

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

December 16, 2015

Location: Kimball Library

Large Meeting Room Time: 6:30 PM

- **Call to order:** The meeting was called to order at 6:35 PM by Chairman, Jim Cobb.
- **Pledge of Allegiance:** Chairman Cobb let the group in the Pledge of Allegiance.
- **Roll Call:** Present were Trustees – Anna Winsett, , Marnie Finn, Jim Cobb and Linda Jette; Alternate Trustees - Nina Gray and Wendy Doughty (who was designated to vote for Julie Hammond); Library Director – Diane Heer and Russell Wolff videotaping the meeting.
- **Correspondence:** None
- **Chairman’s Report:** Jim Cobb said with a smile that the Friends of the Library had a nice party at noon time at the Atkinson Resort and Country Club and that no formal meeting was held.
- **Secretary’s Report:** Marnie Finn motioned to accept the minutes with a minor spelling correction (the word “available” in the Next Regular Meeting section had two letters transposed). Jim Cobb seconded and the motion passed.
- **Treasurer’s Report:** Wendy Doughty motioned to accept the Treasurer’s Report as presented. Linda Jette seconded and the motion passed.
- **Director’s Report:** The full written Director’s will be included with the Trustees Meeting Minutes in the permanent record.
 - **Statistics for Circulation:** Circulation for November was up 7.9%.
 - **Upcoming Programs:** Diane first said that the “Shop and Drop” program was again very popular with 19 – 25 kids each session, with only one more session remaining. She also asked the viewing audience to put January 23rd on their calendar for the Jack Frost Jamboree from 10:30 am to 2:30 pm (snow date Feb 2nd). Also the 28th of January for the Atkinson Historical Society sponsored program – *NH Town Meeting* with Rebecca Rule.
 - **Facilities Review:**
 - A new touch screen monitor has been set-up in the main library on one of the catalogs. It replaces the one not working well.

- The new HP copier is great! The station with a scanner is no longer needed.
- The new colored printer for the public has been set-up. The charge for colored pages will be .50 per page. The .10 charge for black and white will be kept the same.
- The IT bid for the Town of Atkinson is due at noon on December 23rd. Diane has provided tours to one vendor and another tour is planned for Thursday, December 17th. Discussion was held about who might be there for the bid openings. The library still has the option to go alone and not be tied into the town contract.
- **Cooperative Update**
 - The next meeting is January 21st at the Sandown Public Library.
 - The possibility of servicing our patrons by collecting fines with credit and debit cards is still being investigated with Koha.
 - The Directors decided not to go ahead with BiblioBoard when they learned that some features they thought were available are still under development. This will be revisited when these features are available.
 - The entire co-op is working on a Big Read Grant through the NH Humanities (up to \$10,000 to be awarded). *The Things They Carried* by Tim O'Brien is the book selection. Derry, Hampstead and Salem have been invited to join our Big Read event. The deadline for the grant is the third week in January. Discussion was held on events Atkinson participated in from a previous Big Read based on *To Kill a Mockingbird*. Diane suggested involving veterans from Vietnam and also other conflicts.
- **Staff.**
 - The entire staff (except Pages) is up-to-date on CPR training.
 - Kathy Watson will be on vacation December 18th – January 4th.
 - Diane will be on vacation December 31st. The library will be open from 10 AM to 3:00 PM that day.
- **Miscellaneous**
 - The inventory project is proceeding with most of the main library's inventory being completed. The children's room is approximately half done. The complete inventory project should be done by December 21st.
 - The next 250th Committee Meeting is on December 18th at 7:00 PM. The discussion included suggestions: Lectures at the library by Jim Cobb
Partnering with the Atkinson Garden Club
 - The library will be closed on December 25th and 26th for Christmas holiday and January 1st for New Year's Day. The library will be open December 24th from 10:00 AM – 2:00 PM and December 31st 10:00 AM – 3:00 PM.
- **Budget Update**

- Diane went over the Monthly Expenditures Budget Sheet which did not reflect salaries or the new printer expense. She also noted that Electric, Heat and Materials of Trade lines still had expenses to be paid before the end of the year but there was money to do so and the bottom line was still ok.
 - **Youth Services – Kathy Watson**
 - Youth Services November 2015 Highlights were available and will be included with the Trustee Meeting Minutes in the permanent record.
 - Diane mentioned that a Coding Class held by Kathy Watson was successful for children in the age range of the Academy/Middle School.
- **Old Business:**
 1. **Backroom Modifications Status Report**
 - Diane said the project is going well and should be completed by the end of the week! Chief Murphy has OK'd in writing (email) the materials used. The high storage shelves will be 2' deep to hold our storage boxes.
 2. **Status of Staff Position Changes for 2016, including Review of Technical Position Draft**
 - Diane assured the Trustees that this was done (Lois and Diane double checked it) and was very thorough and very detailed. Jim questioned if the detail would be inhibiting but Diane said the detail was necessary but could be adjusted as needed. The new schedule starts January 1, 2016.
 3. **Status of 2016 budget Process**
 - Diane said our budget is still under the 2% asked for by the Budget Committee at 1.9%. She said the Public Hearing on the budget is January 19th and the next regular Budget Committee meeting is January 5th. She said we need to be aware of what happens at these meetings. The Trustees agreed attendance at these meetings would be important.
 4. **Electronic Newsletter Software/Content/Contributor's Status**
 - Diane said that Kathy Watson is still "playing" with the new software. The new software for our enewsletter is great and our production will only get better with time and experience.
- **New Business:**
 1. **Accept Donation**
 - None
 2. **Holiday Gifts**
 - Marnie Finn motioned to give the traditional gift cards to the library staff. Wendy Doughty seconded and the motion passed.
 3. **2016 Holiday Schedule**
 - Diane went over the Holiday Schedule for the Town which the library adopts too. See attachment. Marnie Finn motioned to adopt the Holiday Schedule as presented. Jim Cobb seconded and the motion passed.
 4. **Book Bags**

- Diane showed the bags now being used to deliver books, etc from the library to home-bound patrons. They are a good size with a zipper at the top and our logo with a zippered compartment in the front. They work well; we just need more. Diane wants to order 50 more bags (2 bags for each home- one for delivery and one for pickup) for a total of \$575., which includes shipping. Anna Winsett commented that the bags are very handsome and work well for a nice service. **Marnie Finn motioned to purchase 50 more bags like the ones we use now for \$575. using money from the Ruth Campbell Fund. Anna Winsett seconded and the motion passed.**

5. Library Cards

- Diane also said more library cards (1500-2000) are needed. The money will probably be in the budget but she will have to wait until the final electric bill comes. This would be a regular library expense.

6. Security

- After a man with a visible gun used the library(in a nonthreatening way), Police Chief Brackett discussed security with Diane and sent an officer to a staff meeting to discuss security also.
- **Next Regular Meeting:** Will be on Wednesday, January 20, 2016 at the Kimball Library. The meeting will be videotaped and available on the website: www.vimeo.com/townofatkinsonh
- **Adjournment:** **Nina Gray motioned to adjourn the meeting. Marnie Finn seconded and the motion passed. The meeting was adjourned at 7:30 PM.**

Respectfully submitted,

Linda S. Jette, Secretary