

KIMBALL LIBRARY  
BOARD OF TRUSTEES MEETING  
ATKINSON, NH 03811

March 18, 2015  
Location: Kimball Library  
Meeting Room Time: 6:30 PM

- **Call to Order:** The meeting was called to order at 6:30 PM by Chairman, Alan Phair.
- **Pledge of Allegiance:** The Chairman then led the group in the Pledge of Allegiance.
- **Roll Call:** Present were Trustees – Anna Winsett (newly elected; sworn in and warmly welcomed), Marnie Finn, Alan Phair, Jim Cobb and Linda Jette; Alternate Trustees – none, all were excused; Director, Diane Heer with Russell Wolff videotaping the meeting.
- **Correspondence:** A heartfelt letter from Betsy expressing her gratitude for her great experience working at Kimball Library for more than 5 years. (Usually scheduled for Saturdays and Tuesday nights.)
- **Chairman's Report:** Alan took this opportunity to thank Wendy Doughty for her long-time and varied service to Kimball Library. Her history with the library was reviewed and Alan expressed the view of the Board of Trustees when he said that her contributions, her sense of humor and her baking skills would be missed.

Alan congratulated Kathy Watson who was awarded the CHILIS Librarian of the Year on March 5<sup>th</sup> at the Spring CHILIS Conference!

Alan noted the passing of a great library supporter, Richard Talbot who will be sorely missed.

Alan asked the board to think about the annual election of officers which will be held at the next regular meeting.
- **Secretary's Report:** Since there was no February meeting, the minutes to be accepted were from the January meeting. **Marnie Finn motioned to accept the minutes from January 21, 2015 as presented and Alan Phair seconded. The motion passed.**
- **Treasurer's Report:** Marnie Finn presented the reconciliation reports from January and February and went over some of the numbers with the new board member. **Alan Phair**

**motioned to accept the reports from the Treasurer and Linda Jette seconded. The motion passed.**

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

- **Statistics for Circulation** – Diane noted that although circulation was up 3% in January (7,845), February was down 11.75% (6,923). Of course, the frequent heavy snow storms factored into these statistics and for the program attendance and for the meeting rooms usage.
- **Programs/Displays/Artwork** – The Jack Frost Jamboree still had excellent attendance with over 350 participants even though there was too much snow for the outside activities planned. Diane said the woman from the Y was excellent.

Chocolate, the Perfect Drug (with tasting) had only 22 attendees because of the weather but it was an excellent program and hopefully will be scheduled again.

The Robert Frost program presented by Gus Ruesch had to be cancelled but has been rescheduled in May.

- **Upcoming Programs/Events** – Diane highlighted several upcoming programs.
  - “Exploring the Smokies” with Ron Wybranowski will be on March 19<sup>th</sup>.
  - “The Power of Food: You are What You Eat” presented by Oonagh Williams has 70 signed up now with just a few places left. A full audience is expected.
  - On April 1<sup>st</sup> Vertical Gardens sponsored by the Atkinson Garden Club will be presented.
  - On April 14<sup>th</sup> the second part of a two part program Mary Todd Lincoln: Wife & Widow (Humanities Program) will be held. Diane recommended this excellent program.
  - On April 25<sup>th</sup> the Friends of the Library will hold a Spring Book and Bake Sale. This is being held on a separate day this year from the Town Wide Yard Sale. Hopefully the different day will allow more focus on our project.
  - On April 29<sup>th</sup> the first session of a Memoir Writing Workshop will be held in Atkinson. The second half will be held in Plaistow on June 3<sup>rd</sup>. To sign up a commitment to both sessions is required.

- **Facilities Review**

- Dave Williams still has some work left on the cable project but it is now very close to completion.
- We are still waiting for the estimate from Pulsar Alarm for the fire pull and strobe light (Dave Weymouth is scheduling).
- Dave Williams figured out what happened with the microphones in the meeting room! Dave will work on allowing us to use the microphone and projector sound together.
- Dave Williams is buying equipment that will be placed with the Comcast cable box on the projector to let the projector be used as a TV without disconnecting the HDME cable every time it is used. The cost should be under \$150.
- Snow damage to the fountain in the courtyard caused when the roof was shoveled off has been reported to Bill Innes, Town Administrator.
- Some minor staining to ceiling tiles caused by snow blowing into vents has been noticed and Dave Weymouth will replace the tiles in early spring.
- Alan asked for the shingles to be checked because of damage from the shoveling and ice.
- It was noted that the trellis that seemed to be damaged was looking OK now.

