

**KIMBALL LIBRARY  
BOARD OF TRUSTEES MEETING  
ATKINSON, NH 03811  
October 15, 2014**

**Location: Kimball Library Meeting Room**

**Minutes**

- **Call to Order:** Vice-Chairman Jim Cobb called the meeting to order at 6:40 PM.
- **Pledge of Allegiance:** Jim Cobb led the Pledge of Allegiance.
- **Roll Call:** Jim introduced the other trustees attending: Wendy Doughty and Marnie Finn. Alternate Trustees Jennifer Latham and Julie Hammond were selected as a voting Trustee for the evening for Alan Phair and Linda Jette, who were excused. Alternate Nina Gray was also excused. Russell Wolff videotaped the meeting. Leslie Hume, Chairperson for the Kingston Community Library, also attended as well.
- **Correspondence:** None
- **Chairman's Report:** None.
  
- **Secretary's Report:** Jim led the procedure of going through the approval of five sets of minutes.
  1. Approve minutes of Regular Trustees meeting of Sept. 17, 2014. Marnie Finn motioned to approve; Jennifer Latham seconded and the motion passed.
  2. Approve minutes of Non-Public committee meeting of Sept. 22, 2104. Marnie Finn motioned to approve; Julie Hammond seconded and the motion passed.
  3. Approve minutes of Non-Public committee meeting of Sept. 30. Marnie Finn motioned to approve; Wendy Doughty seconded and the motion passed.
  4. Approve minutes of Special meeting of Sept. 30. Wendy Doughty motioned to approve; Marnie Finn seconded and motion passed.
  5. Approve minutes of Non-Public committee meeting of Oct. 7, 2014. Marnie Finn motioned to approve; Jennifer Latham seconded and the motion passed.
  
- **Treasurer's Report:** Julie Hammond motioned to approve; Wendy Doughty seconded and the motion passed.
  
- **Director's Report:** Diane Heer reviewed the Director's Report with the Trustees. The Director's Report will be included with the Trustee's Meeting Minutes in the permanent record.
  1. Circulation for September was down 3%, over 7,000 items were circulated in September.
  2. The meeting rooms are being reserved more than 1x/day by Atkinson residents and/or non-profits.
  3. An upcoming display by Robert Brun is forthcoming on October 20. Robert will present a Veterans' Day Program on November 10<sup>th</sup> 6:30 PM.
  4. The new computers are bigger than the other new ones we have received and will need to be exchanged. Mike Ebbet will most likely take these computers back and get four new ones for the library.

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5. The Policy manual needs to be updated reflecting policy change on the maximum fine charged for an overdue book (\$25). The Cooperative has all agreed to this.
6. Miscellaneous: The 2015 budget will be presented at the October 20, 2014 Board of Selectman's meeting. Diane mentioned it would be great if Trustees could attend. Overall, 2014 budget in line with estimates, electricity as expected will probably run over budget.
7. Diane also spoke about the need for a policy regarding the weeding of books out of circulation.
8. Next month Diane would like to discuss possible uses for the Ruth Campbell Fund money.

- **Old Business**

1. Temporary Stage/ storage shed committee report. Need to discuss in detail what the needs are, and if we can decide to purchase a shed, the size required.
2. Courtyard project: The big rock with the plaque just needs to be installed, the Busby Company will call the day before they plan to install. The Banner is coming along according to Wendy Doughty.
3. Wiring / electrical of Library for Atkinson Cable TV Schedule: Still a "work in process".
4. Marnie Finn reported that the Heritage Commission will be meeting on October 23, 2014.
5. The Director Review and Contract Committee Report are still in progress and are scheduled to meet on Wednesday, October 22, 2014 at 1pm to continue discussions.

- **New Business**

1. Accept Donations:  
\$50 from Great North Property Management for Commons condo Assoc.  
\$30 from Majong Group  
Jim Cobb motioned to accept both donations, Marnie Finn seconded and the motion passed.
2. The Women's Civic Club would like to make a donation for exterior lighting in the courtyard. They would like to do a fundraiser to raise additional funds for this and have proposed placing a tasteful wishing well in the library for the public to make donations. Motion made by Marnie Finn to accept the Civic Club placing a wishing well in the library for the purpose of raising funds for the exterior lighting for the courtyard., seconded by Wendy Doughty and the motion passed.
3. Marnie Finn wanted to discuss the Emergency Management Program and the Library's responsibilities for it. Diane said that currently the library's role in an emergency is as a cooling and warming center. The library would remain open during these times, at the discretion of Mike Murphy, who is in charge of the EMP. The costs associated with being open extended hours would be reimbursed through FEMA. Marnie Finn feels we need a procedure in place for this. Diane says it is up to Mike Murphy to make the decision on the library being open in an emergency and that he would get in touch with us if he had plans to use the library.

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- Motion made by Jim Cobb to go into non-public session pursuant to RSA 91:A3 II to discuss personnel issues. Roll call was made and Jim Cobb, Wendy Doughty, Marnie Finn, Julie Hammond and Jennifer Latham all voted to go into the non-public session.
- Returned from non-public session at 8:30PM.
- **Next Meeting:** Wed November 19, 2014 @ 6:30 PM
- **Adjournment:** At 8:30 PM Jim Cobb motioned to adjourn. Jennifer Latham Seconded and the motion to adjourn was approved.

**Respectfully submitted,**

**Julie Hammond, Alternate Trustee**