

**KIMBALL LIBRARY  
BOARD OF TRUSTEES MEETING  
ATKINSON NH 03811**

**Special Meeting  
November 10, 2015  
Kimball Library  
Large Conference Room**

**Call to Order:** The meeting was called to order by Jim Cobb at 10:37 am. In attendance were Trustees: Jim Cobb, Marnie Finn, Anna Winsett, Alan Phair and Linda Jette; Alternate Trustee: Julie Hammond was there as was Director: Diane Heer. Alan Phair motioned to go into a Non-public Session under RSA 91-A:3II-C to discuss personnel issues. Jim Cobb seconded the motion and a Roll Call Vote was taken for a unanimous vote for the non-public session under RSA 91-A:3 II-C. After due discussion, Alan Phair motioned to adjourn the non-public session and go into a public meeting. Marnie Finn seconded and the Roll Call Vote confirmed the end of the non-public session. Alan Phair motioned to not seal the minutes of the non-public session. Marnie Finn seconded and the motion passed. The non-public session under RSA 91-A:3 II-C held discussion about the Staff Schedule Plan for 2016.

**New 2016 Staff Schedule:** Diane went over the plan and explained the cuts to some times and some personnel and the tweaks to allow for growing tech services. She said that all staff understands the new schedule that starts for everyone on January 1, 2016 and is in agreement. She went over the role the Pages will play in the new schedule also. She also said the plan will be reviewed and reevaluated in six months.

**Resignation of Trustee:** Alan Phair said that when he gets hired as the Town's Administrator he will have to resign as Library Trustee because that is town policy. Discussion followed about this great loss to the board and who would be recommended to fill this slot. It was easily agreed that Julie Hammond would be our choice.

**2016 Budget:** Diane went over the numbers again with the Trustees including the new numbers for the Heating line which is lower because the bid came in lower and Electricity line which is 21% higher. The COLA is still being worked on and she is waiting for the IT bid to come in but she would be fine with First Choice again for next year with only a small increase in cost.

The most discussion was held on the serious issue being discussed by the town's Municipal Budget Committee regarding closing the library for a day each week and/or reducing the hours we are open on the days we are open. Diane presented some information for the trustees only with some numbers and information on this unsettling topic. Diane also showed the Trustees a slip she passed out to a few patrons with just the facts about what the Budget Committee was considering.

**New Business/Other:** Diane mentioned that a letter to the Selectmen needs to be sent to the Selectmen regarding Lois and her new position and hours.

More discussion was held about filling Alan's seat on the Board of Trustees and the logistics of the procedure. It was agreed that a letter of recommendation for Julie Hammond would be ready and presented to the Selectmen contingent upon the appointment of Alan Phair as Town Administrator.

Alan Phair motioned to adjourn the meeting. Anna Winsett seconded and the motion passed. The meeting was adjourned at 11:43.

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

[www.vimeo.com/townofatkinsonnh](http://www.vimeo.com/townofatkinsonnh)

Respectfully submitted,

Linda S. Jette, Secretary