

KIMBALL LIBRARY
BOARD OF TRUSTEES MEETING
DECEMBER 13, 2011

Meeting Called to Order at 9:15 am.

Present : Kay Galloway, Wendy Doughty, Marnie Finn, Julie Hammond

Alternates : Nina Gray, Linda Jette . Linda Jette will vote in Alan Phair's place

Also present : Director Diane Heer

Excused : Alan Phair, Don Latham

Chairman's Report :

Kay Galloway will be serving as chair at today's meeting. The Board will be going into a non-public session at the end of this public meeting.

Secretary's Report :

Motion was made by Linda Jette, seconded by Julie Hammond, to accept the minutes of the regular November 16th, 2011 meeting.

Treasurer's Report:

Julie Hammond presented the regular monthly reports and reconcilements. She and Alan had discussed a new category for spending on promotional activities. The procedure will be adopted in future reports. Julie will be checking the options for investing the LeBosquet Fund when the current CD comes up for renewal in January. Linda Jette made a motion, seconded by Wendy Doughty to accept the Treasurer's Report.

Director's Report :

Diane reported that 6097 items circulated in the month of November. Having DVDs circulating for one week now has affected the number of items per day. All the fall and early winter programs have been very well attended. This coming weekend will bring caroling and Santa to the Library. The Drop and Shop Saturdays have proven very popular.

The Director is planning the Jack Frost Jamboree on January 21st. She is currently working on scheduling more cooking programs and hopes to have a summer music series.

Dave Weymouth worked on some plumbing issues and the new countertop in the bathroom should be installed by the end of the month.

Pro Controls will follow up on the recommendations of the Energy Report. First Choice will also submit an efficiency report.

The new circulation system will soon be reality. Training will take place this week and will include closing the Kimball Library on 12/15/11. The regular weekly meetings of the Directors were supplemented by having the catalogers meet to establish the new acquisition and cataloging procedures. The barcoding project is more than 50% completed.

Diane reports that the budget figures indicate that the monies appropriated will most likely balance expenses but several budget lines are actually experiencing a shortfall. The most glaring are the insurance and heat lines. The 5% deduction increase for the insurance plan has not been implemented by the Town as presented last year when the budget was prepared. The heat budget was cut by \$ 2000.00 in the budget process and Diane's estimate has been proven correct as the end of the year approaches. Kay Galloway complimented Diane on her excellent bookkeeping and budget tracking which provides the Trustees with vital information.

Diane requested the use of up to \$ 1500.00 of donated funds to renew the Universal Class program. Linda Jette made to motion to approve the expenditure, seconded by Wendy Doughty and it was voted in the affirmative.

Old Business :

There has been no further communication from the Attorney General's office on the Kimball Endowment Fund.

The heat mat has been delivered and the electrical work will be done on 12/15. The awning should be delivered by the end of the month.

The grant proposal for the generator is progressing. Chief Murphy met with Julia Chase and will be working on establishing an emergency management plan. It has been determined that the generator will need to be a 150 kilowatt model to accommodate the air conditioning. Nina Gray, Linda Jette, Kay Galloway and Marnie Finn did the preliminary paperwork for the grant while Alan Phair and Kay Galloway have been working on the final application.

10:00 am

At this point in the meeting the Board went into a non-public session according to the procedure of RSA 91-A:3 II-a & c. Motion was made by Linda Jette, seconded by Wendy Doughty, and a roll call was unanimous in its approval to enter a non-public session.

10:25 am

Reentered public session. Acting Chair Kay Galloway reported to the public audience that the non-public session had been held to discuss the hiring of a new employee and Carolyn Birr's retirement . There was also discussion of holiday gifts for the staff.

10:30 am

Linda Jette made a motion to adjourn the regular meeting. The motion was seconded by Julie Hammond and approved.

Next Meeting : Wednesday – January 18th, 2012 – 6:30pm

Submitted : Marnie Finn, Secretary