

**KIMBALL LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
SEPTEMBER 18, 2019**

Attendance:

Tom Kelley, Chair
Linda Jette, Vice Chair
Marnie Finn, Treasurer
Karen Trasatti, Secretary
Lara Cross, Trustee
Nina Gray, Alternate Trustee
Wendy Doughty, Alternate Trustee (1:25)

Others in Attendance:

Russell Wolff, Videographer

Call to Order: 1:00pm

Correspondence: None

Secretary's Report:

- **Motion by Tom Kelley to approve special meeting minutes of 8/21/19. Seconded by Lara Cross. 5 Yes. Motion passes.**
- **Motion by Linda Jette to approve regular meeting minutes of 8/21/19. Seconded by Marnie Finn. 5 Yes. Motion passes.**

Treasurer's Report:

- **Motion by Tom Kelley to approve treasurer's report of August 2019. Seconded by Linda Jette. 5 Yes. Motion passes.**
- No donations for August.

Director's Report:

- Circulation:
 - August circulation 7,073.
 - 30 adult programs for August (953 attendees).
 - 10 children/family programs (225 attendees).
- Upcoming Programs:
 - TRHS health fair at the Plaistow YMCA on 9/25/19, 12p-5:30pm Lois will be attending and representing the library.

- 9/28 8a-3p Friends book & bake sale
 - Linda Bourassa & Janet Porter art on display 10/4-11/7/19
 - 10/1 6:30pm Standing out in College Admission Process
 - 10/17 6:30pm Wicked Salem: Exploring lore and legends
 - 10/21 6:30pm Elimination diets w/ dietician Courtney Eaton
- Facilities:
 - 99% of server project is complete. All billing has been appropriated for in the budget
 - A/C pump in the telecom room failed last week and has been replaced.
 - 10/9 FD walkthrough for firemen to become acquainted with the building.
 - Cooperative Update:
 - Next co-op meeting 10/24/19 in Sandown. Kimi Nichols Center will be attending – the center provides the free book delivery service between all libraries in the cooperative. Atkinson/Plaistow is the busiest partnership.
 - Staff:
 - Diane & Kathy will attend Greater Salem Rotary breakfast on 9/20.
 - Lois Powers, Cathie Piccolo, & Kathy Lamarre will be trained next week on the new state inter-library loan service.
 - Misc:
 - Summer reading update: 50 programs/1,256 attendees. All paid events were covered by the Friends. Many thanks to the businesses who supported the program. 3 kids won signed Boston Bruins shirts and 2 won hockey pucks. Thank you Boston Bruins!
 - Sally Dowd has a nice display in lobby cabinet. If other community members would like to have a collection on display please schedule with library staff.
 - Budget:
 - Monthly expenses: heat line will change as we enter fall. Some extra \$ in library aid line as Michelle has left the library. Education/conference dues paid in December.

Unfinished Business:

- Youth Services Librarian position: Kathy Watson, Asst Director/Director of Youth Services, joined the meeting to express the need for a full time position. Discussion followed.
- **Motion by Tom Kelley to increase hours of youth services librarian from part time 32 hours to full time 40 hours effective 1/1/20. Seconded by Linda Jette. 5 Yes. Motion passes.**

New Business:

- Parking lot expansion: Tom Kelley and Nina Gray have made 12 presentations to various departments in town (selectmen, conservation, abutter, etc).
- Invoice from Keach-Nordstrom Associates in the amount of \$3,556.18 has been paid for early engineering fees (boundary survey, topographic survey, field data). Additional billing is expected up to the \$5,000.00 approved back in August. Brush has been cleared in the proposed expansion area by the highway department.
- 2020 budget: 2% merit was factored into 2020 budget. Waiting on heat and medical costs. Block 5 increased prevention and security training at a cost of \$200/month...Diane has referred this to town administrator to handle at town level. Budget will be presented at 10/7 selectman meeting and 10/15 budget committee....trustee attendance recommended.
- Credit card update: Diane has researched options and Interware Development is the service used by town hall and has good reviews. 2.79% fee charged to credit card holder (purchaser). \$574 for credit card scanner device plus \$60 annual fee. Discussion followed including other options.
- **Motion by Tom Kelley to authorize expenditure of trustee funds to purchase a credit card scanner with chip reader from Interware Development for \$574.00 with \$60.00 annual fee. Seconded by Linda Jette. 4 Yes, 1 Abstain. Motion passes.**
- Kanopy (like Hoopla) is a streaming service of movies and documentaries. Library staff used free 2wk trial and received positive feedback. Annual service would allow 10 downloads per patron per month. Diane requested to purchase Kanopy service (\$1,500 annually) with funds from the Ruth Campbell Fund.

- **Motion by Tom Kelley to authorize expenditure of \$1500 from the Ruth Campbell fund for Kanopy program for use by Kimball Library card holders. Seconded by Lara Cross. 5 Yes. Motion passes.**
- Silly spooky songs (kids program) is scheduled for 10/23/19. Request made to use undesignated funds which need to be used by end of year to fund program.
- **Motion by Lara Cross to authorize expenditure of \$300 from the undesignated trustee funds for children’s silly spooky songs program. Seconded by Tom Kelley. 5 Yes. Motion passes.**

Meeting Adjourned: 3:00pm

Respectfully submitted by,
Karen Trasatti, Secretary