

**KIMBALL LIBRARY BOARD OF TRUSTEES
ATKINSON, NH
REGULAR MEETING
MAY 15, 2019 1:00pm
LIBRARY MEETING ROOM**

Call to order: 1:08pm

Attendance:

Tom Kelley, Chair
Lara Cross, Trustee
Marnie Finn, Treasurer
Linda Jette, Vice Chair
Karen Trasatti, Secretary
Wendy Doughty, Alternate Trustee
Nina Gray, Alternate Trustee
Julie Hammond, Alternate Trustee (1:30)
Russell Wolff, Videographer

Correspondence: None

Chairman's Report/Welcome: Tom Kelley introduced himself as newly appointed chairperson and welcomed viewers. Tom provided explanation as to the role of the Kimball Library Board of Trustees and stated he will be highlighting a library program at every monthly trustee meeting. Tom provided the following data to show library growth over the past 10 years to support the need for additional parking:

2008: 199 library programs (2,319 attendees)

2018: 749 library programs (14,000 attendees)

53,000 checkouts

8,000+ renewals

Increase in electronic usage

Secretary's Report:

Approve minutes of April 17, 2019 Trustee meeting.
Motion to accept: Lara Cross
Seconded: Linda Jette
Motion passed 5-0

Treasurer's Report:

Marnie Finn provided a written financial report for period ending 4/30/2019.
Motion to accept report: Tom Kelley
Seconded: Marnie Finn
Motion passed 5-0

Donations: \$625.00 for April 2019
Motion to accept donations: Lara Cross
Seconded: Karen Trasatti
Motion passed: 5-0

Director's Report:

Statistics for Circulation:

April circulation 6939
Tumblebooks ending due to low usage. May reportings will be last.

Programs:

38 adult programs (803 attendees)
44 children/family programs (677 attendees)
14 YA programs (119 attendees)
8 Tech appointments (16 attendees)
2 notary appointments (6 attendees)
3 passports processed

Upcoming programs include:

5/30 @ 6:30pm Global Banjar - International voices in Banjo music
6/5 @ 6:30pm Author Michael Tougias - Ten Hours Til Dawn (NH Humanities Program)
6/6 @ 6:30pm Know the 10 signs: Early Detection Matters Alzheimer's & Brain Awareness month

A full calendar of upcoming programs can be found on the library website:
www.kimballlibrary.com

Facilities Review:

HVAC had spring preventative maintenance. Two a/c units need servicing.

High dusting being worked on by cleaning company.

Storage/custodial closet cleaned out. Shelving installed for cleaning supplies

Fire inspection on 4/30/19: large ladder needed to be moved in storage closet and items removed from staff closet (both tasks complete)

Cooperative:

Next meeting 6/20/19 @ 3:00pm Plaistow Library

Staff:

Diane on vacation 5/29-6/7/19 and 8/1-8/16/19.

Budget Update:

Financials up to date as of end of last week.

Youth Services Report:

- Carolyn, Michelle & Kathy are working hard on the summer reading program. A brochure will be distributed to Atkinson Academy. Michelle and Kathy are planning another skit to be performed at Atkinson Academy to promote the program. Summer reading will be 8 weeks this summer (6 weeks in the past). Friends of Kimball Library will provide funding for the additional 2 weeks. Summer reading kickoff will take place at Atkinson Academy on 6/19/19 at 6:30-7:30pm.
- Last month's cupcake wars was a big hit as was the art contest. Lots of creative children participated.

Unfinished Business: None

New Business:

- **Parking lot expansion:**
Trustees are actively developing a proposal to expand the existing parking area. We will keep patrons informed as information becomes available. Chairperson would like to explore possibilities of securing donations and will discuss with the Friends.
- Question asked as to what happens to old magazines. The Library keeps magazines for one year and then recycles them. Marnie will explore the possibility of donating old magazines to the local school or veterans programs.
- Lots of work going on for the upcoming book sale - Thank you Friends of the Library for your efforts.
- **Rotary Update:** Kimball Library has received a grant check from the Salem Rotary Club for approximately \$8800 which will be used to purchase 10 chromebooks, 2 tables (with usb ports and plugs) and 4 chairs. The library staff did a nice job preparing a report to the Rotary and was awarded the grant. Trustees will hold a public meeting to accept the donation as it is over \$5000. Kimball Library staff will be acknowledged at an upcoming Rotary breakfast.

Next Meeting: 6/19/19 @ 1:00pm

Motion to adjourn meeting: Lara Cross
Seconded: Linda Jette

Meeting adjourned at 1:52pm.

Submitted by:
Karen Trasatti, secretary