

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

July 23, 2014

**Location: Kimball Library
Meeting Room**

Call to Order: 4:00 pm

At this time Chairman Alan Phair made a motion to go into a non-public session pursuant to RSA 91-A:3 II to discuss personnel issues related to the Library Page position. A roll call vote with Alan Phair, Wendy Doughty, Marnie Finn, Jim Cobb and alternate Nina Gray (sitting in for Trustee Linda Jette) voting in the affirmative.

After a brief recess, the Public Session was reconvened at 4:20PM

The Pledge of Allegiance was led by Alan Phair

Roll Call: Trustees – Chairman Alan Phair, Treasurer Marnie Finn, Vice Chairman Jim Cobb, and Trustee Wendy Doughty; Alternates – Nina Gray (acting as voting Trustee for this meeting replacing Linda Jette, who was excused) and Julie Hammond; Director – Diane Heer; Russell Wolff videotaped the meeting.

Correspondence: Thank you note from the Garden Club for the June 13-14 use of the facility for their Atkinson Garden Club's Standard Flower Show, with a Tribute to the National Parks as their theme.

Chairman's Report: None

Secretary's Reports:

- Jim Cobb motioned to accept the minutes of the June 18th Regularly Scheduled Meeting. Wendy Doughty seconded and the minutes were accepted.
- Alan Phair motioned to accept the minutes of the June 24th Special Meeting. Nina Gray seconded and the minutes were accepted.

- Nina Gray motioned to accept the minutes of the June 25th Special Meeting. Marnie Finn seconded and the minutes were accepted.

Treasurer's Report:

- Nina Gray motioned to accept the Treasurer's Reports as presented. Wendy Doughty seconded and the report was accepted.

Director's Report:

- **Circulation:** The month of June was down slightly.
- **Programming:**
June had 880 attendees.
Meeting Rooms were reserved 64 times.
- **Programs/Displays/Artwork:**
The National Parks Photography exhibit by Ron Wybranowski ran through June 28th.
Of special note was The Courtyard Ribbon Cutting Ceremony with the Timberlane Community Band. The attendance was over 200 people.
- **Upcoming Programs/Events:** A complete listing is on our website with a busy schedule for the summer including events on the new Courtyard.
- **Facilities:** Dave Williams has not worked on the library cable project recently. Diane will get status.
Bill Innes requested a computer inventory for budgeting purposes. Diane Heer provided this on July 11th.
First Choice Networks is still working on correcting the wireless access issue that has caused connectivity problems with our wireless sign. Jim Cobb will continue to work with First Choice on this issue.
- **Cooperative:** The next directors meeting will be on July 24th. The issue of increasing the maximum overdue fine has been addressed at each library and if a consensus is been reached, the \$10/item amount currently being charged will be raised.
- **Miscellaneous:** TD Bank is still charging employees a \$5.00 fee to cash payroll checks, a violation of NH RSA 275-43. The town was notified of this

issue on June 10th. Diane will follow up to see what actions have been taken.

Diane also mentioned that if the t/weens meet their summer reading goal (and it is likely they will) Kathy Watson will be wearing a ball python snake and having millipedes and hissing cockroaches draped on her next Thursday (July 31) at 6:30PM. THAT will be interesting.

Old Business

- **Temporary Stage:** On hold until a decision on managing storage is made.
- **Storage Shed:** A committee was formed (Marnie Finn, Wendy Doughty, Diane Heer and Jim Cobb) to investigate and propose whether to purchase a storage shed for on-site storage, and if so, what to purchase and where to locate it.
- **Courtyard Project:** The Ribbon Cutting Ceremony was a huge success! Alan noted the light post was recently installed and is now a part of the libraries outside lighting environment. A banner to be installed on the light post has been designed. Alan and Wendy will each put the design out for bid.

The brass plaque design is complete and out for bid. Alan expects it will be ordered soon. Also, a stone has been selected onto which the plaque will be mounted.

The lawn sprinkler system will require an iron filter to prevent the staining of the granite and stones. Alan is working on this.

Thanks go out to everyone that contributed to the successful Courtyard fund drive.

- **Moose Grant Proposal (Historical Society):** Diane said the grant had been returned from the state to fix a procedural error, the signature page was not properly notarized. That has been fixed and the grant will be mailed tomorrow (July 24).
- **Heritage Commission:** Nothing new to report.
- **Town FEMA Emergency Plan update re Library (Chief Murphy):** Diane will review the plan and make a copy for the library.

New Business

- **Library Page positions:** Based on discussions held during the non-public session, it was decided to post the positions for Library Page(s). The position is budgeted for ten hours per week. The posting will be up for one weeks. Diane Heer and Kathy Watson will do the interviews and make recommendations to the Trustees for hiring.
- **Donations:** Marnie Finn motioned to accept a donation of \$4301 from the Friends of the Library. Jim Cobb seconded and the motion passed. Alan Phair motioned to accept two donations totally \$175 (\$75 and \$100). Nina Gray seconded and the motion passed.
- **Grange Curtain:** The Historical Society has a stage curtain that was owned by the local branch of the National Grange of the Order of Patrons of Husbandry and used at the Grange Hall (which was located east of the Atkinson Academy) until the building was torn down and replaced by the current town hall. The curtain has a scene from Island Pond painted on it. The Historical Society asked if the library was interested providing a permanent home in our building. The Trustees declined, as the curtain is so large we have no location where the curtain could be properly displayed.
- **Courtyard Tree:** As part of revamping the courtyard, one tree was taken down. Nina Gray will pursue whether the tree should be replaced.

Next Meeting

- The next meeting will be held on Wednesday, August 20, 2014 @ 6:30 pm.

Adjournment

- Nina Gray motioned to adjourn the meeting. Wendy Doughty seconded and the meeting was adjourned at 5:45 pm.

Respectfully submitted,

James Cobb, Trustee