

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

**November 19, 2014**

**Location: Kimball Library Meeting Room**

**Minutes**

- **Call to Order:** Chairman Alan Phair called the meeting to order at 6:33 PM.
- **Pledge of Allegiance:** Alan Phair then led the Pledge of Allegiance.
- **Roll Call:** Trustees - Wendy Doughty, Marnie Finn, Alan Phair, Linda Jette and Jim Cobb; Alternate Trustees – Nina Gray, Julie Hammond and Jennifer Latham; Library Director - Diane Heer. Russell Wolff videotaped the meeting.
- **Correspondence:** The Greater Salem Chamber of Commerce sent a framed memento of the Courtyard Opening.
- **Chairman's Report:** None
- **Secretary's Report:** Alan Phair led the procedure of going through the approval of four sets of minutes.
  1. Minutes of Regular Trustees meeting of October 15, 2014. Wendy Doughty motioned to approve; Jim Cobb seconded and the motion passed.
  2. Minutes of Non-Public Session of October 22, 2014. Alan Phair motioned to approve; Marnie Finn seconded and the motion passed.
  3. Minutes of Special Meeting of the Trustees on October 22, 2014. Linda Jette motioned to approve the minutes; Wendy Doughty seconded and the motion passed.
  4. Minutes of the Sub Committee Meeting. Alan Phair motioned to approve the minutes; Jim Cobb seconded and the motion passed.
- **Treasurer's Report:** Linda Jette motioned to approve the Treasurer's Report; Jim Cobb seconded and the motion passed.
- **Director's Report:** Diane Heer reviewed the Director's Report. The entire Director's Report will be included with the Trustee's Meeting Minutes for Permanent record.
  1. **Circulation** for the month of October was down 9.85% for a total circulation of 7,144.
  2. **Programming** for October was listed in category and attendance numbers.
  3. **Meeting Room Reservations** were listed.

4. **Programs/Displays/Artwork** were reviewed with the Harry Potter event sponsored by Atkinson Recreation on November 15<sup>th</sup> having the largest attendance of 96.
5. **Upcoming Programs/Events** with a November 20<sup>th</sup> meeting with the Plaistow YMCA Regional Executive Director, Tracy Fuller, December 2<sup>nd</sup> and 3<sup>rd</sup> workshops for making Boxwood Trees and every Saturday in December Holiday Shop 'N Drop from 10:30 – 12:30 were highlighted.

6. **Facilities**

Dave Williams installed the HDMI cable for the lobby TV. He is finishing the large meeting room video wiring. He still needs to run the wire from the meeting room to the lobby TV so broadcasts can be done from the meeting room to the lobby TV if there is audience overflow. The video cable for the courtyard has been wired in the Children's Room.

The TV in the lobby is now running upcoming event listings. Electronic bulletin board software is being evaluated.

Four new computers have been installed in the Children's Room. The new computers are very small and replace the larger ones Mike ordered in error.

CASSIE has been installed in all public computers. The Children's Room public computers are managed from the children's circulation computer and print to the children's printer.

HVAC had fall maintenance on November 10<sup>th</sup>. ProControls returned on November 13<sup>th</sup> to check all sensors in the building to make sure they are working properly. Five sensors were up to 3 degrees off and they adjusted them.

Dave Weymouth replaced many of the outdoor lights on November 13<sup>th</sup>.

Painting estimate was received from BNG Painting and given to Dave Weymouth for 2015 library maintenance budget.

Power Up Generator came on November 6<sup>th</sup> for the fall routine generator maintenance. When the library lost power, the generator ran ½ hour after the power was back; then a 10 minute cool down. It was nice to know it works this way.

7. **Cooperative**

Directors will meet on December 4<sup>th</sup>, 3:00 PM at the Plaistow Public Library.

Lois will be conducting MARCedit training with the Sandown cataloger on Wednesday, November 19<sup>th</sup>.

8. **Miscellaneous**

Diane attended a one day workshop in Hooksett regarding 3D printers.

The Annual Report narrative is due December 5<sup>th</sup> (without statistics). Diane will finalize the report the first week of January 2015 with the required annual statistics. The theme for 2014 is "How Your Local Government Works". The trustees' annual financial statement is due to town hall as early as possible after the first of the year.

Wadleigh Library (Milford) came for a tour of the library. They have hired Ron Lamarre and Bauen Corporation to build a new library in Milford. They were very impressed with our building and how well the building looks for being 6 years old. Xbox was donated (Kevin and Karen Langlois) to the Friends of the Kimball Library for a holiday raffle. Kevin's company will match the funds received for the raffle. Tickets are \$1.00 each or 6 for \$5.00. Winner will be drawn on December 13<sup>th</sup> at 12:30 PM. Diane will bring the raffle to the Tree Lighting at the Fire Station.

Youth Services October Highlights was submitted by Kathy Watson, Youth Services Director/Instructional Technology.

The Budget for 2014 was examined as was the budget for 2015. Diane informed the board when the next budget hearing was.

- **Old Business:**

1. Courtyard Project

Alan reported that the plaque has been installed in the rock that Busby Construction put near the entrance to the courtyard. He thanked Busby Construction. The water treatment has been done by Ted Stewart to fix the iron problem. The Historical Kimball House has a small tank with chemicals. The system is drained for the winter already. Wendy has met with the woman about the bracket for the sign.

2. The Heritage Commission has met, elected new officers and plans to meet again on January 22<sup>nd</sup> and every other month following unless more meetings are deemed necessary.

- **New Business:**

1. Donations of \$38. Train in Children's Room and \$21. in general change collected were presented. Jim Cobb motioned to accept these donations: Alan Phair seconded and the motion passed.

2. Approval of Change to Circulation Policy

Alan Phair motioned to approve the change to the Circulation Policy; Jim Cobb seconded and the motion passed.

3. Review of proposed Social Media Policy

The trustees agreed that a Social Media Policy was important to have. Diane used Peterborough as an example and asked the trustees to read the pass-out carefully and be prepared to vote on it in the future. Discussion followed with banning books, limiting choices and suggestions from the staff, the state, us and attorneys were mentioned.

4. Diane said she was working on an update for our Collection Development Policy which would be ready for the December meeting.

5. Lighting Aspects in the Courtyard should be closed out by the end of the year.
  6. Julie Hammond asked what was being done for the staff for Christmas. Alan Phair motioned to repeat getting gift cards the same as last year; Linda Jette seconded and the motion passed.
  7. Jennifer Latham will be on the Social Networking Policy Committee with Diane Heer and Kathy Watson.
- **The Next Regular Televised Meeting will be on December 17<sup>th</sup>, 2014 at 6:30PM**
  - **Jim Cobb motioned to adjourn the meeting; Wendy Doughty seconded and the meeting was adjourned at 7:45PM**

**Respectfully submitted,**

**Linda S. Jette, Secretary**