

KIMBALL LIBRARY
BOARD OF TRUSTEES MEETING
ATKINSON, NH 03811

October 21, 2015
Location: Kimball Library
Meeting Room Time: 6:30 PM

- **Call to Order:** The meeting was called to order at 6:38 PM by Chairman, Jim Cobb.
- **Pledge of Allegiance:** The Chairman then led the group in the Pledge of Allegiance.
- **Roll Call:** Present were Trustees –Marnie Finn, Jim Cobb, and Linda Jette, Alan Phair and Anna Winsett had called Jim Cobb to be excused from this meeting although both said they would try to come, even if late; Alternate Trustees – Julie Hammond (who voted for Anna Winsett) and Wendy Doughty (who voted for Alan Phair); Director, Diane Heer with Russell Wolff videotaping the meeting.
- **Correspondence:** There was no written correspondence.
- **Chairman’s Report:** Jim reported that he had gone to the last Friends meeting to report to them that the new TV project was finished except for getting the 3D glasses and Diane said she had ordered 40 glasses today. The Friends of the Library approved paying up to \$150.00 for 3D glasses.
- **Secretary’s Report:** Marnie Finn motioned to accept the minutes from September 23, 2015 as presented and Julie Hammond seconded. The motion passed.
- **Treasurer’s Report:** Marnie Finn said that again there was nothing noteworthy and there would be some donations presented later in the meeting. Marnie Finn made the motion to move \$4,049.57 from the Savings Account to the General Fund to pay for the new TV. Julie Hammond seconded and the motion passed. Julie Hammond motioned to accept the Treasurer’s Report as presented and Wendy Doughty seconded. 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** – Diane was happy to report that circulation for the month of September was up 8.29%. Circulation is up 2.98% for the year so far compared to last year.
- **Programs/Displays/Artwork** –
 - **“The Nepal Chronicles” held on September 22nd had an attendance of 28 people.**
- **Upcoming Programs/Events** – Diane highlighted several upcoming programs.
 - New artwork (pastels) will be displayed from November 3rd through December 17th.
 - Sue Carter will be setting up a Veterans Day display in the lobby from November 2nd through November 13th. Also John Katsaros from Haverhill, WWII and author will present a program to honor our veterans on November 10th. He will have some of his books for sale then.
 - October 27th the Friends will enable us to have “A Supernatural Evening with Jeff Belanger”.
 - October 31st at 11:00 AM the “Eyes on Owls” program sponsored by the Atkinson Recreation Committee will be held in the Courtyard with the Atkinson Community Center location to be used if the weather is poor.
 - The Peddler’s Market our Friends of the Library big fundraiser will be held at the Atkinson Community Center on November 14th 9:00 – 3:00. The Raffle Baskets for this event are at the library now until they are moved to the Peddler’s Market.
 - November 10th is an Early Dismissal Day and we are showing 3D movies, Minions 2 and Avengers!
 - November 17th at 6:30 PM “Skywatch with the NH Astronomical Society” event will be in the Courtyard, weather permitting. (It was too cloudy on October 13th).
 - December 1st and 2nd the popular program “Make a Boxwood Tree” with Felicia Motherway is scheduled.
- **Facilities Review**
 - The AC unit in the telecom room was replaced by ProControls on October 21st. Diane said the town will pay for this.
 - The Generator’s Fall PM was also done on October 21st.

- Dave Weymouth is taking care of the resealing of the seal around one of the vent stacks (where rain comes in if it is a very windy storm).
- Four new laptops have been ordered. They will be used for classes and for use in the meeting room. Only one more laptop needs to be ordered.
- The IT bid has not been submitted yet. We are waiting for the town to send it out.
- **Cooperative**
 - The Directors met on October 15th at the Plaistow Public Library. The next meeting is November 19th at the Kimball Library.
 - The Cooperative is still investigating the possibility of collecting fines with credit and debit cards, since many patrons would like this service. Koha may have the capability of doing this.
 - BiblioBoard is a new program that the coop is considering offering their patrons. It is a program that communities can customize to fit their resources. Local authors, musicians, photographers, historians, and schools could use it. The cost together is much less than if we buy it together so the Coop is investigating this possible purchase.
- **Staff**
 - The entire staff will be participating in CPR training on November 18th (9:00 – 11:00) and November 29th (3:00 – 5:00) at the Atkinson Fire Department. This training is free to Atkinson employees and volunteers. The class sizes are limited to a minimum of 5 and a maximum of 10.
 - “Lead the Change: NH Transform Your Stacks to Drive Circulation”, a training session at the Howe Library in Hanover NH, was attended by Diane, Kathy and Lois. They got new ideas on how to display, shelve and promote materials on the back shelves.
 - Kathy Watson and Lois Powers will attend the NELA Conference in Manchester, NH October 25^t – 27th.
 - Diane has registered for the 2016 PLA Conference in Denver CO in April 2016 and will order plane tickets soon.
 - Diane Heer will be on vacation from November 5th & 8th.
 - Kathy Watson will be on vacation November 25th – 28th.
- **Miscellaneous**

