

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

**Regular Meeting  
November 18, 2015**

**Location: Kimball Library  
Large Conference Room Time 6:30 PM**

- **Call to Order:** The meeting was called to order at 6:33 PM by Chairman, Jim Cobb.
- **Pledge of Allegiance:** The Chairman led the group in the Pledge of Allegiance.
- **Roll Call:** Present were Trustees – Anna Winsett, , Marnie Finn, Jim Cobb, and Linda Jette; Alternate Trustees: Nina Gray and Wendy Doughty (Jim Cobb said she would be voting for Alan Phair); Jim said that Alternate Trustee, Julie Hammond had notified him that she would be late; Director, Diane Heer with Russell Wolff videotaping the meeting.
- **Correspondence:** None
- **Chairman’s Report:** Jim reported that the Friends of the Library voted this morning to give a \$2,015 donation to the library. Also that the Friends had a very successful Peddlers Market. Diane noted that the vendors were happy and that most raffle winners were regular users of the library.
- **Secretary’s Report:** The October 21, 2015 minutes of the Regular Trustees Meeting were corrected on the information regarding the purchase of the 3D glasses. Diane had ordered children’s glasses for \$150. Marnie Finn motioned to accept the minutes as amended. Wendy Doughty seconded and the motion passed. The Special Trustees Meeting of November 10, 2015 was reviewed and Marnie Finn motioned to accept these minutes as presented. Linda Jette seconded the motion and it passed.
- **Treasurer’s Report:** Marnie said the reports were as usual. Linda Jette motioned to accept the Treasurer’s Report as presented. Jim Cobb seconded and the motion passed.
- **Director’s Report:** The full written Director’s Report will be included with the Trustees Meeting Minutes in the permanent record.
  - **Statistics for Circulation:** Circulation for October was up 9.99%! and for the year it is up 3.63%.
  - **Programs/Displays/Artwork:**

- Artists from Atkinson and Salem who are members of the NH Pastels Society have artwork on Display from November 3<sup>rd</sup> through December 17<sup>th</sup>. Several comments were made about how lovely this display is.
- The “Eyes on Owls” program that was sponsored by Atkinson Recreation and held in the Library Courtyard on the morning of Halloween was very successful with 160 people attending.
- The “Skywatch with the NH Astronomical Society” event (postponed from October 13<sup>th</sup> because the sky was too cloudy) was held on November 17<sup>th</sup>. The 45 attendees found this program to be very interesting because of the great telescopes that were brought and the extensive knowledge of the people in the society. Diane would like to do this again with more telescopes and try to have better lighting available for maneuvering the uneven ground.
- Diane was also pleased to report the Peddler’s Market fundraiser for the Friends of the Library held on November 14<sup>th</sup> was a big success!
- **Upcoming Programs/Events:**
  - Diane reminded people they need to register for the “Make a Boxwood Tree” programs with Felicia Motherway. They will held on December 1<sup>st</sup> and 2<sup>nd</sup> at 6:00 PM.
  - The very popular Jack Frost Jamboree will be on January 23<sup>rd</sup>.
  - The fun and informative “NH Town Meeting Program” with Rebecca Rule sponsored by the Atkinson Historical Society will be on January 28<sup>th</sup>
- **Facilities:**
  - Dave Weymouth has resealed one of the vent stacks.
  - Four new laptops have been set-up for computer programming classes that Lois will be working on.
  - The IT bid has not been sent out by the town so we are still waiting on the decision on who to hire for our next IT contract.
  - The septic system was pumped out (during library hours).
- **Cooperative:**
  - The next meeting will be on December 3<sup>rd</sup> at the Kimball Library.
  - There is still an ongoing investigating of the possibility of collecting fines with credit and debit cards. Again Koha may have the capability of doing this because we have many patrons who would like this service.
  - The Directors are discussing adding BiblioBoard (self-ee project) for the cost of \$700. for each library. Diane said that Salem has bought this and Portsmouth is considering it too.
- **Staff:**
  - The entire staff will be participating in CPR training on November 18<sup>th</sup> (9:00-11:00) and November 29<sup>th</sup> (3:00-5:00) at the Atkinson Fire Department. There is only a \$3.00 fee for every employee just to cover the cost to the fire department. There is money in the Education line of the budget.

