

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

**March 19, 2014**

**Location: Kimball Library Meeting Room**

**The meeting was called to order at 6:35 pm.**

**The Pledge of Allegiance was led by Alan Phair.**

**Roll Call:** Trustees – Alan Phair, Marnie Finn, Wendy Doughty, Linda Jette. Jim cob was late due to a dental emergency.

**Correspondence:** There was none.

**Chairman's Report:**

- Alan postponed the election of officers until April. He asked the board to consider Alternate recommendations.
- He asked the board to consider who would be the two representatives from the library to the newly formed Heritage Commission. He also mentioned that he thought the former Heritage Committee would be disbanded since it was formed as an interim committee because last year this concept was defeated by four votes and this year it passed.
- He announced a non-public session after this meeting and that this meeting would only reopen to adjourn.

**Secretary's Report:**

- The minutes of the February 24, 2014 were presented. Marnie Finn motioned to accept the minutes as presented. Wendy Doughty seconded. The motion passed.

**Treasurer's Report:**

- Marnie presented the Reconciliation reports of the General and Fines Accounts.
- She reported that the weekly deposits from the cash drawer are made on Tuesdays.
- She reported that the three bank accounts are reconciled on receipt of the statements.

- She reported that checks are written from the appropriate accounts when Diane presents bills to be paid.
- The Donations for February 2014 totaled \$500. \$400. was received in memory of Judy Weston with the money being designated for book purchases.
- Another \$100. donation was received in memory of Natalie Flanagan, bringing the total donations for her to \$775.

### **Director's Report:**

- **Circulation:** Diane noted that the circulation was down 1.78% She said that this was similar to last year's circulation and this year had more snow days when the library closed early and also many patrons would not venture forth because of the bad driving conditions.
- **Programming:** Programming was again very active and successful.
- **Meeting Rooms:** Reservations showed that the meeting rooms were used a great deal mostly by residents and three times by non-residents.
- **Programs/Displays/Artwork:** The Atkinson Historical Society sponsored the New England Stone Walls program by Kevin Gardner on March 18th. Approximately 100 people attended this program with many standing throughout the presentation. More people would have gone if there had been room.

Diane went over some coming attractions at the library, highlighting "The Life and Times of Norman Rockwell" with Gus Reusch and Askara – A Cappella Musical Program. All events are available to view on the library's website. She also asked for donations for the May Book Sale.

- **Facilities:** The warrant article to wire the Kimball Library for cable TV for live broadcasts passed. Diane will contact Dave Williams to see when this work will start.

CASSIE, the software that will manage our computers for residents and restrict time limits for non-residents and also manage the printing from the public computers, is on a couple of computers now and should be completely set-up within two weeks.

New servers and computers have been ordered through First Choice Networks. Microsoft software/licenses have been ordered through TechSoup. Expected completion date for project is April 11<sup>th</sup>.

The lights near the circulation desk have had the ballast and bulbs replaced.

The refrigerator in the galley kitchen has been pulled out by Dave Weymouth for cleaning and replacement of the broken electrical plate.

Dave Weymouth will be working of the RFP for the AC compressor repair next week. Diane has asked him to move on this quickly because of the time involved for the

process of bids and approval. He will up-date Diane on his progress, keeping in mind the repairs should be done before May so we are ready for warm weather.

The generator worked on March 15<sup>th</sup> when power was lost on Academy Avenue. Alan told the board about his experience when the generator went on...seamlessly. Diane confirmed that all systems were ok and the staff didn't even know when the power went back on. The next generator preventative maintenance will be in May.

ProControls did the winter PM (grease bearings, change filters, check blowers, etc.) on February 24<sup>th</sup>. Spring PM will be in mid-May.

- **Staff:** Diane attended the PLA Conference in Indianapolis, IN from March 11<sup>th</sup> through March 15<sup>th</sup>.

Emily Havey started on February 24<sup>th</sup>. She is doing very well and will be starting to cover some story hours in April when Carolyn is out.

