

**KIMBALL LIBRARY
BOARD OF TRUSTEES MEETING
ATKINSON, NH 03811**

April 20, 2016

Location: Kimball Library Meeting Room

Time: 6:30 PM

- **Call to Order:** In Chairman Jim Cobb's absence, Linda Jette called the meeting to order at 6:35 PM.
- **Pledge of Allegiance:** The group recited the Pledge of Allegiance.
- **Roll Call:** Present were Trustees - Chris Witteveld, Anna Winsett, Marnie Finn, Linda Jette; Alternates- Wendy Doughty & Julie Hammond (who arrived a little later); Director- Diane Heer; Videotaper-Russell Wolff.
- **Correspondence:** None.
- **Chairman's Report:**
 1. Linda Jette reported that she had attended the most recent Friends of the Library meeting and that it was a special and fun meeting at which all present had a good time.
 2. The FOL will join the Atkinson Women's Civic Club in the vendor fair for the 250th anniversary celebration.
 3. The TD Bank "Affinity Program" now allows the FOL to be "tagged" to receive donations from bank customers, who are also library patrons and wish to contribute to the FOL. Specifically, existing customers may "tag" the FOL as the recipient and the FOL will receive \$10. Customers opening a new account may "tag" the FOL and it will receive \$50. The program is easy to use.
 4. The FOL's annual fund raising letter and solicitation will be sent soon. It will highlight all the FOL's good work and the programs [they] provide and fund, all of which save taxpayers money. Atkinson residents will be asked to give generously. (This year, the Library will join with the FOL and provide information about its programs in this solicitation. More about that in the Director's Report, below.)

5. New Trustee Chris Witteveld inquired about KOHA and the Director provided a brief explanation about the Library's integrated software system that manages the circulation of books and other matters.

6. **Secretary's Report:**

1. Marnie Finn motioned to accept the minutes of the January 16, 2016 regular monthly Trustees meeting as presented. Chris Witteveld seconded and the motion passed.

2. At this point, the suggestion was made that Linda Jette be acknowledged for diligently executing her duties as Secretary for the past few years. Mention was made of her copious note-taking and timely distribution of the minutes as required, all of which set the standard for future Secretaries. Acknowledgment was enthusiastically provided. (Well deserved, Linda, and thank you.)

• **Treasurer's Report:**

1. Marnie Finn reported that the NH Humanities Counsel contributed toward the cost of the recent Harriet Tubman living history program (the FOL paid the remainder.)

2. The Library's books were recently audited and all was in order.

3. New Trustee Chris Witteveld inquired about the General Account and the Fines Account and Marnie Finn explained the requirements and purpose of each.

4. After regular reports were reviewed Chris Witteveld motioned to accept the Treasurer's Report as presented. Wendy Doughty seconded and the motion passed.

• **Director's Report:** The full written Director's Reports will be included with the Trustees Meeting Minutes in the permanent record.

1. Statistics for Circulation:

- Circulation was down 9.75% for reasons unknown; attendance at all the various programs remained strong.

2. Programs/Displays/Artwork

- Attendance at the various Programs offered from March 22nd through April 14th was very good, especially the two sessions of the *Estate Planning Seminar* which 143 people attended.

- The *Lyme Disease Awareness and Prevention* program and the Harriet Tubman living history program also had solid attendance of 48 and 40 people, respectively.

- A beautiful display of quilting is still on exhibit in the two glass cases by the main circulation area. Any person who has a collection of interest and would

like to provide a display is encouraged to contact the Library directly for information.

- Beautiful artwork by the students of Jackie Cunningham's art class will remain on display at the Library until May 13, 2016. For those wondering whether any of this beautiful art is for sale, the individual artist should be contacted.

3. Upcoming Programs

- There is an extensive list of upcoming Programs and Events. A calendar of all programs is available at www.kimballlibrary.com.
- The Director specifically mentioned *Pergerine Spring: A Master Falconer's Extraordinary Life with Birds of Prey* to be presented by Nancy Cowan in the Courtyard on May 14th at 12:00 PM. Photographs will be allowed at the event and, weather permitting, Ms. Cowan may direct the birds to fly.
- New Trustee Chris Witteveld asked how programs are identified and selected. The Director explained that she, Lois Powers and the FOL generally select the programs. Ideas are kept in a folder for future consideration. Suggestions for programs from library patrons may be considered without prior assurance of acceptance. The program planning strives for diversity and interest so as to appeal to as many people as possible.
- The Director also explained that all of the professional quality advertising for the programs is done by Library staff.

4. Facilities Review

- The wireless microphone on loan from Dave Williams is functioning properly. Eventually, the Library will have to purchase a new one for the meeting room
- The propane gas burners were serviced.
- Batteries to the alarm on the emergency exit doors were replaced.
- The generator underwent a semi-annual preventative maintenance check. The next one is scheduled for October 2016 the cost for which is in the Town's maintenance budget.

