

KIMBALL LIBRARY BOARD OF TRUSTEES MEETING ATKINSON, NH 03811

Special Meeting

Dec 12, 2018 10:00 AM

Location: Kimball Library Meeting Room

Call to Order: Chairman Jim Cobb called the meeting to order at 10:05 AM

Roll Call: In attendance were trustees Jim Cobb, Tom Kelley, Karen Trasatti and Chris Witteveld. Library Director, Diane Heer.

Absent: Marnie Finn

New Business: The selection of the 2019 Cleaning Contract -review of three bidders:

1. Ecoclean of New England- \$20445/mo. (\$ 24540 annually)
2. Integrity Services, Inc - \$1600/mo. (\$19,200 annually). Initially underbid without examining facility.
3. Atkinson Cleaning Service- \$1000/mo. inside facility and windows in the fall (\$12,000 annually). Diane met with owner Vinny Garofalo, about deficiencies this past year; he agreed to improve the areas identified by the Ms. Heer. A checklist was developed for the cleaner to follow. Mr. Garofalo agreed to improve the quality and thoroughness of his work.
 - Cleaning is expected 3x week, T, Th, Sun. Overnight cleaning with access to library with code to building.
 - Director Heer recommended the Atkinson Cleaning Service proposed bid of \$1000/mo. (which is also within our proposed budget).

A motion made by Mr. Cobb, seconded by Mr. Kelley to retain Atkinson Cleaning Service to clean the library in the 2019 calendar year for \$1000/month; rug cleaning will be arranged separately. Motion passed 4-0.

- Review Library – Library Page Ethan Pelletier submitted his resignation to become effective Dec 21, 2018.
- Grace Hurni has applied for the open Page position. She could begin tomorrow Dec 13; she has prior volunteer experience at the library. Her application revealed a well-educated, articulate and motivated applicant.
- A motion made by Mr. Witteveld, seconded by Ms. Trasatti to hire Grace Hurni as a library Page beginning Dec 13 at an hourly rate of \$8.50/hr. The motion passed 4-0.
- A motion to accept the Town's 2019 Holiday Schedule was made by Mr. Cobb, seconded by Mrs. Trasatti. The Motion passed 4-0.
- Director Heer recapped issues of last week's budget presentation to the Budget Committee. The issues of the servers and an update of the firewalls are the source of the budget increase, and the concern of the Budget Committee. A final budget recommendation will be made by the middle of January. Should the library's budget be further discussed by the Committee, the Trustees will be notified of the discussion. Mr. Heer indicated the importance of Trustee

participation at Budget Committee meetings, not only to support her, but also to give visible Trustee support of the budget request.

- A motion was made by Mr. Cobb to expend \$100 from Trustee funds, seconded by Mr. Witteveld, for a retirement gift to employee Joan Houle who is slated to retire Dec 27, 2018. Motion passed 4-0.
- A motion was made by Mr. Cobb, seconded, by Mr. Kelley to cancel the December 19, 2018 monthly meeting. Motion passed, 4-0.

The next scheduled meeting will be on January 16, 2019 @ 1:00 PM at the Kimball Library.

- Adjournment 10:55 am