- **Cooperative:** Director Meeting for March was cancelled because the Plaistow director was on vacation. The next meeting is scheduled on April 17<sup>th</sup> at the Plaistow Public Library. The SNHLC Annual Meeting will be on May 13<sup>th</sup> at 7:00 pm at the Sandown Public Library. Diane reminded the board that all policy changes must be submitted by May 1<sup>st</sup> for all to review. A new Children's Librarian has just been hired in Plaistow.
- **Miscellaneous:** Diane sent an email to Maria DiNola (Timberlane HS Assistant Principal) about the Kimball Library Endowment Scholarship. She requested that we be kept up to date on seniors who are being considered for this scholarship. There are two Timberlane High School seniors who currently volunteer on a weekly basis who have both applied for the scholarship.

Security cases for DVDs, CDs and Blue Ray were briefly discussed.

The State Library is on KOHA now. Diane mentioned what a great deal we received by being one of the first to do business with KOHA and because we formed the Cooperative with Sandown and Plaistow.

- **Youth Services:** February Highlights written and submitted by Kathy Watson, Youth Services Director/Instructional Technology was passed out. She reported on programs as well as the department's staff workings.
- **Budget:** Since the budget was passed at town meeting, the numbers are now firm. There was a brief discussion about the electric line usage with the new generator and the phone line in the budget with no problems found. Alan suggested running a test for the generator for a length of time when the AC is on. Marnie asked questions about the Emergency Plan...responsibilities of Chief Murphy; Length of time Kimball Library would stay open in case of an emergency (no overnight); access to entrance of library. The board would like to see the Emergency Plan.

- *Chair Rail:* Diane showed the board of maple wood, matching what we have in the building, that will be coated with clear poly and used as a chair rail. A big thank you was given to John Feuer for donating this wood!

**Old Business: Courtyard Project:** Alan reported that the contractor would be chosen this week. He also informed everyone about on-line donations available now through the Friends of the Library link on the library's web site. He assured that all donations could be used as a taxable deduction. He said he giving presentations to local organizations and he and the committee are contacting local businesses. The total Project will cost approximately \$42,000. and about half of that amount has been donated. Alan said the contract will reflect the fact that if all the monies to finish this project at once is not collected, there will be work done to facilitate finishing the sprinkler system and/or the low density lighting at a later date. Marnie pointed out that we should be careful in soliciting money from individuals so as not to interfere with the Friends of the Library annual fund raising drive this spring. Wendy Doughty suggested a local business to contact.

***Copy Machine Software Conversion:*** Will be done soon.

***Moose Plate Grant Proposal:*** Fred Kulik will take care of it.

**New Business: Accept Donations:** A total of \$500 in donations for February were received in memory of Judy Weston and Natalie Flanagan. Motion to accept donations of \$500. was made by Alan Phair. Linda Jette seconded. The motion passed.

***May Annual NHLTA Spring Conference and Annual Meeting:*** This event will be held at the Grappone Conference Center, 70 Constitution Avenue, Concord, which is a larger facility than in previous years. The trustees decided to invite Shirley Reed, President of the Friends of the Library to go with us this year, since the two main presenters and some presentations are affiliated with Friends.

***Rules for the Courtyard:*** Wendy Doughty asked if there would be rules for usage of the courtyard?

**Next Meeting: April 16, 2014 @ 6:30 pm.**

**Roll Call: Alan Phair, Marnie Finn, Wendy Doughty, Jim Cobb and Linda Jette individually voted to go into non-public session per RSA 91-A:3 II at 7:20 pm.** There was a brief interlude while Russell Wolff removed the TV equipment and left the room. The non-public session was called to order at 7:40 pm.

**Call to Order:** Alan called the regular trustee meeting back to order at 8:30. Marnie Finn motioned to direct Alan Phair to draw up a contract and present it to Bartlett & Son Landscaping. Jim Cobb seconded. Motion passed

Alan Phair motioned to adjourn the meeting. Marnie Finn seconded. The motion passed. The meeting was adjourned at 8:32 pm.

Respectfully submitted,

Linda S, Jette, Secretary