- Complete inventory has begun in the children's room and in the non-fiction section of the adult collection. This project will hopefully be completed by this year's end. A High School senior is helping in the children's room and Kathy Piccolo is doing the adult inventory.
 - The next 250th committee meeting is on October 29th at 7:00 PM. Diane will be co-chairing the parade with Patti Mangini.
 - The library will be closed Veterans' Day, November 11th.
 - **Youth Services September 2015 Highlights** were available and will be included with the Trustees Meeting Minutes in the permanent record.
 - ❖ It is noteworthy to report the Mother Goose Program (infants through age 2) had a blow-out of 31 children in one class the first Monday so Kathy created a second class. There are 21 registrations for 10:30 and 16 registrations for 11:15!!
 - **Budget** – Diane submitted the most up to date budget she had available. It is 2 weeks short but she can email a later one.
- **Old Business**
 1. **Temporary Stage/Storage Shed Committee Report**
 Jim Cobb suggested that we change this topic to **Backroom Modifications**, since our architect has suggested adding extra shelving. Also our Book Drop could and should be made safer and warmer by building a simple box with doors and insulation. Diane will ask the man John Feuer recommended for the chair rails for an estimate. Diane also talked about getting one more rolling chair holder for the storage room because the chairs can safely be stored in much high stacks with the proper holder. When she tried to order another like the one we have, she discovered it is discontinued. Trustees said there were several vendors who worked in metal who could duplicate the one we have now.
 2. **Use of Courtyard for Outside Functions, Committee Report**
 Marnie said she is working with Noriko who schedules and deals with functions at the Atkinson Community Center. She estimated a report would be available in January.
 3. **Status of TV for large meeting room**
 This was previously discussed in the Chairman's Report...still need galses and a little more cable work.
 4. **Status of Copier Purchase.**

Diane said researching the purchase of a new copier was more difficult than she anticipated. She has narrowed the decision to 3 machines but they are not exactly the same. Since the machine will be used by the public, the number of paper drawers should be 3 so all sizes of paper can be loaded and not interchangeable. This would take more staff time helping load the drawers. She wants a USB port in the front also. Speed of copying is not an issue. She said she feels \$4,000 is probably what she is willing to spend. **Jim Cobb motioned to allow Diane to spend up to \$4,000 to purchase a new copier using a 50/50 ratio of funds. Half from Copier funds and half from Equipment line in budget. This copier will be networked. Wendy Doughty seconded and the motion passed**

5. Status of the Technical Services/E-Resource Librarian Position.

Jim reviewed previous discussions about this position...the position will be a full time 40 hour week with benefits. The staff schedules will be changing; all staff skill sets have been reviewed. There will be no increase in the budget line when this position is created. This position was offered to others but nobody else has come forward expressing interest. Lois Powers will be offered the position and we need to vote now so she can enroll for benefits. Marnie said that Lois spends considerable time teaching other staff already. Diane said Lois is very capable and she has lots of ideas. **Jim Cobb motioned to authorize the full time position of Technical/E Resource Librarian to Lois Powers. Marnie Finn seconded and the motion passed.** Jim noted this position will start on January 1, 2016. Then **Jim Cobb motioned to authorize Diane to have active changes be implemented on January 1, 2016. Marnie Finn seconded and the motion passed.**

6. Status of 2016 Budget Process

Diane said our budget has been presented to the Selectmen and the Budget Committee and it is still a work in process. Some numbers, such as Health Insurance, heat and IT still need to be plugged in. The Electricity is going up again! The town has granted a 3% increase in pay. Since Diane and Jim have reviewed the equipment turnover and changed the timeline from 3 years to 5years and since we are buying the new copier this year, the Equipment line can drop to \$7,000. Right now the bottom line is a 4% increase in our budget for next year. The next meeting of the Budget Committee isn't known yet but our liaison, Wendy Barker, will let Diane know. A Special Trustee Meeting will be held the first or second week in November to be scheduled soon.

- **New Business**

- 1. Accept Donations**

Marnie said there was a total of \$1,319.49. in donations. **Linda Jette motioned to accept the donation of \$1,319.49 and Wendy Doughty seconded. The motion passed.**

2. Electronic Newsletter Program

Diane suggested that we use the Ruth Campbell funds for this new program. This would look more professional and would be published once a month to keep better contact. Diane said the library has submitted an article for the Town Electronic Newsletter but she hadn't seen it. Russell said it was done and was out already. The trustees agreed this would be a nice addition to our electronic services.

**Next Regular Televised Meeting, Wednesday, November 18, 2015 @ 6:30 PM. at the Kimball Library.
The meeting will be videotaped and available on the website:**

WWW.vimeo.com/townofatkinsonnh

Adjournment

- **Linda Jette motioned to adjourn the meeting and Marnie Finn seconded. The motion passed and the meeting was adjourned at 7:45 PM.**

Respectfully submitted,

Linda S. Jette, Secretary