

KIMBALL LIBRARY
BOARD OF TRUSTEES MEETING
ATKINSON NH 03811

July 15, 2015

Call to Order: Jim Cobb called the meeting to order at 6:38 PM. Chairman Cobb announced that there would be a non-public session under RSA 91-A:3 II following the public session to discuss personnel matters.

Pledge of Allegiance: Jim Cobb led the group in the Pledge of Allegiance.

Roll Call: Trustees – Anna Winsett, Marnie Finn, Jim Cobb, Alan Phair (Linda Jette was said to be on her way and Anna Winsett was asked and agreed to take minutes until Linda Jette arrived. Linda Jette arrived at 7:41 PM and most sincerely thanked Anna for taking the minutes until then.); Alternate Trustees – Nina Gray, assigned to vote for Linda Jette, and Julie Hammond; Library Director – Diane Heer; Video taper – Russell Wolff.

Correspondence: There was none.

Chairman's Report: There was none.

Secretary's Report: Marnie Finn motioned to accept the minutes of the June 17, 2015 meeting as presented. Jim Cobb seconded and the motion passed.

Treasurer's Report: No issues to be discussed. Nina Gray motioned to accept the Treasurer's Report as presented. Alan Phair seconded and the motion passed.

Director's Report: **The full Director's Report is available.**

1. Statistics for Circulation: Circulation for the month of June was up 13.82% and for the year up 1.58%.
2. Upcoming Programs:
 - The Summer Reading Program kickoff was with Magician, Norman Ng with over 200 attending. This program runs through August 6th with many weekly events happening for all ages K-12.
 - The Wild Kat Hoops Program was cancelled by the performer but she may reschedule in the fall. This event was planned with funding from the Atkinson Recreation Department.
 - The animated movie for all ages, *Home*, was shown the same day it was released which was neat! Diane suggested that people bring their own bug spray although we spray the area also. She said there is popcorn on the movie nights.

- There is a music program Wednesday evenings in August. August 20th the 6 PM concert with the Timberlane Community Band includes an Atkinson Recreation sponsored Ice Cream Sunday Night and an Atkinson Elder Services cookout. Alan Phair will call Rick to ask about a rain date for this event.

3. Facilities Review:

- After replacing the PC board for the outside condenser, the AC unit in the telecom room has finally been working without problem for a week, although the room temperature will still be monitored for the next few weeks.
- 5 new computers have been installed by first Choice Networks and more replacements will be ordered next month. An All-In-One with a touch screen is a possibility for the Children's Room.
- Diane is still reminding Dave Weymouth to replace the ceiling tiles with minor stains from winter storms.
- After a recent storm with strong winds and rain, some water came in through one of the large vents in the large meeting room, damaging one ceiling tile. Dave replaced the tile but was unable to find the exact location of the leak. Alan Phair suggested Diane ask Jeff to make a recommendation for a solution to this ongoing problem when the winds are very strong and the rain is heavy and the direction of the storm is such as to cause this problem.
- Eastern Shed Company/Awning finally repaired the decorative strip that blew off over the winter. (Simple washer fix.)
- Ron Lamarre has been sent an email regarding reconfiguring the staff area to make more storage.
- Nina Gray is working on beautifying the grounds around the library (removing grass growing up to tree trunks to resolve a weed whacking problem, hosta areas, etc.) with an individual who needs community service hours.
- The ADA doors had their batteries replaced on July 13th. This is the first time they have been replaced since being installed in April, 2012. They worked great yesterday but not today.
- Ted Stewart has scheduled a mosquito spraying of the Courtyard on Friday, July 17th, since there are many upcoming outdoor events scheduled over the next month. This should help control mosquitoes for at least the next month. Spraying for ticks occurred in early June.

4. Cooperative:

- Directors are not meeting in July. Their next meeting will be held on August 20th at the Kimball Library.
- The Directors are investigating the possibility of collecting fines with credit/debit cards. We have many patrons who would like this service offered. Koha may have the capability of doing this. Alan Phair mentioned using Pay Pal.
- Sandown is hiring an adult program/public relations person (18 hours per week).
- Plaistow is hiring a circulation assistant (20 hours per week).

5. Staff:

- Diane Heer will take vacation July 24th, August 7th and September 9th through September 20th.
- Kathy Watson will take her vacation August 20th through August 26th.
- Since Emily Havey is leaving, the Youth Services Assistant position has been posted on the NH State Library Jobline on July 9th. Applications will be accepted through COB on August 14th.
- A workshop “Lead the Change: NH Transform Your Stacks to Drive Circulation” is being held at the Howe Library in Hanover, NH. Diane, Kathy and Lois will attend.

