

KIMBALL LIBRARY
BOARD F TRUSTEES MEETING
ATKINSON NH 03811
September 23, 2015

Call to Order: Acting Chairman, Alan Phair called the meeting to order at 6:30.

Pledge of Allegiance: Acting Chairman, Alan Phair led the group in the Pledge of Allegiance.

Roll Call: Trustees – Anna Winsett, Marnie Finn, Alan Phair, Linda Jette, Jim Cobb was excused; Alternate Trustees – Nina Gray (Stand-in to vote for Jim Cobb), Wendy Doughty and Julie Hammond who gave notice she would be a little late (Julie arrived at 7:30); Library Director – Diane Heer; Video Taper – Russell Wolff.

Chairman's Report:

1. Alan Phair said he was at the last Friends of the Library meeting and reminded us that the new and recently installed TV in the large meeting room was there mostly in part because of the donation from the Friends. Nina Gray said that the power point presentation that Jim Cobb put together was beautiful. Alan added a story about when he brought a pair of 3D glasses from his home and let some children use them. The children enjoyed watching the TV with the 3D glasses so much that they did not want to leave when their parents were.

Secretary's Report:

1. Nina Gray motioned to accept the minutes of August 19, 2015, the Atkinson Board of Trustees Regular Meeting. Marnie Finn seconded and the motion passed. 2.
2. The vote of the September 3, 2015 Trustees Special Meeting was postponed until more trustees who attended this meeting were in attendance.

Treasurer's Report: Linda Jette motioned to accept the Treasurer's Report. Nina Gray seconded and the motion passed.

Director's Report: The entire Director's Report is available.

1. **Statistics for Circulation:** Total circulation of 8,382 was up 7.26% from August 2014 and up for this year 2.39%. Diane noted that the e-magazines were becoming popular. She said that she will want to go with the state magazine program next time. The libraries that participate in that program have a vote on structure. Kathy Watson is available by appointment to help patrons learn how to deal with downloading the magazines onto their devices. Alan said that patrons can check-out preloaded Kindles which is handy if going on a trip. Diane said there is a steady increase of people taking advantage of this offer.

2. **Upcoming Programs:** Diane reviewed the combined event of Elder Services, Atkinson Recreation and the Timberlane Community Band which was a great success. It made a little money and more important, it brought many people to our courtyard who might not otherwise have used it. She talked about some upcoming programs such as the *"Feasting through Literature"* cooking demonstration, the *"Skywatch with the NH Astronomical Society"*, sponsored by the Atkinson Civic Club who donated our telescope and the *"Supernatural Evening with Jeff Belanger"*, who is well known from being on Public Television. Anna Winsett asked about the knitting group and Diane explained it was a group of knitters who got together while they knit their projects; were available to help each other with questions, and sometimes did group charitable projects. Also the Atkinson Historical Society was sponsoring a program on October 8th on "One Room School Houses". Diane was a little concerned about publicity for this program and Alan offered to contact Bob Gustafson.
3. **Facilities:**
 - The AC unit in telecom room still needs to be monitored daily. The town is requesting bids from ProControls to replace the existing board on condenser and replacing the entire telecom room unit.
 - A very nice new touch screen computer has been installed in the children's room. A new laptop for the meeting room will be ordered next week. First Choice suggested we order the laptop directly because we can get a better price and they will service it. Diane said that all orders take time to fully research the needs and compatibility.
 - The galley kitchen freezer defrosted itself while Diane was on vacation, although it seems to be working fine now. Hedi Shikes offered to hire a professional to clean out the frozen water in the bottom of the freezer but Diane said she can and will take care of it.
 - New cables and Blu-ray player was ordered and received for our new TV and Dave Williams will help with this project.
 - HVAC Fall Maintenance was completed on September 23rd by ProControls.
4. **Cooperative:**
 - The next Director's meeting will be September 24th at the Sandown Library.
 - The Directors are still investigating collecting fines with credit and debit cards because many patrons would like to have this service available to them. Koha may have the capability to do this.
5. **Staff:**
 - Diane, Kathy and Lois are looking forward to attending the workshop, "Lead the Change: NH Transform Your Stacks to Drive Circulation" on September 25th at the Howe Library in Hanover, NH.
 - Kathy Watson and Lois Powers will attend the NELA Conference in Manchester, NH on October 25 – 27.
 - Kathy Watson will be volunteering at the Atkinson Academy Fall Festival on October 3rd.
 - Diane will be registering for the April 2016 PLA Conference in Denver, CO.

