

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

**January 21, 2015
Location: Kimball Library
Meeting Room Time: 6:30 PM**

- **Call to Order:** The meeting was called to order at 6:35 PM by Chairman, Alan Phair.
- **Pledge of Allegiance:** Then Alan led the group in the Pledge of Allegiance.
- **Roll Call:** Present were Trustees – Wendy Doughty, Marnie Finn, Alan Phair and Linda Jette; Alternate Trustee – Julie Hammond (who would be voting for Jim Cobb); Director, Diane Heer with Russell Wolff videotaping the meeting and Dave Williams, our “ Cable Guy” as guest. Alternates Nina Gray and Jennifer Latham were excused.
- **Correspondence:** There was no written correspondence.
- **Chairman’s Report:** No report was given.
- **Guest, Dave Williams, spoke regarding cable and projector wiring.** He said he anticipated only one more day to finally complete this project and gave details of what has been done and what was left to be done.
- **Secretary’s Report:** Marnie Finn motioned to accept the Minutes for the December 17, 2014 meeting as presented; Wendy Doughty seconded and the motion passed.
- **Treasurer’s Report:** Wendy Doughty motioned to accept the Treasurer’s Report; Alan Phair seconded and the motion passed. Marnie said the annual audit will be done in April.
- **Director’s Report:** The Director’s Report will be included with the Trustee’s Meeting Minutes in the permanent record.
 - **Statistics for Circulation** – Diane passed out a chart showing circulation by item type for the year of 2014 to date with total circulation 91, 697! She also had totaled total numbers for programs offered, total patrons, total collection, with items added and deleted from our collection with a comparison to 2013 numbers. Program attendance for programs in December and Meeting Room Reservations were reviewed.
 - **Upcoming Programs/Displays** – Diane highlighted some of the upcoming programs and Eva McDermott’s photography display through February.
 - **Facilities Review**
 - The work on the cable project being done by Dave Williams is finally very close to being completed.

- Four new barcode scanners have successfully been installed in late December; they enable scanning patron cards with smartphones. Help for patrons wanting to use this service will be provided, if needed.
 - The wall repair and painting in the large meeting room and three conference rooms has been completed by DNG Painting. This maintenance (\$650) will be paid for by the town. Dave Weymouth, Town Maintenance, will install plastic corner protectors soon.
 - Councilman Electric will be installing the emergency lighting on January 22nd.
 - The estimate from Pulsar Alarm for the fire pull and strobe light is not in yet and Dave Weymouth will schedule that project.
 - The new projector in the large meeting room was installed on January 8th.
 - There are problems with the microphones in the meeting room. Dave Williams will find out if the wireless microphone is damaged or if the problem is related to the installation of the new projector.
 - The library phone line (362-6094) was switched with that of the town garage; luckily this is not our main line. It took two weeks to get that line working again but the town garage was without a phone for three weeks. Our contract is with BayRing but these are FairPoint lines and FairPoint is on strike.
- **Cooperative**
 - The Directors met at the Kimball Library on January 15th. The next meeting is scheduled on February 18th at 3:00 PM in Sandown.
 - They worked again on a sharing plan to purchase Large Print Books to avoid duplication and save money.
 - The Coop Directors have been working with OverDrive to show ebooks in the coop catalog because this will help advertise the ebook service and increase usage.
 - The Timberlane Health Fair is March 18th (snow date, March 19th) from 3:00 – 5:30 PM. The libraries will set up a display of health information and answer any library questions. Our delivery service to folks who can't come to the library in conjunction with the Elder Services program in Atkinson is working well.
 - The Directors are considering sharing the cost of Playaways. Playaways are another format for audiobooks.
 - **Staff**
 - Kathy Watson and Emily Havey will be attending CHILIS spring conference on March 5th at Southern NH University – Manchester. This conference is helpful for planning the summer reading program.
 - Diane Heer will be on vacation April 4 – April 19th.
 - **Miscellaneous**
 - A new electronic magazine service (FLIPSTER) was added on January 1st. Currently 8 magazines that can be read on line and downloaded to a Kindle Fire (Newsweek, Sports Illustrated, People, Kiplinger Personal Finance, Cooking Light, Rolling Stone, Bloomberg Business week, HGTV

Magazine). On February 1st Consumer Reports and Time magazines will be added. Hopefully more can be added if this is a popular service. The state is working on another electronic magazine program compatible with Nooks.

- The 2014 audit will be done on April 14th – 16th.

The Youth Services December Highlights were presented also.

- **Budget Review (2014 & 2015)**
 - Diane explained that the Health Insurance was paid for 13 months (this January's bill was paid in December) so our budget reflected that expense by being short over expended by (\$2,644.54) or -0.64%; otherwise we would've had \$20. left. That is very tight and we again commended Diane on doing a fine job managing the budget for 2014.
- **Old Business:**
 - **Temporary Stage/ storage shed committee report**
No discussion on this topic.
 - **Electronic Magazine Subscriptions**
This topic was already presented in the Miscellaneous section of the Director's Report.
 - **Courtyard project lighting**
Current information was presented in Director's Report.
 - **Wiring / electrical of Library for Atkinson Cable TV**
Was discussed in Director's Report
 - **Heritage Commission follow up or report (if any)**
Marnie and Linda said the next meeting of the Heritage Commission would be January 22nd.
- **New Business:**
 - **Accept Donations**
Alan Phair motioned to accept donation of \$35.; Wendy Doughty seconded and the motion passed.
 - **Use of Courtyard for outside "functions"**
Alan Phair explained that requests have been made to use the beautiful new courtyard for other than library and recreation events such as weddings. A committee to study this issue was formed with Marnie Finn as Chair. Alan and Linda also volunteered to help Marnie.
 - **Library's Role in case of Town Emergency**
There was a short discussion on the Town's Emergency Plan. Basically the library would just operate as it does now with no extra hours or personnel. Diane mentioned Sandown uses reverse 911 to notify residents of safety information that town deems important.
- **Next Regular Televised Meeting, Wednesday, February 18, 2015 @ 6:30PM**

- **Adjournment:** Marnie Finn motioned to adjourn; Wendy Doughty seconded and the meeting was adjourned at 7:45 PM.

Respectfully submitted,

Linda S. Jette, Secretary