

KIMBALL LIBRARY

BOARD OF TRUSTEE MEETING

June 19, 2013

Meeting (Non Public) Called to Order: 6:30 pm

The large meeting room was not ready for the trustees to open their regular meeting because of a delay with a Zumba class. This class comes to Kimball Library because of the condemning of the floor at the Atkinson Community Center where they usually meet. The situation with that space not being available has the other meeting places in town trying to help out on a temporary basis. Therefore, the meeting was called to order in the small meeting room.

Roll Call: Trustees: Alan Phair, Wendy Doughty (who took notes for the minutes until Linda Jette arrived), Marnie Finn, Jim Cobb, Linda Jette (who came in ten minutes late)

Alternates: Nina Gray (who was assigned voting privilege in this section of the meeting for Linda Jette) , Julie Hammond and Don Latham

Director: Diane Heer

It was a non public session per RSA91-A:3 II ( c ) ( a ) regarding Town Personnel Policies and Procedures since some of the sections may concern some employees of the Kimball Library. No decisions were made and the meeting was adjourned at 7:05 pm.

Meeting (regular) Called to Order: 7:10 pm

Roll Call: Same as the Non Public meeting with the exception of the absence of Don Latham.

Alan Phair opened the meeting and let the group in the salute of the flag. Then he explained to the viewing audience why the public meeting was delayed and that a non public meeting per RSA 91-A:3 II ( c ) ( a ) had been held until our regular place could be set up.

Correspondence: Marnie read an eloquent “Thank You” note from Linda Bourassa for the gift and event given to her when she retired. Alan Phair also took this opportunity to thank everyone who gave him good wishes regarding his recent surgery.

Secretary’s Reports: Wendy Doughty motioned to approve the minutes of the special meeting of the Trustees who attended the Annual NH Library Trustees Association Meeting held on May 20, 2013. Marnie Finn seconded the motion and the motion passed.

Marnie Finn motioned to approve the minutes of the regularly scheduled meeting of May 25, 2013 with a correction of the Director's last name. Jim Cobb seconded the motion and the motion passed.

Treasurer's Report: Marnie Finn had copies of the reconciliation summaries for the General, Fines, and Savings accounts for everyone and assured that all was going well. She noted that the donations of \$450. from the Lion's Club, \$75. from Loreal Press for the summer reading program and \$135. for the jewelry program were included.

Director's Report: Diane Heer started her report with *Circulation*, which is down 4% from last May and Programming which was varied and well attended.

She went over some upcoming special programs and reminded everyone that all *Programs* are on the website.

The *Facilities* Report included the problem with the AC compressors which had wires and seals eaten by rodents over the winter and resulted in needing 60 gallons of refrigerant. The repairs to the siding in the front porch area should be completed by June 21<sup>st</sup>. Damage to the emergency door was seen after the lawn there was mowed. Dave Weymouth has taped it until the glass can be replaced. The schedule of the mowing will be changed so the Story Hours can be done outside in nice weather. Comcast has put fiber into the building (part of the franchise renewal process) and terminated the cable but wiring from the cable box to the meeting room must be completed to enable live broadcasting from the meeting room.

The *Staff* report included information on Lois Powers who was hired to be our Technical Services Librarian (cataloger) after Linda Bourassa retired. Diane reported that Lois is a fast learner and has offered her services as a notary to Atkinson residents at no expense to the library. Diane also reminded us she will be on vacation from July 6<sup>th</sup> through July 21<sup>st</sup>. Also she will be a facilitator at the Round Table discussion on Koha at the New England Library Association Conference on October 21<sup>st</sup> in Portland ME.

The *Cooperative* is losing both librarians in Sandown and Plaistow on June 28<sup>th</sup> but the communities are prepared, although Barbara Lachance and Diane Arrato-Gavrish will be greatly missed.

*Miscellaneous* information includes the Kimball Library Endowment Scholarship which was presented by Kathy Watson to Cameron Picard and Rebecca Bassi on June 12 at a ceremony at the Timberlane Performing Arts Center. Diane said that the Trustees of the Trust Fund have been notified of the two award winners. The Peddler's Market has been moved to Freshwater Farms as an alternate location due to the closing of the Community Center. Atkinson Academy students have been visiting the library for one hour with their classrooms. Principal Kathy Dayotis and the Academy teachers are encouraging their students to learn more about their library. Atkinson resident Sue Killam has many of her fossils and various stones on display in the library for the Summer Reading Program "Dig into Reading". Diane also briefly talked about the budget. She is starting to pull

numbers for the Budget Season and noted that our budget spending is on schedule except for the Electricity line because the increase in cost with Glacial Energy was unexpected. She said that Town Administrator, Bill Innes has an RFP out on this issue.

Old Business: Since the issue of the cost of electricity had been addressed, the discussion of old business opened with the Temporary Stage. Marnie Finn had looked at prices for a temporary stage 8' long and 4' wide. Diane questioned if a 12' long stage wouldn't be better. Alan said that it could be added to if it were used outside. Another question was a trolley to move it around and the cost for that. It was agreed to do some more research.

Marnie had also researched the cost of a 20' Sunsetter Motorized Awning and passed out a quote from Eastern Shed Company in Hampstead. With a Wireless Wind Sensor and a Side Weather breaker panel, minus a \$200 discount the total would be \$3,856. Nina said it would be a two week order time. Isolating this item out of the total of the Courtyard Project was discussed as was how it would be paid. Wendy wanted to know about outside lighting. Alan said he would write a letter to the Board of Selectmen to let them know we are thinking of installing an awning for outside activities and programs and he would take care of it. Marnie motioned that subject to Selectmen's approval, we spend up to \$4,000. on an awning for the courtyard. Linda Jette seconded and the motion passed.

Jim Cobb reported that we had decided to go with Mike's computer project.

New Business: Linda Jette motioned to accept donations from the Zumba group of \$40. and \$25. for use of a meeting room. Marnie Finn seconded and the motion passed.

Diane said that budget prep has begun and will accelerate starting in August and September to be prepared for budget presentations to the Selectmen and the Budget Committee in the fall.

Diane had copies of the library manual for policies and procedures ready for study of trustees for update suggestions.

The next meeting will be on July 24, 2013 with the time to be announced. We were asked to note the time change.

Wendy Doughty motioned to adjourn. Jim Cobb seconded and the meeting was adjourned at 7:46 pm.

Respectfully submitted,

Linda S. Jette, Secretary