6. Miscellaneous:

- Diane attended the planning meeting for the celebration of Atkinson's 250th anniversary on August 26th. She will be co-chairing the parade with Patti Mangini and going to the next meeting on September 30th. The trustees questioned the adequacy of the \$3,000. Budget.
- It was noted the library will be closed on Columbus Day, October 12th.
- Diane encouraged the trustees' support for the 2016 budget by going to the Selectmen's meeting on Monday, September 28th at 7:30 PM. She also explained the budget procedure to new trustee, Anna Winsett.
- Diane also encouraged the trustees who may be available to go to the Budget Committee's meeting on October 6th at 7:00 PM.

7. Youth Services August 2015 Highlights submitted by Kathy Watson are also available.

8. Budget Update:

- The Monthly Expenditures were reviewed with no surprises.

Old Business:

1. Temporary Stage/storage shed/addition committee report

- None

2. Use of Courtyard for outside "functions" committee report

- None

3. Landscaping work on the sign and front flower bed

- Nina asked for this discussion to be put on hold until next spring.

4. Status of TV for large meeting room

- This was previously discussed in the Chairman's Report and the Director's Report.

5. Status of 2016 Budget Process

- The 2016 Budget was reviewed in detail. Diane passed out the spreadsheet for the budget and an explanation sheet to give detailed reasons why the numbers were either the same or increased or not determined yet.
- The issue of having more staff knowledgeable in technical skills was discussed. Diane said wants to create a new position for Adult Technology. She has a current staff member who is capable and willing to train for this new position and that would help with this issue. On line classes are available for some training. Alan spoke in favor of up scaling staff technical skills since demands are very different now than they were even a few years ago. Diane and Lois have also been re-evaluating patterns of circulation.
- The Youth Programs line is only \$1,000 that our Friends supplement big-time.
- Julie questioned the 21% increase in the electricity line. Marnie asked if the town were going with a different vendor and Diane said no.
- Diane said the town is going out to bid on a new IT Contract as it does every two years. She added that our current agreement with First Choice was going to increase by \$70. per month and that we had the option of entering into a separate agreement with them or going to bid with the town. Alan thought we should piggyback onto the **town's**

proposal now with stipulations so we could always change if the town's program doesn't work for us. After a brief discussion regarding the renewal of our current IT contract with First Choice Networks, Nina Gray and Alan Phair worked together on a motion: To have the Town of Atkinson include the Kimball Library in the quote for IT services with the stipulation that the pricing for said services for the library be separately identified and priced. The Library Trustees make no guarantee of acceptance and reserve the right to either accept or reject the proposal and go with another vendor should they determine it is in the library's best interest to do so. The motion was seconded by Marnie Finn and the motion passed.

- Discussion resumed on whether to approve the creation of a new position of Adult Technology. Alan said that Jim Cobb was ok with this. The position would become effective on January 1, 2016 and Diane said she will have a draft of the job description to show soon with just 10 more hours to budget for this position since current hours will be redirected. Diane explained she is planning to reorganize all staff hours to maximize efficiency. Alan Phair motioned to create the position for a Technical Services/E Resource Librarian to require only ten additional hours to budget for this position. Marnie Finn seconded and the motion passed. Julie Hammond asked if the staff will be notified of the reevaluation in writing and Diane said she is going to bring it up at the next staff meeting.

New Business

1. Accept Donations

- Marnie Finn brought a donation of \$3,000. from the Friends of the Library for their final donation towards the purchase of the new TV. Nina Gray motioned to accept this donation. Anna Winsett seconded and the motion passed.

2. IT Contract renewal

- This issue was discussed and voted on during the discussion of the Budget Process.

3. Extension of Contract

- Diane asked for an extension of Kathy Piccolo's contract to December 31, 2015 because she is needed for the inventory project. Marnie Finn motioned to extend Kathy Piccolo's contract to December 31, 2015. Nina Gray seconded and the motion passed.

4. Replacement of Copier

- Diane again spoke about the poor condition of the 7 year old copier. She has researched leasing vs buying a new copier and recommends buying. After a brief discussion, Diane said she will have more bids and more options for the next meeting.

5. Secretary's Report continued

- Since enough trustees were present for voting on the September 3, 2015 Special Meeting, Alan Phair motioned to accept these minutes. Nina Gray seconded and the motion passed.

Next Regular Meeting

- The next Regular Meeting will be on Wednesday, October 21, 2015 at 6:30 PM at the Kimball Library. The meeting will be videotaped and available on the website: www.vimco.com/townofatkinsonnh

Adjournment

Alan Phair motioned to adjourn the meeting at 8:05 PM. Marnie Finn seconded and the motion passed.

Respectfully submitted,

Linda S. Jette, Secretary