

**KIMBALL LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
11/20/19**

Attendance:

Tom Kelley, Chair
Linda Jette, Vice Chair
Marnie Finn, Treasurer
Lara Cross, Trustee
Nina Gray, Alternate
Wendy Doughty, Alternate
Diane Heer, Director

Call to Order: 1:09pm

Correspondence: None

Chairman's Report:

Search is still underway to replace Kimball Library director, Diane Heer, who will retire at the end of the year.

Secretary's Report:

- **Motion by Tom Kelley to accept 10/16/19 regular meeting notes. Seconded by Linda Jette. Motion passes.**
- **Motion by Linda Jette to accept 10/18/19 special meeting notes. Seconded by Lara Cross. Motion passes.**
- **Motion by Linda Jette to accept 11/05/19 special meeting notes. Seconded by Marnie Finn. Motion passes.**

Director's Report:

Statistics for Circulation:

- 3816 circulation, 193 public computer uses, 19 museum passes
- 39 adult programs (601 attendees), 33 children programs (519 attendees)

- Photography by local artist Eva McDermott will be on display from December 3 through January 22.

Upcoming Programs:

- How does DNA Help Your Genealogy Research 11/25 @ 6:30pm
- Make a Boxwood Tree 12/2 @ 6:00pm. Filling up fast, please register online.
- Drop N Shop 12/7 @ 10:15am – 2:30pm
- Yankee Ingenuity (sponsored by the Atkinson Historical Society) 12/12 @ 6:30pm
- Hour of Code After School (Grades 1-5) 12/11 + 12/13 @ 3:15 – 4:30pm
- Downton Abbey Movie 12/17 @ 1:00pm

Facilities:

- Building Needs Committee and Chip Krause, architect, are looking into the siding on the library to see if it needs replacement or repair due to class action suit against manufacturer of the siding.
- Building Needs Committee to address future needs of all town buildings. Diane completed their survey. Building Needs Committee would like to organize up-coming building maintenance for the next 25 years, such as painting, remodeling and building additions.
- Diane also expressed a wish list for the library including: Movable shelving and possibly a few moving desks.

Cooperative:

- The next coop meeting 12/5 @ the Plaistow Public Library. Discuss thank you to Kimi Nichols for book delivery partnership. Cab Vinton, Plaistow Library director, is looking into purchasing a projector that Kimi Nichols expressed an interest in.

Staff:

- New children's librarian, Daniele Guest has started on 11/14. She will be full time on 1/01/20.

Budget:

- Computer hardware line, new computer ordered

- Heat and electricity are out to bidders for the town

Treasurer's Report:

Second check sent to Keach-Nordstrom Associates for engineering fees for parking lot expansion.

No donations this month.

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The Ruth Campbell Fund has \$2413.28, used only for new library items per legalities of trust account. Gail, a coding teacher, recommended to Kathy Watson tech toys for the children's STEM Program.

- **Motion by Tom Kelley to use the remainder of Ruth Campbell Funds for STEM Program. Seconded by Linda Jette. Motion passes.**

Unfinished Business:

- The credit card machine is up and running. Using the same system as Atkinson town hall with minimum purchase of \$1.50 or 2.79% of charge amount. Still working to get the credit card machine on the website. Diane stated will be up by the end of the year. Marnie will transfer funds to correct accounts and has login to manage this. Information about the credit card machine will be in the newsletter this month.

New Business:

- Farewell Party in honor of Diane on 12/10 @ 5 – 7pm. All are invited!
- Building Needs Committee, looking forward to carpet, roof, paint and renovations for buildings covering the next 25 years.
- Town addressing siding damage, Chip Krause will use infrared to check library exterior walls for dampness.
- I.T. is working well due to upgrade this year.
- Change on line item of next year's budget for director's benefits to be increased to a family plan. Salary remains the same.
- Town Holidays List, reviewed and shows Library closures. Full time employees receive an additional day off, from the town, usually used for long weekend.

Tom Kelley, Library Trustee Chair, takes a moment to thank Diane Heer on behalf of all the trustees for her leadership, knowledge and planning skills. She is a great director and will be missed by all.

- **Linda Jette motions to cancel the next scheduled meeting 12/18 @ 1pm. And for the Trustees to remain open to a special meeting if needed. Seconded by Nina Gray. Motion passes.**

Respectfully submitted by,
Lara Cross, Trustee