

KIMBALL LIBRARY
BOARD OF TRUSTEES MEETING
ATKINSON, NH

June 20, 2018
LOCATION: LIBRARY MEETING ROOM

Call to Order: Chairman Jim Cobb called the meeting to order at 1:03 PM

Pledge of Allegiance: At 1:03 PM

Roll Call: In attendance were trustees Jim Cobb, Marnie Finn, Tom Kelley and Karen Trasatti. Also, Diane Heer, director, Alternate trustee Nina Gray was appointed to act on behalf of Chris Witteveld. Russell Wolff, videographer. Julie Hammond, alternate, arrived during the meeting.

Absent: Chris Witteveld

Correspondence: None

Chairman's Report: None

Secretary's report: Minutes for May 16 were moved for acceptance by Karen Trasatti and seconded by Jim Cobb. Special Meeting Minutes of June 6 were moved for acceptance by Marnie Finn and seconded by Tom Kelley. All were approved for posting.

Treasurer's Report: The Reconciliation Summary provided by Marnie Finn was moved for acceptance by Marnie Finn and seconded by Tom Kelley. The motion was approved. At the August meeting Marnie will provide the quarterly update of the trustee funds

Director's Report: Diane Heer provided a two-page report plus an addendum of June Youth Services programs prepared by Kathy Watson- a copy of the report is attached to the minutes. Some of the highlights

- Circulation numbers for the month of May are strong with total circulation 6666, up from April.
- Local artist Eva McDermont exhibit is currently on display from until after July 4th.
- The Summer Reading Kick-Off program begins in the Courtyard tonight with Steve Munslow.
- Other Courtyard performances include Don Campbell on June 21 and the Sixties Invasion on June 28, Courtyard programs begin at 6 PM.

Facilities:

- Numerous maintenance and repairs have been identified and remedied.

Staff Development:

- Several staff members have attended local events to promote information of the library and its summer programs. Lois Powers at the Timberlane Health Fair on June 13; Michelle Collins at the CLNH conference on May 17; Kathy Watson at the Technology Training Workshop on June 8; Lois Powers to attend the adult services program meeting June 27th.
- Kathy Watson and Michelle Collins promoted the Summer Reading Program at the Atkinson Academy on June 14th. Russell Wolf videotaped the presentation and posted it on Vimeo.
- As previously planned, Lewis Builders delivered the 1000 Keva planks to be used for the STEAM program for children.

Misc.

- The ROCK Church in Plaistow and Sandown will be cleaning the library's collection of the old New England collection of books and dusting shelves on Saturday, June 30.
- Diane Heer identified vacation plans for late October
- Pages are being recruited for hiring in August. Applicants must first have volunteered within the library. New employees will be expected to work 2 nights a week, 5-8 pm and two Saturday's per month. Interested applicants should contact Kathy Watson. It is possible a special trustee meeting will be held in July to hire applicants to begin work in August.
- Two students received the Kimball Library Endowment Scholarships of \$500 each. Recipients: Blake Watley and Emma Cross.
- The monthly expenditure report of operational funds was reviewed with a notation that some line items, e.g., Memberships, Computer software and hardware are not expended until late in the calendar year. Otherwise, there are no unexpected issues.
- The library has two backpacks for loan, a mountain backpack with maps, binoculars and compass. A second backpack is for the seacoast with maps, binoculars, compass and other information materials. Both can be loaned by the day and are companions to the new NH State Park Pass, purchased by the Friends of the Library, available for Kimball patrons.
- Wi-Fi hotspots are available for loan for a week. These are popular loan items.

Old Business:

- The exploratory work to expand the library parking lot of 40 spaces to a proposed total of 75 is underway. Many of the important shareholders have some knowledge of the plans, yet there is yet to be a formal meeting to review the entire proposal. As we approach the 4th of July and vacations, Diane will attempt to identify a time that a meeting time and place can be agreed upon.

- LED Review. A year ago, the Trustees and Friends contributed \$16 thousand for the installation of new LED lighting throughout the library. Diane Heer analyzed the electric utility expenses over the past year with the new LED lighting. The resulting cost savings per year is \$2930, making the Return of Investment about 5 years. The savings will have other benefits since the LED lighting fixtures have a projected lifespan of 20 years, making bulb replacement and maintenance less likely.
- **New Business:**
- Donations: Marnie Finn, treasurer, reported that \$345 had been received as donations in May. A motion to accept the donations was made by Karen Trasatti and seconded by Tom Kelley. Marnie keeps the detailed list of donors on an excel spread sheet.
- The Investment policy dated 5/19/10 was reviewed and updated. After discussion to clarify various sections, a motion was made to modify item 3 under Objectives. A motion was made to accept the policy with a modification (Diane will update). The motion to accept as amended was made by Nina Gray and seconded by Tom Kelley.
- At the special June meeting there was a question about Census data to measure the demographics of the Town of Atkinson. It is generally known census data is old and seriously lags behind the influx of a changing community. Chairman Jim pursued the topic and provided a handout from the NH Employment Security Bureau with demographic information through 2012-2016.
- It is generally believed the readership of the library will change as the town grows. New Condominium developments at Saw Mill Ridge and the 55 and over condominiums at the Country Club will impact the service expectations of the library. Jim Cobb will continue to explore this demographic data.
- 10 Year Library Celebration: The library will be 10 years old on Oct 12. Plans are underway to celebrate the event. The Trustees have been asked to partner with the Friends of the Library to fund various activities to celebrate the 10-year anniversary. The Trustees have been asked to fund a \$10 daily prize to a patron during the prior 30 days of the anniversary and a \$100 prize the day of the Friday celebration. A motion to fund \$500 out of the Trustee Operating Fund towards the celebration was made by Jim Cobb and seconded by Tom Kelley. The motion passed unanimously.
- There is no July Trustee meeting.
- The next regularly scheduled meeting in Wednesday, August 15 at 1 PM

A motion to adjourn was made by Marnie and seconded by Karen Trasatti. So moved at 2:13.

Respectfully submitted:
Tom Kelley, Secretary