

KIMBALL LIBRARY
BOARD OF TRUSTEES MEETING
ATKINSON NH 03811

April 16, 2014

Location: Kimball Library Meeting Room

The meeting was called to order at 6:30 pm.

The Pledge of Allegiance was led by Alan Phair.

Roll Call: Trustees – Alan Phair, Marnie Finn, Wendy Doughty, Jim Cobb and Linda Jette. **Library Director** – Diane Heer and **Camera Man** – Russell Wolff.

Correspondence: Diane had received the bill for the Trustee Dues to the NHLTA which are due by July 1st.

Chairman's Report:

- Alan noted that this is National Library Week and the Friends of the Library treated the staff for breakfast this morning. Alan expressed a big Thank You to all for being so supportive to our library.
- Alan explained the unusual procedure of the Alternate's Appointments by the Selectmen this year. Jennifer Latham was appointed three weeks ago when she submitted her application to the Selectmen. Nina Gray and Julie Hammond were appointed two weeks ago. However, none of them has received notification from the Selectmen and therefore, haven't been sworn into office yet. Of course, usually, the Trustees discuss and applicants and submit their recommendation to the Selectmen before the appointments are made. Alan has explained the procedure at the town hall and has been assured that proper protocol will be done in the future.

Secretary's Report: The minutes of the March 19, 2014 meeting were presented. Marnie Finn motioned to accept the minutes as presented. Wendy Doughty seconded and the motion passed.

Treasurer's Report: The report was presented and Marnie Finn said that as of today she was just able to start to use and familiarize herself with the new updated Quick Books Program. Jim Cobb motioned to accept the Treasurer's Report. Linda Jette seconded and the motion passed.

Director's Report:

- New Programs: Diane Heer reported that staff and patrons are getting used to the new programs. There were some issues with the printing program but everything is getting resolved and the printing was ok today.
- Brochure: Diane also reported that she has completed the brochure for Museum Passes to be used by our SNHLC. She reiterated that patrons from other towns will have to go to the library that has the passes open for that day to get them but that they can check availability on line.
- Circulation: was a total of 7,899 items in March which is down .92%... quite stable.
- Programming: was a total of 53 programs for March.
- Meeting Room Reservations: 94 meeting rooms were reserved.
- Programs/Displays/Artwork: The largest program for adults was "The Life and Times of Norman Rockwell" with Gus Reusch and was very well attended and enjoyed by all who went.
- Upcoming Programs/Events: The full calendar of all programs scheduled is available on the library website. The next special program is "A Cappella Musical Program. The Courtyard Ribbon Cutting Ceremony with the Timberlane Community Band is June 19th!

Facilities:

- Live Broadcasts: Dave Williams still has not indicated a completion date for hooking up the library for live broadcasts. This project is already close to completion so the work Dave has to do may not be as much or take as long

as he may think. Alan said he talked to him Monday evening. An outside outlet for cable is already wired and we agreed it would be nice to broadcast the Courtyard Ribbon Cutting Ceremony and the following band concert in June.

- New Equipment: All new equipment ordered through First Choice has been delivered and installed. All equipment has been upgraded to Windows 7 (staff) or Windows 8.1 (public).
- CASSIE: The software for helping regulate the printing with the public computers is now installed on all public computers in the main library only and working after initial issues.
- Lights: Lights near the meeting rooms and computers need new ballast and Dave Weymouth plans to finish this by April 18th.
- Water Problem: Some water did come through the conduit in the computer room. Dave Weymouth is watching it and has asked the Road Agent to make sure the area at the top of the hill has good drainage. The seal needs to be looked at for signs of disintegration. The area was checked today after the heavy rain.
- RFP for AC Repair: The RFP for the AC compressor repair work went out and is due back on Friday, April 25th. Diane requested that ProControls be emailed the RFP since they currently service our HVAC. She is hoping the bid is awarded by the selectmen on Monday, April 28th to have everything working properly by the time we need it.
- Generator: The generator was serviced on Friday, April 11th. Everything appeared to be operating well. The next test will be done with the electric shut down to further test the unit.

Staff:

- Kathy Watson and Lois Powers will be attending the NHLA conference in Whitefield, NH on April 23rd and 24th.
- Kathy Watson will be on vacation from April 18th – 21st.

Cooperative:

- The Directors met on April 10th at the Plaistow Public Library. Their next meeting will be May 15th at the Kimball Library.
- The SNHLC Annual Meeting will be on May 13th at 7:00 pm at the Sandown Public Library. All policy changes must be submitted by May 1st for all to review before the meeting.
- Lois Powers was instrumental in organizing a meeting between the SNHLC catalogers on April 9th. The meeting went very well and we should see some improvements in the catalog soon.