- **Cooperative**

- The Directors will meet on March 19<sup>th</sup> at the Plaistow Public Library.
- Sharing Large Print collections and not having duplicate copies is still being looked at.
- The libraries have been working with OverDrive to show ebooks in the coop catalog. This should help advertise the ebook service and increase usage.
- Timberlane Health Fair was held just prior to this meeting at Timberlane Regional High School. Diane said she enjoyed helping to set up a display of health information and answering library related questions. She met some potential speakers, and found it was beneficial to talk with teachers and students. She suggested that a library related give-away trinket be purchased next year to draw people to the library area.

- Setting the date for the annual coop meeting date in May was discussed. Monday or Thursday (4<sup>th</sup> to 11<sup>th</sup>) would be best for Atkinson trustees. Diane reminded us that we are hosting the meeting this year and therefore, will be responsible for refreshments. The challenge will be to keep up the high and delicious standards set last year.
  - Koha will have its next upgrade 3.18 in May/June.
  - **Staff**
    - More discussion of how pleased and proud we all are of Kathy Watson and her well deserved CHILIS Librarian of the Year honor.
    - Diane Heer will be on vacation from April 4<sup>th</sup> – April 19<sup>th</sup>.
    - Staff reviews will be complete by April 3<sup>rd</sup>. Merit increases will be effective April 7<sup>th</sup>.
  - **Miscellaneous**
    - The 2014 audit will be April 14<sup>th</sup> – 16<sup>th</sup>. All trustee records will have to be delivered to Town Hall by April 13<sup>th</sup>.
    - NHLTA Spring Conference and Annual Meeting is on May 18<sup>th</sup>. All the trustees except for Anna had received notice of the meeting and the programs to be offered from NHLTA. Some of the trustees submitted their applications for specific classes to Diane so she can submit them with a check to cover the costs.
  - **Budget** – Diane submitted the updated budget except for this week's payroll. She pointed out that our budget contains no money for Programs and that we are lucky to a very active and committed Friends of the Library to support such expenses. They are giving \$2,000 for this year's Summer Reading Program, which Kathy Watson will make sure is well utilized.
- **Old Business**
  1. **Temporary Stage/Storage Shed Committee Report**  
Jim Cobb suggested that we ask our architect to come to the library to study a way to add a storage area onto the building. He said that this winter highlighted the hardship it could be to remove items from a shed elsewhere on the property.
  2. **Electronic Magazine Subscription**  
Diane said that *Flipster*, which has magazines that can be downloaded to an iPad or computer, got off to a good start but is not being utilized as much right now and needs more publicity. Several ways to highlight this program were suggested.
  3. **Courtyard Lighting Project**  
Was previously discussed under Facilities Review.

#### **4. Wiring/electrical in Library for Atkinson Cable TV**

This also was previously discussed under Facilities Review.

- **New Business**

- 1. Accept Donations**

Marnie said there was a \$230. Donation. Jim Cobb motioned to accept the donation of \$230. and Linda Jette seconded. The motion passed.

- 2. Use of Courtyard for Outdoor Functions**

Alan explained that we have been asked if the courtyard could be used for activities other than those sponsored by the library. The answer is no right now and our policies are being reviewed with these requests in mind. There is no report yet.

- 3. TV for Meeting Room**

Diane and Alan spoke about what was needed to bring a complete, well researched and detailed presentation to the next meeting of the Friends of the Library to elicit their approval to purchase a passive 3D, 80" TV for the large meeting room.

- 4. NHLTA Spring Conference and Annual Meeting**

This was discussed under Miscellaneous in Director's Report.

- 5. Set Meeting Date for Annual SNHLC Meeting (early May)**

This was discussed under the Cooperative section in the Director's Report.

- 6. Anna Winsett said she was pleased and proud to be at this meeting as a Trustee and promised she would do her best for the library.**

#### **Next Regular Televised Meeting, Wednesday, April 22<sup>nd</sup>, 2015 @ 6:30 PM.**

- It was noted that this meeting will be held one week later than the usually scheduled meeting to have Diane back from her vacation.

#### **Adjournment**

- Marnie Finn motioned to adjourn the meeting and Jim Cobb seconded. The motion passed and the meeting was adjourned at 7:35 PM.

Respectfully submitted,

Linda S. Jette, Secretary