

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

**June 21, 2017**

**Location: Kimball Library Meeting Room**

**Time: 2:00 PM**

**Call to Order:** Chairman Jim Cobb called the meeting to order at 2:03PM.

**Pledge of Allegiance**

**Roll Call:** Present were Trustees Jim Cobb, Chris Witteveld, Marnie Finn, Anna Winsett and Linda Jette (who arrived soon after the meeting had been called to order); Alternate Trustees Nina Gray and Wendy Doughty; Director, Diane Heer and Videotaper, Russell Wolff.

The first item of business was to call a public meeting for purposes of accepting (comments, if any,) in connection with a donation from The Friends of the Kimball Library (“Friends”) made toward payment of the recently-completed LED (lighting) project.

Chris Witteveld made a motion that the meeting be made public to allow comments in connection with a donation in the amount of \$8,332.06 from the Friends toward payment of the recently-completed LED (lighting) project. Marnie Finn seconded and the motion passed; the meeting was made public.

No comments having been proffered, Marnie Finn made a motion to accept a donation in the amount of \$8,332.06 from the Friends toward payment of the recently-completed LED (lighting) project. Marnie Finn seconded and the motion passed.

Thereafter, Jim Cobb made a motion to “leave” the public meeting. Wendy Doughty seconded and the motion passed.

**Correspondence:** None

**Chairman’s Report:** Nothing to report.

**Secretary's Report:** The Minutes from the Meeting of May 17, 2017, were proffered for approval. Chris Witteveld made a motion to accept the minutes. Wendy Doughty seconded and the motion passed.

**Minutes of May 8, 2017, Southern New Hampshire Library Cooperative annual; meeting.** Deferred.

**Treasurer's Report:** Nothing to report.

Jim Cobb made a motion to accept the Treasurer's Reports as presented by Marnie Finn. Anna Winsett seconded and the motion passed. (Copies of the reports will be included with the Trustees Meeting Minutes in the permanent record.)

**Director's Report:** The full written Director's Report will be included with the Trustees Meeting Minutes in the permanent record.

Director Heer stated that May had been a very busy month. The Library offered 70 programs, divided between adult patrons and young patrons. More than 1200 people attended these programs. Also, 37 not-for-profit organizations used the meeting rooms.

Director Heer also mentioned again that the artwork of Atkinson resident Donald Latham is on display and on sale through July 17<sup>th</sup>. All proceeds from the sale benefit the Friends.

As to **upcoming programs**, Director Heer mentioned the summer reading kick-off on June 1<sup>st</sup> with "Jungle Jim," (which was a big hit!) and that 40 programs are planned for the summer for those in grades K through 12. A complete list of the upcoming programs is available on the Library's website. All are encouraged to review it and participate.

**Facilities Review:** Director Heer reported that for the first month following the installation of the new LED [lighting] the Library's usage was reduced by 3200 kwh, resulting in a savings of \$317.64.

Director Heer reported that the Library's elegant new flagpole was donated by Dick Magoon of the Lions' Club; a very nice gesture for which the Library is grateful..

**Budget Update:** Director Heer said the budget is at about 57% [remaining.] This does not include expenses for the week of June 19<sup>th</sup>, and there will be some large expenditures to be paid in the fall.

**Old Business:** The following items of old business were discussed.

**Solar Panel** investigation update. Director Heer offered a copy of a revised proposal from ReVision Energy. (A copy of the revised proposal will be included with the Trustees Meeting Minutes in the permanent record.) ReVision is the second solar company to provide a proposal. Its proposal affirms that the Library will incur no up-front costs. Director Heer will share the proposal with Michelle Veasey of the Town's Energy Commission..

**Report on NHLTA Spring Conference:** Director Heer, and other Trustees who attended, reported that the meeting was, for the most part, helpful and informative but that break-out sessions were not quite as productive as anticipated. Director Heer commended the session she had attended on how to ask donors for contributions, saying it had provided her with useful insight.

**Approval of alternate Trustees:** The selectmen approved Wendy Doughty, Nina Gray and Julie Hammond. Congratulations, Ladies

**New Business:** The following items of new business were discussed.

**Donations:** Marnie Finn made a motion to accept \$200 in donations. Jim Cobb seconded and the motion passed.

**Update on 250 Year Celebration:** The Library anticipates being an active participant in the Town of Atkinson's 50 Year Celebration. It will offer displays, provide historical information about the town and host events, providing use of its parking lot throughout the celebration period. The 50 Year Celebration will be a town-wide endeavor. For example, on August 3, 2017, Steve Lewis will offer a history of Atkinson, sponsored by the Historical Society. Additional information about this monumental milestone is available at [AtkinsonNH50th@gmail.com](mailto:AtkinsonNH50th@gmail.com). Happy Birthday Atkinson; you look great for your age!

**Staff:** At Director Heer's request, Marnie Finn made a motion to increase Library Page Corin Forcus's hourly rate from \$8.25 to \$8.50. Chris Witteveld seconded and the motion passed. Corin has completed her probationary period and is a valued member of the Library's staff.

**Other:** Director Heer raised for discussion the issue of a installing a new data line for \$135 month. The addition is made necessary because of the extensive usage on the existing lines. The new line, which will operate at 75mgh/second, will be for staff use only and the public computers will remain on the existing lines. After discussion, Marnie Finn made a motion that the Library install an additional data line at a cost of \$135 per month to be paid for from the savings realized on the reduction in costs of electricity. Jim Cobb seconded and the motion passed.

**The next regular meeting** will be on August 16, 2017 at 2:00 PM. The meeting will be videotaped and available on the website: [www.vimeo.com/townofatkinsonnh](http://www.vimeo.com/townofatkinsonnh)

**Adjournment:** Marnie Finn made a motion to adjourn the meeting. Linda Jette Cobb seconded and the motion passed. The meeting was adjourned at 2:50 PM.

Respectfully submitted,

Anna P. Winsett, Secretary