

**KIMBALL LIBRARY
BOARD OF TRUSTEES MEETING
ATKINSON, NH 03811
September 17, 2014**

Location: Kimball Library Meeting Room

Minutes

- **Call to Order:** Chairman Alan Phair called the meeting to order at 6:38 PM.
- **Pledge of Allegiance:** Alan Phair led the Pledge of Allegiance.
- **Roll Call:** Alan introduced the other trustees attending: Wendy Doughty, Marnie Finn and Jim Cobb. Alternate Trustees Nina Gray was selected as a voting Trustee for the evening for Linda Jette, who was excused. Alternate Julie Hammond was present while Jennifer Latham was excused. Russell Wolff videotaped the meeting.
- **Correspondence:** None
- **Chairman's Report:** None.

- **Secretary's Report:** Alan led the procedure of going through the approval of three sets of minutes.
 1. Approve minutes of Special August 7th Meeting (hiring of pages). Marnie Finn motioned to approve; Nina Gray seconded and the motion passed
 2. Approve minutes of Non-Public August 20th Meeting. Nina Gray motioned to approve; Wendy Doughty seconded and the motion passed.
 3. Approve minutes of Regularly Scheduled August 20th Meeting. Alan Phair motioned to approve; Jim Cobb seconded and the motion passed.

- **Treasurer's Report:** Nina Gray motioned to approve; Wendy Doughty seconded and the motion passed.

- **Director's Report:** As Diane Heer was not present, Alan led the discussion of the Director's report, which had been prepared by Diane before she left on vacation. The Director's Report will be included with the Trustee's Meeting Minutes in the permanent record.
 1. Circulation for August was down 5.3%, but Alan noted that 7,815 checkouts was still a respectable amount.
 2. An upcoming display is a Native American Collection (in lobby cabinets) by Marie Leone, October 6th thru November 30th. Also, a display of Robert Brun Artwork, October 14th thru November 30th. Robert will present a Veterans' Day Program on November 10th 6:30 PM. If you like food, an October 7th 6:30 PM presentation "How Food Defines a Region" might be of interest. Check the Kimball Library for additional details about this event, which includes a cooking contest and bean supper at 5 PM.
 3. See the Director's Report for details on new computers in the children's area, new hardware for our wireless users, and an initial screen asking wireless users to agree to the libraries internet policy.

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- **Directors Report (Continued):**

4. Cooperative: The three directors met on August 21th at the Kimball Library. They are waiting for Plaistow to approve the \$25 charge as the maximum fine on overdue items (up from the current charge of \$10). Since we all use a common instance of the Koha library software, this has to be a unanimous agreement. The directors are initiating meetings between personnel with the same functions at the different libraries (catalogers, head circulation, inter-library loans, adult programming). This should benefit all the libraries, as the staff members can share each other's expertise.
5. Staff: Diane is currently on vacation (September 10 thru 28.) Four staff members will be attending various library conferences in September and October at locations in NH and MA.
6. Miscellaneous: The 2015 budget process has started and Diane has put together an initial budget for the year. Work will continue on it through the next few months.
7. Youth Services: August special events included
 - a. "Where Your Food Comes From." (The children all went home with a seed they planted at the event and took home so they could watch it grow.
 - b. "Squeezebox Stompers with Ice Cream Finale" in the Courtyard, with making your own ice cream sundae during intermission, courtesy of the Friends of Kimball Library.
 - c. "Wiggle Words", making letters with your bodies thru dance. Put on by Michelle Collins.
 - d. The library staff is now ramping up for the fall programs. A budget for the September to December programs was presented to the Friends of the Library. They graciously supported it.

- **Old Business**

1. Temporary Stage/ storage shed committee report. This topic was put on hold until Diane is back so we can discuss in detail what the needs are, and if we can decide to purchase a shed, the size required.
2. Courtyard project: The plaque has been ordered. Nina Gray will need the delivery date so she can coordinate its installation. The iron filtration system for the courtyard is still being investigated (to eliminate iron from well water) and Ted Stewart has agreed to be in charge of finding the best solution. Wendy Doughty will be meeting with the banner vendor on Friday (September 19th) and will update Alan next week.
3. Wiring / electrical of Library for Atkinson Cable TV Schedule: Still a "work in process".
4. Moose Grant Proposal (historical Society): The grant has been received, so the process of digitizing the Historical Society Records can proceed. The library's involvement in this project is now complete.
5. Marnie Finn reported that the Heritage Commission will be meeting in the next few weeks.

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- **New Business**

1. **Accept Donations:** There were three Courtyard in-kind donations to be accepted.
\$500 from East Coast Lumber
\$500 from Lewis Builders thru East Coast Lumber
\$500 from Atkinson Resort & CC, toward refreshments
Nina Gray motioned to accept all three in-kind donations, Jim Cobb seconded and the motion passed.
2. **Director Review & Contract:** Alan Phair will arrange a meeting time for him, Marnie Finn and Jim Cobb to meet and discuss the review and contract. Alan will post the meeting.

- **Next Meeting:** Wed October 15, 2014 @ 6:30 PM

- **Adjournment:** At 7:10 PM Marnie Finn motioned to adjourn. Nina Gray seconded and the motion to adjourn was approved.

Respectfully submitted,

Jim Cobb, Vice Chairman