

KIMBALL LIBRARY BOARD OF TRUSTEES MEETING ATKINSON, NH 03811

Special Meeting
June 6, 2018 10:00AM
Location: Kimball Library Conference Room

Call to Order: Chairman Jim Cobb called the meeting to order at 10:10 AM

Roll Call: In attendance were trustees Jim Cobb, Marnie Finn, Tom Kelley, Chris Witteveld and director Diane Heer. Alternates: Wendy Doughty and Nina Gray.

The meeting today was called to identify ideas gathered from the NHLTA conference held in Manchester on May 7. It was the suggestion of Chairman Cobb that perhaps there are some new ideas that could be applied to the Kimball library.

Jim Cobb attended meetings that developed new program ideas: He learned about Backpacks, the loan of musical instruments, sensory story times, Stay-At-Home fundraising, Data Gathering of Census data particular to Atkinson, Passport processing center and Home bound library services. The program ideas opened the presentation by Diane Heer of the many programs already in place at the Kimball library.

- Two backpacks are available- A Seacoast center theme and a Mountain hiking theme. The backpack accompanies the park passes made available to the patron. The passes have been purchased by the Friends of the Library. Each backpack contains maps, binoculars, a compass and maps. The loan period is one day.
- Four ukuleles have been purchased at a greatly discounted price through a Manchester middle school program. The instruments are easy to learn and are a popular loan item, a week at a time. A free App is available to tune up the instrument.
- Snowshoes are a popular winter loan item, available for all ages.
- Unique baking pans, available through the Sandown library and are available through the area cooperative program.
- Two portable Wi-Fi hotspots are popular loan items, allowing up to 10 users per device. Whether the library can afford more devices will depend on contract prices at renewal in November.
- Loaned books to homebound patrons are available. Books are delivered by the Elder Services staff.

Marnie Finn attended sessions devoted to fiscal management. Several questions generated discussion about:

- Gross Budgeting Process, a practice not used by the town in which all departments are asked to show the source of income in line items.
- Updating the investment policy which Diane Heer believes already exists and just needs to be updated.

Tom Kelley attended meetings for new trustees, one of which concerned the Right-To-Know Law. As a group, the Kimball trustees are abiding by the requirements for posting and publishing minutes of meeting. All minutes and meeting videotaping are posted on the library's website.

Diane Heer has learned of other libraries which have developed ways promote their brand, the use of tag lines and logos to provide a positive association with the library.

- Diane is soliciting tag line ideas from staff and will share ideas with the trustees.
- A short video (4-5 minutes) to promote the library's multi-services will be developed with the assistance of Russell Wolf, videographer.
- A generic library brochure is being developed as a major effort to introduce the Kimball library and its many services and programs to new residents of Atkinson. The town is growing with the development of several new condominiums. How to get the brochure and program materials distributed was a point of discussion as the town grows.

Parking: On a different topic, Diane Heer provided a sketch of a proposed expansion of the current library parking lot. The expansion would provide another 33-35 parking spots for a total of about 75. Lack of ample parking is a constant complaint, especially as programs draw larger audiences. The proposed expansion will be discussed at the next trustee meeting.

A motion to adjourn was made by Tom Kelley and seconded by Marnie Finn.

Meeting adjourned at 11:35 am.

Submitted by:

Tom Kelley
Secretary