6. Miscellaneous:

- The Atkinson Women’s Civic Club is talking about maybe donating a 3D printer to the library. This is a really cool idea but Diane cautions that we need to be sure we can follow through with expenses related to running the 3D printer before we can say yes. July 21st is the deadline for the decision this year. Other considerations are storage for the machine and supplies and the possibility of working on projects with the schools.
- Diane reminded the trustees and the viewing audience that the tickets for the “Beach” themed summer raffle for the Friends of the Library are being sold now until the drawing on August 6th at the Summer Reading Finale. The tickets are \$2.00 each or 3 for \$5.00. All proceeds support adult and children’s programming.

7. Youth Services June 2015 Highlights were passed out and are available.

8. Budget Update:

- Diane noted that the last electric bill is the highest bill ever received and she wondered if the reason could be the AC unit which hasn’t been working A-ok plus it has been really hot.
- Diane said that the report before the trustees does not have the latest figures for the end of June but those numbers will probably be available tomorrow and she will email them to the trustees as soon as she can.

Old Business:

1. Temporary Stage/storage shed/addition committee report
 - Diane reiterated Ron Lamarre has been emailed for help with this issue/project.
2. Use of Courtyard for outside “functions” (Committee Report)
 - Marnie Finn said the committee will meet after the 20th of August, after the summer season is over and can be evaluated. It was noted that we have an occupancy permit for 250 people which does not include library staff or the upper level area.

New Business:

1. Accept Donation
 - None
2. Landscaping work on the sign and front flower bed.

- Nina Gray spoke about the work done with Community Service time and the plan to get more pavers to match those in the Courtyard to extend the look into the front flower garden. She said that estimates for additional work will be obtained. Alan Phair said that Freshwater Farms should be contacted about leftover pavers for the flower bed (not the sign). He also suggested contacting Bartlett for prices.

***Back to Old Business

3. Solar

- Alan asked if Solar was still being considered for the town/library. Diane said that we are waiting for Unitil for a report back on multiple town buildings. Allan recommended using LEDs. They would have no ballasts. Diane said Bill Innes, Town Administrator, is handling that. Bill said the library and the fire department would benefit most.
- Diane noted that Solar City will give \$250. to the library if someone installs their solar system.

4. TV for Large Meeting Room

- Alan said he was tired of looking at the hole in the wall where the medium sized TV that is now in the lobby used to be; he thinks it is time to buy a large TV for this room before momentum is lost for this project. Jim Cobb noted the Friends concerns of technology and cost. Capability issues were discussed as was the size and the best place to buy it. Alan motioned to allocate up to \$6,000. for a large 80" TV for the large meeting room. Jim Cobb seconded. The motion passed. Jim will get details of the TV to bring to the next meeting of the Friends of the Library.

5. Workshop for Trustees of the Library

- Trustees, Jim Cobb and Anna Winsett and Director, Diane Heer attended the June 2015 workshop put on by the State of NH, Department of Justice, Charitable Trusts Unit held in Concord NH. They brought back the Handouts from this meeting for all the other trustees and also the Handbook for Library Trustees, 2015 Sessions. Current laws pertaining to trustees were addressed with the investment rules being a notable change. More risk is now allowed so the towns/cities have a chance to make more than 1% on their investments, although the library laws are more restrictive than the others.

6. Vimeo website

- Diane will put a link to Vimeo on the library website to facilitate using it.

Next Regular Meeting: Will be on Wednesday, August 19, 2015 at 6:30PM at Kimball Library. The meeting will be videotaped and available on the Vimeo website.

Non-public Session: Alan Phair motioned to temporarily suspend the Public Session of this meeting and go into Non-public Session under RSA 91-A:3 II to discuss personnel issues. A roll call produced all Yes votes to do so and at 7:45 the Public Session was suspended.

Public Session continued: At 8:55PM the Public Session of the Board of Trustees Meeting continued.

- Alan Phair motioned to seal the minutes of the Non-Public Session. Marnie Finn seconded and the motion passed.
- Alan Phair motioned to hire a temporary part-time library assistant for up to 25 hours. Marnie Finn seconded and the motion passed.

Adjournment: Marnie Finn motioned to adjourn the meeting. Alan Phair seconded and the meeting was adjourned at 8:58PM.

Respectfully submitted,

Linda S. Jette, Secretary