5. Cooperative Update

- The next meeting of the Cooperative is May 2, 2016 at 7:00 PM at the Plaistow Public Library. The PPL will take minutes and provide refreshments. The Director said she would advise PPL that at least six people from the Kimball Library would attend.
- The final application for the \$10,000 NH Humanities Grant to fund the reading program designed around the book: *The Things They Carried* by Tim O'Brien is due on May 1, 2016.

- KOHA's next release will have the feature required for collecting fines with credit and debit cards. The Library will have to set up a PayPal account to facilitate this process, for which many patrons have expressed an interest.

6. Staff

- Kathy Watson attended a Patron Privacy workshop on April 20th at the Derry Public Library. As a result, the Library will implement changes in the future regarding such matters as a patron's library history to ensure the highest standards of privacy as required by law.
- The Director attended the PLA Conference in Denver, CO and will provide a report by the end of the month. She attended a pre-conference class entitled, "*Think, Do, Show: Practical Techniques for Analyzing, Using and Visualizing Data,*" which can best be described as a program for providing enhanced, and therefore more interesting, data and statistics. The Director will be making a similar presentation on this topic in the future.

7. Miscellaneous

- KOHA will be upgraded to 3.22 by the end of April/early May.
- The Library's annual audit was completed and all was in order.
- The stolen camera has been replaced and the new one is kept under lock and key.

8. Budget Update

- The Library budget, as presented, does not include one week of payroll. Spending is about where it should be at this time of year.

9. Youth Services – Kathy Watson: The full report of Youth Services provided will be included with the Trustees' Meeting Minutes in the permanent record.

• **Old Business** The following items of old business were discussed:

1. Marketing Plans. The Library will "piggy-back" with the FOL in [their] upcoming solicitation. The horizontal 11X17 presentation on white paper with black printing will explain the FOL's information about programs and seek donations on one side and set forth the Library's information about programs and service on the other. This joint effort is cost-effective and the solicitation will be ready for mailing very soon.
2. Marnie Finn motioned for \$200 to be appropriated to pay for the Library's share of the costs. Chris Witteveld seconded and the motion passed.
3. The Director provided a status report on the Library's application to the U.S. Department of State to become a service provider in the passport application process, having spoken with State Department representatives at the conference in Denver. She explained that there had been a big push in passport applications in

2007 and, therefore, correspondingly, the State Department anticipated a similar surge in renewals in 2017. If selected, Library personnel would be given training to review applications for proper completion before submission to the State Department. The Library would receive \$25 for each application submitted. The Library will be advised at some time in the future as to whether its been selected and if so will be assigned a Support Center, which will provide assistance and answer questions.

4. As a related topic, Julie Hammond mentioned that very soon the TSA will no longer accept a NH license as a form of identification for people traveling even on domestic flights. This is apparently due to the fact that New Hampshire is one of only five states that failed to comply with new standards for driving licenses. A brief but lively discussion on this topic followed, which affirmed the apparent need for NH residents to secure a passport.

- **New Business** The following items of new business were discussed:

1. Accept Donations
 - No new donations were received.
2. The Library's mosquito control initiative.
 - McGuire Pest Control is to come out and survey the grounds, propose a treatment plan and provide an estimate of its cost.
3. Library Personnel
 - The Director explained that she would like Kathie Piccolo's status to change from temporary part-time to permanent part-time. Kathie works a four-hour schedule but is available to substitute for others and does so willingly.
 - Marnie motioned for Kathie Piccolo's status to be changed from temporary to permanent. Chris Witteveld seconded and the motion passed.
4. Scheduling of Trustees' Meetings
 - The Director initiated a discussion about the scheduling of future Trustees' meetings. Specifically, the discussion was about whether the meetings should remain at 6:30 PM on every third Wednesday of the month or be scheduled for an earlier time. The discussion was eventually tabled for a later meeting at which Chairman Cobb would be present and by which time the Alternates for the coming year would have been approved by the Selectmen.

5. Trustees – Election of Officers

- After some discussion Linda Jette motioned that for the coming year the officers of The Kimball Library Board of Trustees would be as set forth below. Anna Winsett seconded and the motion passed.
- Chairman – Jim Cobb
- Vice-Chair.- Linda Jette
- Secretary – Anna Winsett
- Treasurer – Marnie Finn

6. Alternates – The Library Board may have up to three Alternates. Those interested should submit a form (which can be found on the Town’s website or in the back of the Town’s Annual Report) to the Selectmen as soon as possible. The Board may make recommendations to the Selectmen after interested persons have been identified. The Selectmen have final approval.

- **Next Regular Meeting:**

Will be on Wednesday, May 18th @ 2:00 PM at the Kimball Library.

The meeting will be videotaped and available on the website:

www.vimeo.com/townofatkinsonnh

- **Adjournment:**

- Marnie Finn motioned to adjourn the meeting. Chris Witteveld seconded and the motion passed. The meeting was adjourned at 7:48 PM.

Respectfully submitted,

Anna P. Winsett, Secretary