the Community Center next week to survey needs for programs. Much work has already been done this year already. Classes will be offered to help folks learn Facebook, Twitter, Excel and to help use programs we already offer such as Genealogy.
    3. 2016 Budget/Process status
      - The Public Hearing was last night with an increase of the town's budget of 3.46%, which does not include any warrant articles.
      - The Default Budget was adjusted to include Diane's contract.
      - The importance of the "Recommended/Not Recommended" at the end of the articles was explained. Diane and Russell said that most articles were Not Recommended. This status can be changed at the Deliberative Session.
      - There are two Trustee Positions up for election this year.

#### 4. Electronic "Constant Contact" electronic newsletter status

- Please sign up on our website.
- Kathy has done lots of work on this big, new project and it is still getting better with new sections to be added such as New Books and Reminders (occasional so as not to annoy patrons). In the future there will also be a specific newsletter just for children.

#### • **New Business**

##### 1. Accept Donations

- Jim announced there is \$150 to be accepted. Wendy Doughty motioned to accept \$150 in donations. Julie Hammond Seconded and the motion passed.

##### 2. IT Contract

- The company we work with now is the low bidder for the whole town. Three companies that submitted bids are: First Choice Networks, Derry NH, RMON Networks, Plaistow, NH and Systems Engineering, Portland, ME. After the bids were discussed in depth as well as the benefits of putting contracts out to bid periodically, a vote was taken. Jim Cobb motioned to go with First Choice Networks 2 year contract for \$12,426.00 for the first year (2016) and \$16,578.00 for the second year (2017). Julie Hammond seconded and the motion passed. Jim will sign the contract and Diane will contact the owner of First Choice Networks.
- Diane discussed having a group called Zengevity meet at Kimball Library. It is comprised of mostly seniors who have expressed their wish to meet at the library. The Atkinson Recreation Commission pays for this group so no money is exchanged in the library. Since it is sponsored by a town group and money is not exchanged at the library, Diane is ok with this request. The trustees agreed so Diane will contact Noriko to find out the time they meet and the length of their classes and as long as the room is available they will be able to meet at the library. Anna was concerned about parking but Diane said there were only about 10 people involved so that would not be a problem.

▪ **Next Regular Meeting**

Will be on Wednesday, February 17<sup>th</sup> @ 6:30 PM at the Kimball Library.

The meeting will be videotaped and available on the website:

[www.vimeo.com/townofatkinsonnh](http://www.vimeo.com/townofatkinsonnh)

- **Adjournment:** Wendy Doughty motioned to adjourn the meeting. Julie Hammond seconded the motion and the motion passed. The meeting was adjourned at 7:38 PM.

Respectfully submitted,

Linda S. Jette, Secretary