

KIMBALL LIBRARY
BOARD OF TRUSTEES MEETING

May 15, 2013

Meeting Called To Order : 6:50 pm

Marnie Finn explained that she would be running the meeting in the absence of the Chairman, Alan Phair who is recuperating at home. She started the meeting by introducing all the attendees and then led them in the Pledge of Allegiance.

Roll Call: Trustees, Wendy Doughty, Marnie Finn, Jim Cobb, Linda Jette and alternates, Julie Hammond and Nina Gray, who would be voting for Alan Phair at this meeting

Also present: Director Diane Herr

Absent: Alternate, Don Latham

Marnie Finn asked for motions to accept the minutes from three previous meetings.

1. The minutes of the special Trustee meeting on May 14, 2013 to address hiring a replacement for Linda Bourassa who is retiring were reviewed. Nina Gray made the motion to accept the minutes as presented. Wendy Doughty seconded and the motion passed.
2. The minutes of the attendance of the Atkinson Board of Trustees at the Annual Meeting of the Southern NH Library Cooperative held in Plaistow to discuss the cooperative on May 7, 2013 were reviewed. Wendy Doughty motioned to accept the minutes as presented. Jim Cobb seconded and the motion passed.
3. The minutes of the regularly scheduled April 17, 2013 were reviewed. Marnie Finn motioned to accept the minutes as presented. Julie Hammond seconded and the motion passed.

Treasurer's Report :

Treasurer Marnie Finn presented the monthly reconciliations of all the bank accounts and a list of activities regarding accounting activity. She informed the board that the Profit and Loss Statement would be prepared each month and would be available for anyone to look at, however, to conserve paper starting in May it would not be distributed individually. Linda Jette said that other than a few questions that she was able to answer the audit seemed to have

gone well. The report will be out later. Linda Jette made the motion to accept the report as submitted. Nina Gray seconded the motion and the motion passed.

Director's Report :

Circulation seems to be down but programs had a very high attendance. Diane talked about the success of the April vacation activities and the May 14th *Antiques vs Collectibles* program which 27 people attended and enjoyed very much.

Diane told us that she and Jim attended a workshop taught by Terry Knowles for trustees on May 13th. Jim was impressed by what he learned. Diane told us that the only change she could see was that there was a new letter that needed to come from the Selectmen regarding the Town Tax ID for tax deductible donations.

Diane publically thanked Fred Childs for his help with the Kentucky Derby program. He brought in horseshoes and even a saddle.

She went over the upcoming Programs and Events.

She talked about facility repairs and maintenance. Dave Weymouth has been out on disability and is expected back by the end of May so he will be available soon to replace the ceiling tiles in the lobby from water damage caused by snow blowing into the large vent over the meeting room. Skofield Builders have been called to repair the siding in the front porch area. Mr. Mason has been contacted about cleaning and staining the trellises. If he finds it necessary, the cost is approximately \$300. She said she is looking into replacing the portable projector that broke at the end of 2012 but she will probably wait until the end of the year to see how the budget goes.

Diane invited the board and everyone who knows Linda Bourassa to say goodbye to Linda Bourassa on May 23rd, which will be her last day working at Kimball Library. There will be cake from 2-3 PM for the public to say goodbye and wish her well. Lois Powers has been hired to fill the position of Technical Services Librarian that Linda Bourassa is leaving. Lois' first day is May 15th and will be training with Linda for the next two weeks.

Diane's schedule includes vacation from July 6th through July 21st; attending the May 31st "Creating Space: Why Libraries Matter" NHLA one day conference in Hookset NH; and being a facilitator on October 21st in Portland ME.

The annual meeting of the Coop was held at the Plaistow Public Library on May 7th. Both Barbara LaChance and Diane Arrato-Bavrish will be leaving their libraries on June 28th. Sandown is currently interviewing candidates and Plaistow will be posting the position soon.

Diane is disappointed that she has not heard from either Maria DiNola or Barry Cholljian from Timberlane about the Kimball Library Endowment Fund Scholarship. She will continue to follow up this issue.

The Friends of the Library have received the Harvard Pilgrim Mini-Grant again this year. Last year we used this for a science fair and hope to do the same this year in the fall. Diane will meet with Kathy Dayotis, Principal of the Atkinson Academy to plan. The Mad Scientist has agreed to help again.

Budget figures were reviewed and the only line with a potential problem is the electricity appropriation. Diane pointed out that the February and March bill were very high and when she checked the bills with comparable bills from 2012 the rate increase was 100%! She contacted Bill Innes, Town Administrator, since this is a town contract. Bill is doing a RFP to check for a better deal. He said that the total increase for the town is 60%. Diane also spoke about the electric bill with Sue Carroll, Budget Committee member, last week.

For more details see attached Director's Report.

Old Business :

The Temporary Stage for the large meeting room was priced by Marnie Finn and the price range is from \$350 to \$450. This will be discussed further.

The Courtyard Project is headed by Alan Phair so in his absence discussion was postponed. His committee is ready when he is.

There was a reminder that the annual NHLTA conference is next Monday, May 20th in Bedford. Except for Julie Hammond and Don Latham the other Trustees and Alternates plan to attend.

New Business :

There are computer issues. Jim Cobb submitted a Technology Activities Update which addressed our current firewall. He explained that the current firewall will no longer be supported after June 30, 2013. The support cost for the firewall has been \$320. This year's fees have already been paid but we may get some credit since we won't be using it for the full year that we paid for. We must have a supported firewall and our computer support person, Mike Ebbett (First Choice Networks) recommends a new product which will cost \$750. for it and a one year support service. Ongoing support after this year is estimated to be \$290. per year. Another issue is Windows 8 – When to move to it; Which systems to do first; Concerns about learning curve. Our Current Computer Hardware and Library Server upgrades are also being evaluated and a plan on when and how to upgrade them will be put in place. If we

gradually replace equipment, we will be able to find newer technology than we have presently and by waiting a couple of years to purchase the prices will be lower.

For more details see attached Technology Activities Update.

There were 2 donations: \$450. from the Lion's Club for fall program and \$75. from Loreal Press for the summer reading program. Marnie Finn motioned to accept these donations. Jim Cobb seconded and the motion passed.

The effect of closing the large meeting room at the Atkinson Community Center was discussed. Diane said that a few exercise groups are meeting temporarily at the Kimball Library. She said it is nice we are able to help out on a temporary basis, although summer programs may interfere with availability of the large meeting room. Diane asked the people running the classes to donate to the library whatever they would've paid to the town for use of the Community Center.

Marnie Finn announced that the Friends of the Kimball Library will be having their Annual Book, Bake & Yard Sale at the library this Saturday from 8 AM to 2 PM. The Atkinson Garden Club will also be selling plants outside the library during those hours.

It was noted that the July Trustee meeting will be on July 24th not the regular date of July 17th.

The plans for Storm Water Management done by Steven Lewis when the library was built were accepted by Diane.

Next Meeting: June 19, 2013

Nina Gray motioned to adjourn the meeting. Julie Hammond seconded and the meeting was adjourned at 7:35 PM.

Respectfully submitted,

Linda S. Jette, Secretary