

# KIMBALL LIBRARY BOARD OF TRUSTEES MEETING

**February 20, 2019 1:00 PM**

**Location: Kimball Library Meeting Room**

**Call to Order:** Jim Cobb, chairman called the meeting to order at 1:03 PM

**Pledge of Allegiance:** At 1:04 PM

**Roll Call:** Members introduced themselves to the viewing audience. In attendance were trustees Jim Cobb, Marnie Finn, and Karen Trasatti. Diane Heer, Library Director. Videographer Russell Wolff. Two alternate trustees arrived after the meeting started: Julie Hammond (substituting for Tom Kelley) and Wendy Doughty (substituting for Chris Witteveld).

**Correspondence:** None

**Chairman's Report:** Mentioned it was last meeting for Jim Cobb and Chris Witteveld. Next meeting will have two new trustees.

**Secretary's Report:**

January 16 Regular Monthly meeting minutes. Motion by Marnie Finn to accept minutes as presented, seconded by Jim Cobb. Motion to accept passed 3-0-0

**Treasurer's Report:**

As submitted by treasurer Marnie Finn. Motion by Karen Trasatti to accept the January financial report as presented, seconded by Jim Cobb. Passed 3-0-0

**Director's Report** (See attached report)

1. Strong numbers for circulation and program participation.
2. Well attended Jack Frost Jamboree.
3. Monthly budget does not show approved 2019 budget until the March elections.
4. Youth Services report – Many activities scheduled for February school vacation week.

**Old Business**

1. Status of library parking lot extension project. A proposal from Steve Lewis gives an estimated cost of \$126 thousand which assumes all elements are paid in full. Some aspects of the development may be done with donations of time and materials, so the cost should be significantly lower. The relocation of flag pole is not mentioned in the proposal and could be an extra expense. The proposal has 36 new parking spots. This project will be proposed as a warrant in the 2020 budgeting process this fall. In the meantime, parking continues to be very tight due to multiple day and evening programs. Dianne also mentioned that she told Greg Spero there should be a Capital Reserve for the library building, as soon there will be the need to do significant maintenance work due to the age of the building.
2. 2019 Deliberative Session/Budget status: Only minor changed at the session, so the final budget will be either the version recommended by the Budget Committee/Selectmen or the Default Budget (if the voter reject the recommended budget).

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3. Passport Acceptance location update: Kimball Library has been approved to issue new and renewal passports starting March 4<sup>th</sup>. Diane Heer, Kathy Watson, Louis Powers and Cathie Piccolo have been trained/certified to support this service. New passports requests are charged \$35. Renewals are free.

## **New Business**

1. Accept Donations: Ms. Finn reported \$625 in donations. Motion to accept by Julie Hammond, seconded by Marnie Finn. Voted to accept 5-0-0.
2. Status of computer software upgrades: Microsoft Office 2019 has been installed on our PCs (one older desktop, used to run the TV screen in the entrance hall can not accept it and that PC will be replace at some point later this year.) The email server has been relocated to a remote computer and all the email will be redirected to the new system later this week.
3. Review Southern NH Library Cooperative Agreement: The Kimball Library does not have any amendments for the coop contract, but Plaistow will be proposing some changes relative to the process of admitting other libraries into the "Southern NH Library Cooperative" Agreement. These amendments will be voted on at the yearly meeting of the three-library coop (Kimball, Plaistow and Sandow) on May 6<sup>th</sup>.
4. Policy for food in library & small meeting rooms: Diane proposed changes to the library's policy because some groups were not cleaning up after eating lunches in the three meeting rooms in the main library. She also added wording to prohibit smoking within 100 ft of the building. Smoking had been allowed outside the main door, but since there is no disposal container for cigarettes and matches in the area, debris accumulates on the ground. Some edits suggested by the trustees were incorporated. Motion by Jim Cobb to approve the revised policy changes, seconded by Karen Trasatti. Approved 5-0-0
5. Salem Rotary: Diane updated us on two proposals that she had submitted to the Salem Rotary Club. The first was for funds to purchase ten Chromebooks for use in the STEM activities run by Kathy Watson. The second proposal was to purchase special tables to replace four of our public computer cubicles (four desktop computers were retired due to their age and lower demand for desktop computers). The tables allow small group activities using Chromebooks or notebook computers.

**Next Regular Meeting:** The next scheduled meeting will be on Wednesday, March 20, 2019 @ 1:00 PM at the Kimball Library.

**Adjournment:** Motion to adjourn approved at 2:06 PM

Respectfully submitted

James Cobb, Chair