

KIMBALL LIBRARY
BOARD OF TRUSTEES MEETING
ATKINSON NH 03811

February 24, 2014

Location: Kimball Library Meeting Room

Time: 6:30 pm

The meeting was called to order at 6:38 pm. This is a rescheduled meeting from February 19th postponed because of a snow storm.

The Pledge of Allegiance was led by Alan Phair.

Roll Call: Trustees – Alan Phair, Marnie Finn, Wendy Doughty, Jim Cobb and Linda Jette. Also the Atkinson Historical Society's Vice President, Fred Kulik was in attendance.

Correspondence: Marnie said that a donation in memory of Natalie Flanagan was received from Steven and Gail Lewis.

New Business: The Board agreed to address the procedure that guest, Fred Kulik was there to explain. Fred said he has written a grant to preserve, microfilm and digitize 18 town booklets of old tax records from 1918 – 1930's. The New Hampshire State Library is his sponsor. The grant from the Moose Plate Program has been granted, however, the money has to be accepted by a town entity. Since the Atkinson Historical Society is not a town entity, the town has accepted the grant with the provision that the library be the department assigned to this project. Therefore, Fred is asking the library to agree to this arrangement. He said that he would supervise all aspects of the project and would write the final report. The library would have to have a simple signature to sign off. Diane is fine with this agreement. Wendy motioned that the library will be the Department that applies for and administers this grant and Diane will be the administrator. Jim Cobb seconded. The motion passed. It was noted that more records could be done later: also that the state needs to be contacted. Alan said he would contact the Town Administrator, Bill Innes to notify him.

Secretary's Report: Marnie Finn noted two corrections in dates in the January 15th minutes. The date in the heading should read 2014 and the date in the secretary's report should be December 18, 2013. Marnie motioned to accept these corrections. Jim Cobb seconded. Marnie motioned to accept the minutes as corrected. Wendy Doughty seconded. The motion passed.

Chairman's Report: Alan thanked everyone who supported getting the \$5,000 for books back in the budget at the Deliberative Session of Town Meeting and expressed the hope that the budget would pass in the ballot vote on March 11th.

Treasurer's Report: The Pentucket Bank CD was up for renewal on January 28, 2014. The previous term was earning 1.4% interest but unfortunately, the new rate is .07% for two years. Marnie told the board that she found a substantially better rate for our CD a week after we renewed it. She will check with the bank to see if we can switch without penalty. Linda Jette motioned to switch our CD to a better rate if possible and Wendy Doughty seconded. The motion passed. Marnie reported that the weekly deposits from the cash drawer are made on Tuesdays. The three bank accounts are reconciled on receipt of the statements. Diane presents bills to be paid and checks are written from the appropriate accounts. Donations totaling \$550, were received in memory of Natalie S. Flanagan. Her family generously designated the Kimball Library as the recipient of any memorials.

Director's Report: The circulation was up 5.39% in January.

- Programs: The Programming was busy with the Jack Frost Jamboree being a big success with over 200 people in attendance. Also the Living History Program – Mary Todd Lincoln: an Unconventional Woman, sponsored by the NH Humanities and the Friends of the Kimball Library was very popular with 45 people attending. She went over upcoming Programs/Events. Two of the highlights are “The Life and Times of Norman Rockwell” with Gus Reusch and the June 19th Courtyard Ribbon Cutting Ceremony with the Timberlane Community Band!
- Facilities: Comcast pulled fiber into the building and terminated the cable. Wiring from the cable box to the meeting room must be completed to be able to broadcast live from the meeting room. We are still waiting for Dave Weymouth to get back about this issue. Diane believes there is a warrant article for this work to be completed.

CASSIE: Print and Computer software is still being tested and should be completely set-up within the next two weeks. CASSIE will help manage computers for residents and restrict time limits for non-residents. CASSIE will also manage our printing from public computers. Patrons will have to pay for copies at the desk before printing.

Lights are still out near the circulation desk. (Dave Weymouth will be contracting an electrician to repair.)

