

KIMBALL LIBRARY
BOARD OF TRUSTEES MEETING
REGULAR MEETING
ATKINSON, NH

April 17, 2019

LOCATION: LIBRARY MEETING ROOM

Call to Order: 1:06 pm

Pledge of Allegiance: 1:07 pm

Roll Call: Members introduced themselves to the viewing audience. In attendance were trustees: Linda Jette, acting chair, Lara Cross, Karen Trasatti, Marnie Finn and Tom Kelley Diane Heer, Library Director. Alternate trustee -Wendy Doughty (at 1:28). Videographer Russell Wolff. A quorum being present.

Absent: Julie Hammond, Nina Gray.

- Correspondence -none
- Chairman's Report (Linda will be chair for this meeting)- no correspondence
- Secretary's Report
 - Approve minutes of March 20, 2019 regular monthly Trustee's meeting. Motion to accept as presented by Ms. Finn and seconded by Ms. Cross. Motion passes 5-0
- Treasurer's Report
 - Ms. Finn presented a written March 2019 regular treasurer's report. A motion to accept was made by Mr. Kelley and seconded by Ms. Trasatti. Motion passes 5-0. The annual review of our financials by the same auditors reviewing the Town's books.

Director's Report

Statistics for Circulation reflect busy month. Total circulation for April 6939 with an active set of programs and circulation continuing. The Tumblebooks program will not be renewed since the school system now subscribes to the service.

There were 88 adult, YA and child programs which brought in 1590 adults to the library. Movie time on Tuesday afternoon is very popular and often seating is at a premium. The tech appointments offered various technical computer and social network assistance to patrons. Notary service is available, and the new passport continues to grow; four staff are full trained and at least one is available each evening for processing applications.

1. Upcoming Programs - A variety of programs are listed on the Kimball website which also allows registration to each program. Cooking, photography, are some of the topics. Presentations about the Founding Fathers and Black Bears make for a diverse variety of presentations. See all the listings at <http://www.kimballlibrary.com/>

The spring Library bake and Yard sale will occur May 18th, 8-3 pm

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2. Facility Review- A new American flag was replaced on the parking flag pole by Dave Weymouth.
 3. Cooperative Update. The next monthly co-op to be held Apr 18, 3 pm at the Sandown Library
 4. Staff – Diane Heer, Kathy Watson and Nancy Covill (incoming President of the Friends of the Library) attended a dinner meeting of the Gr Salem Rotary club as part of the donation received from the club. The Kimball library’s proposal was stated to be one of the most professionally prepared of those submitted. Good job Diane & Kathy.

Lois Powers and Diane Heer attended the April 3 Genealogy Conference in anticipation of starting a genealogy club at the Kimball in the Fall. Staff also are involved with a Massachusetts library group and the NH Library Association Conference.
 5. Budget Update-Expenditures thru 4/1/19 show normal flow of expenditures. The computer upgrades will likely take place in May-Jun 2019.

Youth Services report- Also, as part of the handout are all the Youth Services available during the forthcoming school vacation. All program details are listed on the library web site
- Old Business
 1. Status of library parking lot extension project. There is the need to develop a cohesive strategy when moving forward with the parking lot expansion idea. In the past the Board support the idea of exploring the costs and possibility of expansion since parking at many programs is inadequate. There are two new members of the Trustees, Ms. Jette and Ms. Cross and there are various levels of information and who knows what. It was decided that we need a working meeting to develop a cohesive strategy and a plan to move ahead. We agreed to have a working meeting before the next regular trustee meeting in May. Diane will assemble the available plans plus any hard data to document the need. This may be an initial step, others may be required. Once the plan is developed, we will outline a strategy of including appropriate Town members to participate in the discussion. There may be several steps in this complex process: we agreed to begin next month.
 2. Passport Acceptance Facility progress. There are 4 trained and qualified library staff who are able to process passport requests. The program site is still in a probationary stage which will be lifted when each of the staff processes 10 applications. In time

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the trustees will be asked to review how the income should be spent. This is an example of new programs that are generating some new income.

3. Greater Salem Rotary Club update. See item 4 under Director's report
 4. Review Southern NH Library Cooperative Agreement-handout language reviewed. The language addresses the requirements if new libraries wish to join the SNHLC group. If the language requires a legal filing, there may be a small cost to each participating library. A motion to accept the Article III Membership addendum was made by Ms. Finn and seconded by Ms. Cross. The motion was adopted 5-0
- New Business
 1. Accept Donations. There is a total in March of \$215 donated. A motion was made to accept the donations by Ms. Trasatti and seconded by Ms. Finn. The motion was adopted 5-0.
 2. Vote for trustee positions. Nominations were made and seconded for the following slate of officers:
 - Chairman: Thomas Kelley
 - Vice-Chair: Linda Jette
 - Treasurer: Marnie Finn
 - Secretary: Lara Cross & Karen Trasatti (role to be shared)
 3. Review changes to SNHLC Agreement-See Old Business, #4
 4. Annual Cooperative Meeting – May 6th @ 7:00 PM Plaistow Public Library. Trustees are asked to attend. Most indicated availability to attend the meeting.
 5. Solar update from Atkinson Energy Commission. The Revision Company approached Ms. Heer about solar panel application since the library has so much prime roof space. The Town has other buildings which may be included if the project develops. It is unclear if the Kimball trust would allow solar application, especially if other Town property is included in the proposal.
 6. May 29th NHLTA Conference – MANCHESTER. Ms. Finn was accepting applications from trustees to attend the May 29th meeting. The registration fees will be covered by trustee funds.
 7. Other-Persons wishing to apply to become library Alternates must quickly apply at the Town Hall. It is expected the Selectmen will make the appointments in early May.

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- Next Regular Meeting
A working meeting will be held on May 15, 2019 at 12 noon in a small conference room in the library.
The next scheduled regular meeting will be on Wednesday, May 15, 2019 @ 1:00 PM at the main conference room, Kimball Library.
- Adjournment' 2:10 pm

Submitted by:
Thomas Kelley, Secretary