

Kimball Library
Board of Trustee Meeting
Sept. 18, 2013

6:35 Call to order

Pledge Alliance

Roll Call: Present were Trustees Alan Phair, Jim Cobb, Wendy Doughty & Marnie Finn, Alternate Nina Gray sat in as acting Trustee for Lina Jette who was absent (excused). Also present were, Diane Heer Director & Trustee Alternates Donald Latham & Julie Hammond,

Secretaries Report: Motion to approve the minutes of the August 21 special meeting was made and seconded & approved unanimously.

Motion to approve the minutes of the August 21 regular board meeting was made, seconded & approved unanimously

Motion to approve the minutes of the Sept 9 meeting to discuss the 2014 Budget was made, seconded & approved unanimously

Treasurer Report: Motion was made by Alan & seconded by Nina to accept the report as given. Unanimous approval was given

Director's Report: Discussed the success of the summer Library Programs
Reminded Trustees of upcoming book and bake sale Sept. 28th on Saturday

Also discussed helping with the relocation of activities from the Community Center.

Contracts are coming up for the renewal of the following:
Cleaning Contract, Bay Ring, IT Contract.

Old Business: The Courtyard project: It was decided to extend the RFP until Nov 1st while allowing a start time in the Spring if approved bidder could not get it done this fall.

Met with the selectman about the library server which needs replacing. They told us they would get back to us after reviewing status of September expenses. We will continue to rent one

New Business: Accepted \$800.00 from the Civic Club. Motion made by Wendy & seconded by 2nd Jim. All approved.

Motion made, seconded & approved to let Cub Scout sign be placed on Library property the days of the event.

Motion made by Wendy & seconded by Nina that we go into a non-public session pursuant to RSA 91 A:3 II to discuss items that could affect personnel or individuals reputations. Discussion was to be centered around the Budget. On a roll call vote, it was approved 5-0

Library Budget issues were discussed. Some of the topics discussed were our supporting the increase in the Material of Trades line with the understanding that the costs of many items are much higher especially things such as e-book related items. Discussion also centered around the recommendation for the increase in the Children's Librarian line and the overall increase of 1.5% for Merit increases to the Aides line. Obviously, the other lines that are tied to the wages will go up according to the Town formula. Diane reminded us that the numbers for last year will actually be only nine month numbers. We also need to see what action the Selectman take to approving our overspending the Computer Hardware & Software line because of the Server replacement issue. It was also discussed to start including replacement of 30 computers over the next three years. The town administrator is working on Town wage scales & brackets. Concern came up regarding the Library being discussed as we control our compensation. Only major concern was to insure that names are not mentioned for any wage information primarily as the budget line for aides is a general one and individuals within that line perform different duties and have different titles.

The discussion of the contract with the current Cleaning Company, Atkinson Cleaning Company was held. We were informed that the Company was willing to enter into a three year agreement with us for a minimal increase of \$300 per year. It was decided that since we were very happy with the current service and tying them into a three year deal was good, the Board saw no need to go out to bid for a new contract and recommended that we vote to extend the existing contract subject to the additional \$300 per year.

Motion made & seconded to end the Non-Public session and go back into the regular meeting. A Roll call was taken and the vote was unanimous 5 -0 in favor.

Public Session continued:

Motion made & seconded to approve the extension of the cleaning contract with Atkinson Cleaning Service for an additional 3 years subject to the \$300 increase which would bring the cost per year for each of the three years to \$12,000 from \$11,700. Vote was unanimous 5 -0

The Board also voted unanimously to support the inclusion of items discussed in the non public session in the upcoming budget. It was also recommended that we discuss putting money aside in the budget for capital improvements.

A Capitol Improvement Fund has been suggested.

Motion made to Adjourn at 8:40PM was seconded & unanimously approved.
Submitted Wendy Doughty