Glass cabinet hinges have been repaired by Dave Weymouth.

Fire panel was tested (as is done annually) on Thursday February 13th by Pulsar Alarm.

- **Staff:** Carolyn Birr will attend spring CHILIS Conference on March 5th. This is the conference where the Summer Reading approved performers will put on a show for all the attending Children's Librarians in NH.

Kathy Watson will be on vacation from March 1st through March 9th.

Diane Heer will be attending the PLA Conference in Indianapolis, IN from March 11th through March 15th.

Emily Havey was hired on February 20th. Her first day will be Monday, February 24th.

Carolyn Birr continues to fill in on Friday mornings to cover two story hours. The Thursday morning story hour has been suspended for the time being due to low participation.
- **Cooperative:** Directors met on February 20th at 3:00 pm in Sandown. They will meet on the third Thursday for now. Suggested dates for the SNHLC Annual Meeting are May 13, 14 or 15. The meeting will be in Sandown. All policy changes must be submitted by May 1st for all parties to review.
- **Youth Services January Highlights** written and submitted by Kathy Watson, Youth Services Director/Instructional Technology was passed out.
- **Budget:** The 2014 budget was discussed briefly. There was a question about the telephone contract with Bay Ring being up for renewal

Old Business: Courtyard Project: Alan said the Courtyard project was moving forward and the presentation he gave at a recent Selectmen's Meeting went well. He went over the different sponsorship levels: Platinum - \$10,000, Gold - \$5,000, Silver - \$2,000. The Timberlane Community Band is a Platinum Sponsor, The Friends of the Library are Gold Sponsors, the Atkinson Historical Society is a Silver Sponsor and there are some \$1,000 donations (Bronze?) lined up. The contract has not been awarded yet. He said he has spoken with one bidder. Ron LaMarre, original architect and Shirley Reed from the Friends of the Library sat in on this meeting and were favorably impressed. Alan feels comfortable with this contractor and is confident that the Ribbon Cutting Ceremony scheduled for June 19th will be no problem.

Server Replacement: Jim Cobb met with Mike and Diane. The software and the hardware will be ordered and by mid-April should be up and running. There will be some transition issues but hopefully they will be minor. Decisions still need to be made about computers and 3 year contracts. The original quote prices are still good. If the town budget passes we will be good to go; if not, more discussions will follow. Marnie Finn motioned to buy the new server and package . Alan seconded. The motion passed. Jim said we would be getting the new version of Quick Books, Adobe Acrobat Probe 1, and Outlook Standard. Diane will coordinate and order everything at once.

DVD/Audio Book Cleaner/Repair Machine status: Diane reported that we had to make some calls at first but that it is OK and very nice now.

New Business: Alan Phair motioned to accept \$550 for January donations in memory of Natalie S. Flanagan. Jim Cobb seconded. The motion passed.

The **date for the Annual SNHLC Meeting** was again discussed. Marnie said she would prefer the Tuesday, May 13th. It may start at 7 pm. Diane reminded the board to look at/for proposed changes to be prepared.

The **date for the Annual Trustee Meeting** this year is May 19th and the place has been changed to Concord to accommodate the large group that attends.

Museum passes are all paid for by our Friends of the Library. The question is could we share with the cooperative patrons on a limited basis? Only our Atkinson patrons could reserve passes, which they can do from home. If nobody from Atkinson was using a pass by ten o'clock the day to use the pass, could someone from Sandown or Plaistow come into the Kimball Library and take and use that pass? The MFA would be exempt since we use it up now. Strawberry Banke and other places were thought about for passes. Diane will be working on a brochure to be ready for the book sale in May.

The **Temporary Stage** was again discussed (custom made with hinges so it could fold; outside storage) with ongoing problem of storage.

The Next Meeting will be March 19, 2014.

Jim Cobb motioned to adjourn the meeting. Alan Phair seconded. The motion passed. The meeting was adjourned at 7:45 pm.

Respectfully submitted,

Linda S. Jette, Secretary

