

KIMBALL LIBRARY
BOARD OF TRUSTEES MEETING
ATKINSON NH 03811

June 17, 2015

Call to Order: Jim Cobb called the meeting to order at 6:35 PM.

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

Roll Call: Trustees: Jim Cobb, Marnie Finn and Linda Jette; Alternate Trustees: Nina Gray and Wendy Doughty; Library Director: Diane Heer and Russell Wolff taping the meeting were present. Nina was assigned to vote for Anna Winsett and Wendy Doughty couldn't vote because she hadn't been sworn in yet.

Correspondence: No correspondence was read.

Chairman's Report: None

Secretary's Report: Marnie Finn motioned to accept the minutes done by Nina Gray as presented. Jim Cobb seconded and the motion passed.

Treasurer's Report: Jim Cobb motioned to accept the Treasurer's Report as presented. Linda Jette seconded and the motion passed.

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

1. Statistics for Circulation: Diane noted that our numbers were consistent with last year's . May is usually a little quieter when people start to spend more time outside. She anticipates that June will be our busiest month with the start of Summer Reading Program next week.
2. Upcoming Programs: On June 24th the Summer Reading Program will Kickoff with Magician, Norman Ng with many weekly events for all ages K-12 through August 6th. Three musical events in August are highly anticipated.
3. Facilities Review:
 - Pulsar Alarm installed the courtyard fire pull and strobe on June 5th. The unit will be fully functional once the programming is complete on June 19th.
 - There is still an intermittent problem with the AC unit in the telecom room shutting off even though the pump has been replaced. Diane said it seems to happen over the weekend so the room is hot on Monday morning. She is monitoring the unit frequently and ProControls is aware of the problem.
 - ProControls has completed the Spring preventative maintenance on the HVAC.
 - Five new computers have been ordered through First Choice Networks to replace equipment that is more than five years old. A touch screen will be used in the Children's Room for their catalog.

- The ceiling tiles that had minor staining after winter storms are still waiting for Dave Weymouth to replace.
 - Eastern Shed Company/Awning has been called twice about the decorative strip that blew right off again on a windy day. They have not responded yet.
 - The irrigation has been turned on with new treatments to help with the iron problem.
 - Bill Innes and Dave Weymouth did a walk-through of the building to determine repairs for the 2016 budget.
 - Ron Lamarre will meet with Diane to discuss reconfiguring the staff area to make more storage room.
 - Spring Cleaning of the inside of the windows should start soon and Diane will also schedule the carpet cleaning soon.
4. Cooperative:
 - The Directors plan to meet on June 18th at the Plaistow Public Library.
 5. Staff:
 - Diane Heer will be on vacation from September 9th through September 20th.
 6. Miscellaneous:
 - When the Atkinson Women's club spoke with Diane about items we may want donated, Diane mentioned a 3D printer.
 - Diane reported the service from Kimi Nichols is working well.
 7. Budget Update:
 - Diane presented an up to date budget report except for Payroll which is a week behind.

Old Business:

1. Temporary Stage/Storage Shed/Addition - Committee Report
 - The storage issues will be addressed when Diane and Ron Lamarre meet.
2. Courtyard Lighting/Fire Alarm
 - Already addressed in Director's Report
3. Use of Courtyard for outside "functions" – Committee Report
 - No report. Marnie suggested that we take some time with this decision and aim for a policy by the end of this year to take effect next year. Diane said that the Atkinson Women's Civic Club want to be involved in a Star Watching Program in November, since they donated the telescope.
4. TV for Large Meeting Room update
 - Jim Cobb reported he met with the Friends this morning. He said the aim is to get a large TV with a video play feature when the prices go down even more. As anticipated the prices are rapidly going down. He shared the price of one TV that has gone from \$1,000. To \$699. already. The cost will be shared with the Friends.
5. Approval of the Electric Sign Operating Guidelines
 - Diane went over the guidelines for our electric sign noting the additions and the changes. After a brief discussion, **Nina Gray motioned to accept the new Electric Sign Operating Guidelines. Linda Jette seconded and the motion passed.**

New Business:

1. Donations
 - **Linda Jette motioned to accept donation of \$75. Jim Cobb seconded and the motion passed.**
2. Solar Program
 - Marnie Finn, Nina Gray and Diane Heer both spoke in favor of researching this concept. Wendy Doughty advised using caution. Diane said the Selectmen will be looking into this.
3. Conflict of Interest Training Session (Atkinson Community Center) on June 22nd from 7 to 9 PM
 - All Department Heads are invited and encouraged to attend this area meeting.

Next Regular Meeting:

The next Regular Meeting of the Board of Trustees will be on Wednesday, July 15, 2015 at 6:30 PM at the Kimball Library. The meeting will be videotaped and available on the Vimeo website.

Adjournment:

Nina Gray motioned to adjourn at 7:17 PM. Marnie Finn seconded; the motion passed and the meeting was adjourned.

Respectfully submitted,

Linda S. Jette, Secretary