

KIMBALL LIBRARY
BOARD OF TRUSTEES MEETING
ATKINSON, NH

MAY 16, 2018
LOCATION: LIBRARY MEETING ROOM

Call to Order: Chairman Jim Cobb called the meeting to order at 1:02 PM

Pledge of Allegiance: At 1:03 PM

Roll Call: In attendance were trustees Jim Cobb, Chris Witteveld, Marnie Finn, Tom Kelley and Karen Trasatti. Also, Diane Heer, director, Nina Gray, alternate and Russell Wolff, videographer.

Correspondence: None

Chairman's Report: None

Secretary's report: Minutes for the April 18 were moved for acceptance by Chris Witteveld and seconded by Marnie Finn. Minutes for the special meeting on May 1 were moved for acceptance by Marnie Finn and seconded by Karen Trasatti. All were approved for posting.

Treasurer's Report: The Reconciliation Summary provided by Marnie Finn was moved for acceptance by Jim Cobb and seconded by Chris Witteveld. All approved.

Director's Report: Diane Heer provided a report which highlighted the diverse programs and activities offered at the library:

- Circulation numbers for the month of April were 6640, a busy month. There were 27 adult programs and 30 children's programs which drew almost 1300 attendees. Tech appointments and Notary services are free services to library patrons. Meeting room usage remained high with 101 different meetings held in various library rooms.
- Within the library a photography exhibit by Eva McDermont will be on display from May 24-June 30. Local artists who wish to have their work on display should contact the library director.
- Movies continue to be shown each Tuesday at 1 PM; other groups meet regularly.
- Various programs will feature *Historical Women of Atkinson* and *Stand Out in the College Admission Process*.
- The Concerts in the Courtyard will begin June 21 various artists: Don Campbell and the Sixties Invasion.
- The Summer Reading Sign-ups begin June 1.
- The Summer Reading Kick-off on June 20 with Keith Munslow; theme, *Libraries Rock*.

Facilities:

- Propane burners and the AC will be serviced by the end of May.
- Wooden bench restoration: Special thanks to Bob Allard, who extensively refurbished the bench at the front door of the library.
- The installed bunting has become faded and may be replaced next year. Also to be replaced is the staff water cooler which has sprung a leak.

Cooperative:

- Koha (the first open-source Integrated Library System (ILS) and in use at the Kimball library) will be updated this month.
- This year's meeting of SNHLC took place at the Sandown library on May 7. Those attending: Diane Heer, Jim Cobb, Tom Kelley, Wendy Doughty. Next year's meeting is scheduled for Monday May 6, 2019, 7 pm in Plaistow.

Staff Development:

Kathy Watson will attend the Technology Training to Empower conference June 8.

Michelle Collins will attend the CLNH conference in Henniker, May 17, 2018.

- Michelle gave an energetic and enthusiastic brief special presentation concerning **Keva planks**, maple planks in various lengths that promote creative skill building using the STEAM (Science, Technology, Engineering, Art, Math) approach to learning for children in K-5th grade. Michele developed the program, presented the idea to Lewis Builders which in turn funded the concept with the purchase of 1000 planks for use at the library. On July 10th, Lewis builder staff will participate with the students and bring the drone used in survey applications.
- Diane Heer attended a PACE luncheon at the Haverhill Country Club in which area libraries shared the programs and services offered at the Kimball Library, a great way to promote the diversity of programs.
- The inside book depository door will require a kick plate to limit further damage to the door.

Old Business:

- The Circulation Policy discussion previously tabled was again reviewed. A new section concerned renewal of library cards in which the patron is required to show proof of residence in-person prior to renewal. The other area of some debate involved the pay-down of old fines prior to card renewal; the current policy states the balance owed on fines must be below \$15. A motion to accept the entire policy as presented was made by Chris Witteveld and seconded by Tom Kelley. There were three votes in favor, one abstention and one nay.
- It is noted that the cooperative libraries (Kimball is a member) of Sandown and Plaistow also expressed strong support for the current practice of setting \$15 as the threshold for maximum fines.

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- Diane Heer will delete from the library system database any patrons with no activity in more than three years. That action will ensure that the yearly patron count reflects active patrons only.

New Business:

- Donations: Marnie Finn, treasurer, reported that \$30 had been received as donations in April. A motion to accept the donations was made by Jim Cobb and seconded by Chris Witteveld. Marnie keeps the detailed list of donors on an excel spread sheet.
- The SNLC agreement is to be reviewed before the next annual meeting May 6, 2019.
- Parking: The need for additional library parking is one of the most common complaints from patrons. With the advent of the summer Courtyard programs and the growing attendance at adult and children's programs, demand for parking spaces is expected to continue. Currently there are a total of 40 spaces, front and rear of the library. There was discussion of options to expand parking, currently limited by funding and the large water catch basin at the rear of the lot. The Trustees agreed that Diane Heer could explore the expansion options with several knowledgeable town officials, as well as potential cost estimates.
- Chairman Cobb set up a special meeting – June 6 at 10 am - for those members who attended this week's NHLTA conference on May 14th, for the purpose of identifying topics and information which could be utilized at the Kimball Library.
- Diane Heer met with Selectman, Gregory Spero, the designated liaison to the Board of Selectmen. Selectman Spero is available to be called upon for library issues as needed.

Next regular Meeting: June 20 @1 pm.

Adjournment: Motion to adjourn was made by Karen Trasatti seconded by Jim Cobb at 2:25 pm.

Respectfully submitted:
Tom Kelley, Secretary