Miscellaneous:

- Auditors will be auditing 2013 trustee and town books the week of April 21st. Diane will be available to answer any questions. Marnie will have all records ready to be delivered by Diane to the town hall by April 18th.
- An email has been sent to Maria DiNola (Timberlane HS Assistant Principal) about the Kimball Library Endowment Scholarship. Two Timberlane High School seniors currently volunteer on a weekly basis and both have applied for the scholarships (2).
- Diane will be on vacation July 12th – 19th. The July Trustee's meeting is scheduled for July 16th. She asked us if we wanted to reschedule but no decision was made to do so.
- The To Date Budget was presented and was as expected.

Youth Services March Highlights was written by Kathy Watson, Youth Services Director/Instructional Technology

Old Business:

1. Temporary Stage: Marnie Finn suggested we use the donations given in Natalie S. Flanagan's memory for this project. This idea was received positively by the trustees.
2. Courtyard Project: Alan Phair updated the trustees on the aspects of this project. He said there have been several committee meetings; an article in

the Lawrence Eagle Tribune yesterday that was very nice except for the naming the trustees instead of the Friends as the collectors of the money for this project, since they have a 501 C 3. However a correction was published today! Donations can be made online from the Kimball Library website with a credit card. Alan went to the Selectmen's meeting this Monday and they were pleased with the updated information. The contractor hired is Bartlett and will cost now between \$43,000 - \$45,000. Kay Galloway has made a thermometer for the lobby and it shows our total collected as of today is up to \$33,000. The Ribbon Cutting Ceremony will be on Thursday, June 19th with a rain date of June 26th.

3. Server Replacement and Computer/Software upgrade status: Diane said the public may need help for awhile because the software does look different.
4. Copy machine software conversion: Patrons need to pay in advance now to print. They can get refund or keep money on account and the software keeps a record of that information. The library staff can reimburse if there is a jam or the toner is too light. Patrons need to be aware that if blank pages come out or only one line is printed they will have to pay. Jim questioned the liability of keeping money on account for patrons. Diane pointed out that the amount of money is usually less than \$1.00. We agreed it was a good question for the auditors.
5. Moose Grant Proposal (Historical Society): There was no news on this.
6. Southern NH Library Cooperative Trustee Meeting May 13th in Sandown: Diane asked to be notified about who planned to attend this meeting and reminded the board that any issues needing discussion have to be in by May 1st.
7. Towns FEMA Emergency Plan update re Library (Chief Murphy?): Alan wasn't able to follow this up yet. Wendy wants to know exactly what the plan is.

New Business:

1. Election of Officers: Alan Phair was motioned to serve as Chair by Linda Jette. Wendy Doughty seconded and the motion passed unanimously.

Jim Cobb was motioned to serve as Vice Chair by Alan Phair. Linda Jette seconded and the motion passed unanimously.

Linda Jette was motioned to serve as Secretary by Wendy Doughty. Jim Cobb seconded and the motion passed unanimously.

Marnie Finn was motioned to serve as Treasurer by Alan Phair. Wendy Doughty seconded and the motion passed unanimously.

2. Appointment of Two Heritage Commission members to represent Library: Alan Phair suggested appointing the same people as were previously serving on the Heritage Committee. Alan Phair motioned to appoint Marnie Finn and Linda Jette as members of the newly voted Heritage Commission. Jim Cobb seconded and the motion passed.
3. Accept Donations: Marnie said she had received \$75. Alan Phair motioned to accept \$75. In donations. Jim Cobb seconded and the motion passed. Wendy said she had 15 nice tote bags for the teen program and Diane said she would ask Kathy if she could use them. Wendy noted they could be embroidered.
4. May Annual NHLTA Meeting (May 19th): Diane noted that this meeting is at the Grappone Conference Center in Concord this year which is a different and larger facility. Shirley Reed, President of the Friends of the Library, expressed a desire to attend this meeting because it has programs aimed at the Friends. Alan said he offered to car pool with her but didn't ask the Friends to pay. Diane said she thought the Friends would not have a problem with paying for Shirley.
5. June 4th Library Trustees: In the series of Annual Seminars on Trust Fund Administration and Statutory Filing Requirements given by the Office of the Attorney General, Charitable Trusts Unit the Library Trustee Session will be held on June 4th in Concord NH at the Holiday Inn at 172 North Main Street from 8:00am to 11:30 am.
6. Work on Wiring/Electrical of Library for Atkinson Cable TV Schedule: Diane said that she thought a much larger TV for the large meeting room would be appreciated and that we could put the TV that is in that meeting room in the entry hall with a scrolling screen of Atkinson events and sometimes live

broadcasts. Alan suggested a 3D TV for the large meeting room. Russell said that people could watch courtyard events inside and the reverse could be true also. Alan said that since the money voted in the warrant article to wire the room was going to be more than enough, we could use the extra money to buy a TV.

Next Meeting: May 21, 2014 at 6:30 pm.

Adjournment: Alan Phair motioned to adjourn. Wendy Doughty seconded and the meeting was adjourned at 7:50 pm.

Respectfully submitted,

Linda S. Jette, Secretary