

KIMBALL LIBRARY  
BOARD OF TRUSTEES MEETING  
REGULAR MEETING  
ATKINSON, NH

SEPTEMBER 19, 2018  
LOCATION: LIBRARY MEETING ROOM

**Call to Order:** Jim Cobb, chairman called the meeting to order at 6:35 PM

**Pledge of Allegiance:** At 6:35 PM

**Roll Call:** In attendance were trustees Jim Cobb, Chris Witteveld, Marnie Finn, Tom Kelley and Karen Trasatti. Also, Diane Heer, Library Director. Alternate trustees in attendance, Nina Gray, Julie Hammond and Wendy Doughty. Videographer Russell Wolff was present.

Correspondence -none

Chairman's Report - Marnie Finn was nominated by her fellow trustees to the 2018 Lillian Edelman Trustee of the Year Award.

#### Secretary Reports

Minutes of August 15, 2018 regular monthly Trustee's meeting- Motion to accept with modifications by Mr. Kelley, seconded by Mr. Witteveld and unanimously approved. The motion passed, 5-0.

Minutes of July 24, 2018 Special Trustee's meeting. Motion to accept by Ms. Finn and seconded by Mr. Witteveld. Motion passed, 5-0.

#### Treasurer's Report

Approve August monthly treasurer's report by Ms. Finn as submitted. The Motion to accept was made by Ms. Finn and seconded by Mr. Witteveld. The motion was passed 5-0.

#### Director's Report (See handout with further details)

1. Statistics for Circulation – Still busy in August, with much borrowing of materials.
2. Upcoming Programs- ALL ON WEB CALENDAR. There are a wide variety of programs scheduled through September and October. All programs are listed on the Kimball Library website <http://www.kimballlibrary.com/kimball/>
3. Facilities Review- Trellis' have been cleaned and stained, kick plate material has been ordered and the grounds are well maintained. It is noted after a recent heavy rain storm that some water enters the building; a new vent will be installed to stop the water entry.

4. Cooperative Update. The Hampstead Public Library has decided not to join the consortium without stating a reason.
  5. Staff – The involvement of staff in ongoing training continues with various staff involvement in training to increase their technical skills. This is part of an ongoing effort to advance the already considerable skills of staff. Four staff members (Heer, Powers, Watson, Piccolo) are identified to complete certification as Passport Acceptance Agents. This new program may generate some revenue, but it will take a year of usage to accurately forecast future revenue.
  6. Budget Update – The Budget Worksheet was reviewed by line item. There are no unplanned expenditures and rates of disbursement are as scheduled. There are no irregularities. A new computer was ordered today, part of the current budget. Due to the number of hot humid days, the line item for electricity may run higher than budgeted. Also noted, when the large meeting room is utilized for multiple programs, the AC is used, adding to the overall expense.
  7. Youth Services report –Kathy Watson, Youth Service Director provided a detailed list of Youth Services for August 2018. The details are too numerous for listing here but are available in the attached summary to these minutes. The level of activity reflects the reason why the Kimball Library Youth Services ranks in the top 3% of all libraries in the state of NH.
- Old Business
    1. Status of library parking lot extension project. Steve Lewis is able to find an engineering firm to develop the parking lot design at no cost. He was also able to obtain an infiltrator for the parking lot water run-off, also as a donation. Some type of plaque may be required. We still await a cost estimate for the project. Ms. Heer will follow up.
- New Business
    1. Accept Donations- Ms. Finn reported donated income of \$664.92. A motion to accept the donation was made by Mr. Cobb and seconded by Mr. Kelley. The motion passed with a vote 5-0.
    2. 2019 budget status – There was an initial discussion of projections for the new 2019 budget. In this first budget draft there are increases for staff positions, COLA and additional one-time costs for upgrades to the two computer servers, upgrades to Windows 10 on all staff computers and upload and transfer of existing software and programs, upgrade firewalls and renew licenses for MS Office 365 and transfer to the new equipment. The cost is not just the hardware, but also the skilled computer consultants to make the systems work as integrated systems. The costs will be a large budget cost, but once the outlay is made, the equipment is good for about 5 years, due to the rapid changes in technology and the compatible software to integrate with the many diverse programs. A further meeting is needed to refine the budget numbers. A preliminary budget is to be submitted to the Town manager by

next Thursday afternoon, Sept 27 in order to be presented to the Selectmen who will review the Kimball budget request on Monday Oct 1. The Budget Committee is scheduled to the budget on Tuesday, Oct 8. The Trustees will have a special meeting to develop the budget.

3. Status of Ten-Year Kimball Library celebration. The birthday event is Friday Oct 12, 3-8. Plans are well underway for the celebration of the new Library's 10th year. Costs for the event have been covered by individual donations, Friends of the Library and Trustee financial backing. Invitations to the Selectmen and Budget Committees were made in person by Mr. Kelley. The Friends of the Library have covered the cost of the daily drawings and the \$100 drawing on the night of the party.
  4. The November Trustee's meeting and been moved up a week earlier due to Thanksgiving. The Monthly Trustee meeting will be held, Wednesday, Nov 14. @ 1. A motion to make the change was made by Mr. Cobb and seconded by Mr. Kelley. All agreed, and the motion passed, 5-0
  5. Other – none
- Next Regular Meeting  
The next regularly scheduled meeting will be on Wednesday, October 17, 2018 @ 1:00 PM at the Kimball Library.
  - Adjournment: The motion to adjourn was made by Ms. Trasatti and seconded by Ms. Finn. Motion approved to adjourn at 7:40 pm.

Respectfully submitted:  
Tom Kelley, Secretary