

KIMBALL LIBRARY  
BOARD OF TRUSTEES MEETING  
APRIL 18<sup>TH</sup>, 2012

Meeting Called to Order : 6:40 p.m.

Trustees Present : Alan Phair, Wendy Doughty, Marnie Finn, Linda Jette

Alternate : Don Latham filling in for Trustee Kay Galloway

Also Present : Director Diane Heer

Excused : Kay Galloway

Correspondence : A “thank you “ was received from Boy Scout Troop 95. The Scouts use the meeting room for many of their activities.

Chairman’s Report : Alan reported that he had attended the Friend’s of the Library meeting . The Friends have agreed to pay for all museum passes for this year. Hopefully, this will become an annual tradition.

Secretary’s Report :

Motion to unseal the minutes of the 3/21 non Public Session for the purpose of approval made by Marnie Finn, seconded by Wendy Doughty and passed unanimously.

Motion to approve the minutes of the regularly scheduled 3/21 meeting was made by Linda Jette, seconded by Alan Phair and passed unanimously.

Motion to accept, as corrected, the minutes of the 4/4 special meeting was made by Linda Jette, seconded by Wendy Doughty and passed unanimously.

Motion to seal the minutes of the 3/21 non Public Session was made by Marnie Finn , seconded by Linda Jette and passed unanimously.

Treasurer's Report : Linda Jette has made deposits and paid current bills. She is in the process of learning the Quick Books programs for generating all reports.

Director's Report :

There was a very slight increase in circulation numbers. A total of 7636 items were circulated.

175 people attended the 18 adult programs and the 27 programs for children had 258 attendees. The 6 YA programs were presented for 50 teens.

There is a variety of programs scheduled for the next several months. See the Library web site for a list and details.

Minor repair and maintenance jobs were taken care of during the month. The new ADA doors were installed on 4/12. These doors will make entering /exiting the library much easier and safer for all patrons.

Town Administrator Bill Innis , Dave Weymouth and the Director did a walk through inspection of the library noting future repair and maintenance issues.

Diane and several other staff members have attended conferences and workshops during the last month. Subject matter has included children's books, technology, the co-op formation and book reviews. LifeResources will hold a Five Star Customer Service seminar for the entire staff on 5/23.

Diane will be a speaker at the Digital Summit at the NHLA 6/1 meeting. She will be speaking on ereader lending. She will also be attending the 6/21 NH Department of Labor training session in Nashua.

The SNHLC meets on a weekly basis. The catalogers of the three libraries met to standardize procedures. The next meeting will address the new design of the online patron access catalog.

The Youth Services programs are very active with the Library Buddies serving more than 20 on an average. Create and Express Art Classes, Book Babies, Kiddie Lit and Family Frolics are other programs that are available. Youth Services is busy planning the Summer programs with a wide variety of events and activities.

#### Old Business:

There has been no new information on the Kimball Library Endowment Fund. As far as the Trustees know, the monies from the fund will be turned over to the Trustees of the Trust Fund per the direction of Terry Knowles of the Attorney General's office.

The Selectman signed off on the generator grant proposal. Julia Chase of the state EM office came to check out the site.

One minor item from the Energy Report noted that the exterior doors of the Library could be sealed for a tighter fit.

The Board is waiting to hear from the Board of Selectmen on the appointments for the Heritage Commission and Trustee alternates.

#### New Business :

The Library has formulated a new Circulation policy. This policy addresses loan periods, renewals, reserving items and fine policies. After discussion and amending several segments, Linda Jette made motion to accept the new policy as amended. Don Latham seconded the motion and the policy was adopted. The policy is available for the public to view.

7:50 p.m. Motion to adjourn made by Linda Jette, seconded by Wendy Doughty.

Next Meeting : Wednesday May 16<sup>th</sup>, 6:30 p.m.

Submitted ; Marnie Finn, Secretary