- Kathy Watson will be taking vacation time from November 24<sup>th</sup> – 28<sup>th</sup> and some vacation time in December also.
  - **Miscellaneous:**
    - The inventory is on track with the adult non-fiction and the adult DVD collection being finished. In the children’s room the inventory is completed in the biography section and is half way done through the J non-fiction. The entire inventory should be finished by 12/21/2015.
    - The next 250<sup>th</sup> Committee meeting is tonight so Diane could not be there.
    - The Library will be closed on November 26<sup>th</sup> and 27<sup>th</sup> for Thanksgiving.
  - **Youth Services October 2015 Highlights**
    - Youth Services October 2015 Highlights were available and will be included with the Trustees Meeting Minutes in the permanent record.
    - Diane noted that the “Shop and Drop Saturdays” will be done again in December. She will have extra staff on duty for programs that include crafts and games. Children under 10 will need permission slips.
  - **Budget Update:**
    - Diane went over the budget to date and pointed out some expenses soon to be paid. She said the bottom line is ok.

- **Old Business**

- 1. **Backroom Modifications Status Report**

Diane went over the agreement with Fire Chief, Mike Murphy about the fire proof materials and how we wanted the drafty book drop to be renovated. He had no problem with our plan. Diane said the materials would blend in with the building and look nice. Jim Cobb emphasized the three work areas that will be affected by this renovation and how it would make them more comfortable in the winter and save on AC in the summer. Marnie Finn motioned to spent \$4,074. to enclose the book drop area in the back room. Wendy Doughty seconded and the motion passed.

- 2. **Status of Staff Position Changes for 2016, including review of technical position draft**

Diane said the draft copy is almost finished and she will forward it to the trustees very soon. She also praised Lois for her help with programs. She explained how helpful it will be to have help with the multi-stepped Advertising for Programs. Several ideas for programs were suggested. Wendy noted that Lois is good at helping all age groups.

- 3. **Status of 2016 Budget Process**

The current Library Budget Worksheet was briefly discussed. Diane said she had sent this sheet to Town Administrator, Bill Innes. She pointed out that our budget was up 1.93% so we met the Budget Committee’s request to keep increases under 2%. She also said the Budget Committee was still cutting so she and Kathy planned to attend their next meeting in case they needed answers to any Library related questions. Russell told Diane about the change in starting time from 7:00 PM to 6:00 PM.

- 4. **Electronic Newsletter Software/Contributor’s Status**

Diane reiterated how nice it would be to upgrade the professionalism of our newsletter contact with our patrons and our community. Since this would be new and not in our

regular budget, she would use the money from the Ruth Campbell Fund to purchase a Constant Contact subscription. **Marnie Finn motioned to spend \$378. of the Ruth Campbell Fund to purchase Constant Contact Subscription. Linda Jette seconded and the motion passed.**

- **New Business**

1. **Accept Donations**

There were none. Marnie took this opportunity to note that we have a CD coming up for renewal in January and she is looking into getting a better rate

2. **New Trustee**

Jim Cobb said that Alan Phair has been recently hired by the Town of Atkinson as their Town Administrator. Since town policy prevents him from holding an elected position as a town employee, he has submitted his resignation. Julie Hammond who serves currently as an Alternate Trustee has been contacted and has agreed to serve as a trustee until the next election. **Jim Cobb motioned to select Julie Hammond as our new trustee to fill the vacancy caused by Alan Phair's resignation. Marnie Finn seconded and the motion passed.** Jim will have a letter to go to the Selectmen tomorrow. When Russell asked who would be Vice Chair, Diane said that Julie would be.

3. **Courtyard Use Committee**

Marnie said that starting in January she would like to meet with her library committee and Noriko to start to draw up a policy for the use of the Courtyard. She will notify others when she sets a date for a meeting.

4. **Word Press**

Diane said this is free but not all templates are free and some services are not updated and don't work well after time. She will check with end of year money and remaining Ruth Campbell money to upgrade this program.

5. **Tree Lighting**

Russell said the Tree Lighting on Dow Common will be the Sunday after Thanksgiving, November 29<sup>th</sup> at 5 PM. Diane said the library will be participating in the activities at the Fire House afterwards.

- **Next Regular Meeting** will be on December 16, 2015 at 6:30 PM at the Kimball Library. The meeting will be videotaped and available on the website: [www.vimeo.com/townofatkinsonnh](http://www.vimeo.com/townofatkinsonnh)

- **Adjournment**

**Marnie Finn motioned to adjourn. Jim Cobb seconded and the meeting was adjourned at 7:31 PM.**

\*Note: Julie Hammond arrived.

Respectfully submitted,

Linda s. Jette, Secretary

