

KIMBALL LIBRARY
BOARD OF TRUSTEES MEETING

November 20, 2013

Meeting Called To Order: 7:35 pm

Pledge of Allegiance

Roll Call: Trustees, Alan Phair, Marnie Finn, Jim Cobb, Wendy Doughty ,Linda Jette and alternates Nina Gray and. Alternate Don Latham was excused. Also present was Director, Diane Heer.

Correspondence: None

Chairman's Report: Alan Phair noted that there would be a private session at the end of this meeting.

Secretary's Report: Marnie Finn motioned to accept the minutes of the October 16, 2013 Regular Trustee Meeting. Linda Jette seconded and the motion passed.

Treasurer's Report: Treasurer Marnie Finn presented the monthly Treasurer's Report. Linda Jette motioned to accept the Treasurer's Report. Jim Cobb seconded and the motion passed. Then Marnie passed out a paper regarding Capital Improvements with points for the trustees to ponder before the next meeting to facilitate discussion on this topic.

Director's Report:

Circulation: up (1.87%) again for the month of October..

Programs: Diane reviewed programs and attendances. She noted that the Peddler's Market was a big success.

Joanne (Jodi) Consentino is the featured artist for November

Displays for November feature Native American items and a

Display on the 50th Anniversary of JFK's assassination

Reminded us all of the online Calendar of all programs

Reviewed upcoming events into January

Facilities: HVAC had its Fall preventative maintenance November 12th

Continuing projector wiring and connections problems were discussed and trustees agreed to fix.

All windows inside and out have been cleaned and lighting fixtures and high dusting will be complete by the end of the month

Diane knew of a replacement (used 20 times) portable projector from another library – value \$500; our price \$300. Trustees OK'd purchase.

As part of the Cable Franchise Renewal process, Comcast pulled fiber into the building and terminated the cable. Wiring from the cable box to the meeting room must be completed before broadcasting can be live from the meeting room. Dave Williams is expected to accomplish this by the end of the year.

A new server is still needed and will be budgeted in the 2014 budget. First Choice Networks has temporarily fixed the library server; however, the leased server is still in the building in case of the need to switch back to it quickly.

Staff: The Round Table discussion Diane facilitated on Koha at the New England Library Association Conference in October was well received!

There are six users of Koha in New Hampshire with two more expected soon with over twenty in New England with more lined up to join.

Kathy Watson and Lois Powers also attended the NELA Conference with Lois focusing on cataloging programs and Kathy focusing on children's services.

Cooperative: Sandown has hired Kirsten Rundquist Corbett from Hampton as their new director, starting November 18th. The three directors will now meet on a regular basis starting in December.

Miscellaneous: We expect four bids for the IT for the library and town. Bids are due Monday, December 2nd and will be reviewed by the IT committee and the library representatives, Diane and Jim.

Statistics of 2013 Circulation through November 13th and Patron Cards also through November 13th were discussed as was the example of the different mediums the library is expected to purchase books and the costs thereof.

Youth Services October Highlights report by Kathy Watson was passed out.

Old Business: Temporary Stage problems of size and storage were discussed.

The Courtyard Project still needs an architect's sketch for a donation program. The Atkinson Historical Society has voted to donate \$2,000 for this project if it continues. Sprinklers and a Fund Raiser in the January/March time frame were also discussed.

The 2014 Budget meeting was held and each line was scrutinized. The Budget Committee will need to be notified when the

prices come in for the new server. It was explained that the Materials of Trade line hasn't increased in seven years and it needed to increase in 2014.

The Atkinson Community Center is opening on November 21st with a Grand Opening planned for December 14th.

New Business: Motion to accept the donations from the yoga group of \$30 was made and seconded and passed.

Non Resident Public Computer Usage Policy was discussed. Diane emphasized that all residents will have no limit of time to use the library's public computers. The logistics of how usages of the public computers were explained by Diane. Since sometimes usage by non residents is a problem, the staff has suggested a 30 minute limit per day with an additional 30 minutes allowed at the discretion of the library staff. Problems with paying for pages printed were also discussed. The motion to accept this policy was made by Linda Jette and seconded by Jim Cobb and passed.

The timing could be managed by a software program. This program can also allow emails to the user with warnings about time limit or loudness. Plaistow has the Cassie program Diane has picked to recommend and is pleased with the program and the support. The costs of the licenses needed and the annual support fees were discussed. Since this program would be only on designated computers the costs were found to be reasonable. The Ruth Campbell funds are designated for new and innovative uses for the Kimball Library and this would fit this concept. The remaining costs would be taken out of the budget. Alan Phair proposed buying Cassie software and utilizing the Ruth Campbell Fund augmented by any additional funds in budget if

necessary. It was agreed to do so. SPOT software was also discussed. This would track any access to the library's software. This would also be a license and a 15% annual fee. The staff also suggests we track usage of meeting rooms because windows are found open and rooms are not left as found. Rules of usage of rooms could be written and users would sign in to use a room. We could also track residents and non residents this way. Laptop plugs (plenty) and cell phone usage was also talked about.

Diane warned the townspeople that if they want the very popular calendars donated by Dr. White, they need to come to the library soon to get one, since there are only a few left.

Alan Phair motioned to go into non-public session under RSA 91-A:3 II. Jim Cobb seconded.

The Roll Call was unanimous to go to non-public session at 8:10 pm.

The non-public session started at 8:13 pm and ended at 8:52 pm

The motion to end the meeting was made by Jim Cobb and seconded by Alan Phair. The meeting adjourned at 8:53 pm

Respectfully submitted,

Linda S. Jette, Secretary

