

KIMBALL LIBRARY
BOARD OF TRUSTEES MEETING
NOVEMBER 16, 2011

Call to Order : Meeting was called to order at 6:30 p.m.

Roll call : Trustees Alan Phair, Kay Galloway, Wendy Doughty, Julie Hammond, Marnie Finn

Alternates : Nina Gray, Linda Jette, Don Latham

Also Present : Director Diane Heer

Correspondence : Alan read a letter received from the Board of Selectmen regarding procedures to be followed when any kind of work is to be done on town buildings. Alan will respond for the Trustees informing the Board of the plans for the awnings and associated electrical work. Kay Galloway made the motion, seconded by Julie Hammond, to approve sending the letter. Motion approved.

Alan also commented on the budget presentation to the Board of Selectmen and the Budget Committee and thanked Diane for the presentation she prepared.

Secretary's Report :

Motion was made by Kay Galloway, seconded by Wendy Doughty, to unseal the minutes of the 10/26/11 non-public session. Unanimous approval by roll call vote. Motion by Kay Galloway, seconded by Wendy Doughty, to accept the minutes of the 10/26/11 non-public session. Unanimous approval by roll call vote. Motion to reseal the minutes of the non-public session made by Kay Galloway and seconded by Julie Hammond. Motion approved by unanimous roll call vote. The motion to accept the minutes of the regular 10/26/11 meeting was made by Kay Galloway and seconded by Wendy Doughty. Motion approved.

Treasurer's Report :

The regular monthly reports were presented. A short discussion followed about expanding the categories on the profit/loss statement which would clarify the distribution of the monies in the reports.

Director's Report :

Diane reports that the declining circulation continues.

Programs have been generally well attended. Several holiday themed programs are scheduled during the next several weeks. Diane is already working on the calendar for the spring of 2012 with cooking presentations, a book about lighthouses and a return of "Two Old Friends", the popular music program. 16 community groups used the meeting rooms in the last month.

Several minor repair and maintenance issues were dealt with during the month. A sign has been installed in the parking lot to advise the public that skateboarding is not allowed on the Library property.

The report of the Atkinson Energy Committee has been received and its recommendations will be reviewed. Diane is also waiting for an equipment evaluation from First Choice Networks to begin planning for any future replacements.

The budget figures were reviewed and the only problem anticipated is the possibility of a slight shortage on the heat line – weather being the determining factor.

Kathy Watson attended the NHLA Conference on 11/5 in Concord. Diane will attend the LGC conference on 11/15 and 11/16.

Carolyn Birr, Children's Librarian, has announced her retirement as of 12/31. She will remain in a part-time capacity. Kathy Watson will assume the job of Children's Librarian and Diane has posted the new position of assistant.

The 3 Directors involved in the new Southern N.H. Cooperative have been meeting weekly to discuss what needs to be done before the new circulation

systems are installed. Policies for library operations need to be consistent and will involve some changes in the individual libraries.

Old Business :

Alan has spoken to Terry Knowles about the Kimball Endowment Fund. Having to deal with a personal issue has delayed her meeting with the Fund's representatives but she assured Alan that the meeting will happen in the near future.

Alan reports that the heat mat for the book drop area will be in by 12/1. Electrical work will be scheduled.

A review of the awning proposals was done and a motion was made by Kay Galloway, seconded by Marnie Finn, to authorize Alan Phair to contact the company that the Trustees have approved.

Nina Gray is pursuing the application process for the generator grant.

New Business :

Diane brought a list of items she would like the Trustees to consider purchasing with donated funds. Kay Galloway made the motion, seconded by Wendy Doughty, to approve the list including a new Kindle, an updated Ancestry Database, a new service from Library Insight.

The next meeting of the Trustees will be at 9am on Tuesday , December 13th.

Adjourned at 8:35pm

Submitted : Marnie Finn, Secretary