

KIMBALL LIBRARY
BOARD OF TRUSTEES MEETING
JANUARY 19TH, 2011

1. Call to order :

Chair Alan Phair called to order the regular meeting of the Kimball Library Trustees at 6:40 p.m. on Wednesday January 19th, 2011 in the Kimball Library

2. Roll Call :

Trustees : Alan Phair, Julie Hammond

Alternates : Margaret Finn – took place of Kay Galloway

Also present : Director Diane Heer, Teen Librarian Kathy Watson

3. Approval of December 15th and 27th meetings :

A motion was made by Julie Hammond to accept minutes of the 12/15/2010 as submitted. Motion seconded by Margaret Finn and approved.

A motion was made by Alan Phair to accept the minutes of the 12/27/2010 as submitted. Motion seconded by Margaret Finn and approved.

4. Chairman's Report :

Chairman Alan Phair reviewed the warrant article for the library generator which proposes that the town use \$ 25,000.00 from the undesignated capital reserve funds to be combined with a anonymous \$ 25,000.00 donation to fund the purchase. This funding proposal will have no impact on the taxpayers. While the Selectmen have said that they will support the article, the Budget Committee voted not to. There will be more discussion at the deliberative session on 2/5/2011 when the Library presents its amended article to reflect the naming of the anonymous donor.

Treasurer's Report :

Julie Hammond presented the monthly Treasurer's Report. Motion was made by Margaret Finn to accept report, seconded by Alan and approved. Julie also reported

that she and Margaret Finn will begin the training on Quick Books on 1/25/2011. There will be approximately 5 to 6 hours of training. Julie also reviewed current accounts and the available options on a CD which will mature in the next 2 weeks. Julie and Alan are checking local options.

The Year End Report for 2010 has been completed and will be submitted to the Town for the Annual Report.

5. **Director's Report :**

Director Diane Heer reported on the upcoming programs for the next 90 days. As usual there will be a variety of programs to appeal to a cross section of library patrons. An update on the minor facility repair issues was made and all are being dealt with in a timely manner. The monthly statistics report was made. At this time Diane is having discussions with other local librarians on the merits of several new circulation software programs and she will be reporting to the Trustees in the near future. Diane also reported that the staff has had the Overdrive ebooks training and Kathy Watson did an on-line workshop on Youth Services in the digital age.

There has also been training sessions on the new sign operation.

The Library has purchased the Universal Class program . The classes can be accessed from the Library web page and used on patron's home computer. Ancestry.com is also now available to patrons but must be used on Library computers. Both programs are at no charge to patrons.

Diane has also reformatted the Kimball Library web page making the page clearer and easier to navigate.

The Director also reported that the Kimball Library returned \$ 4179.36 to the town at the end of 2010

6. **Old Business :**

The new Library sign has been installed and is operational. There has been a very positive response to the sign.

Diane Heer is still researching the parameters of the Kimball Endowment Fund.

Alan Phair is getting prices for the awning and heated mats project.

7. **New Business :**

Margaret Finn will produce the paragraph requested for the Atkinson Master Plan.

The Board voted to accept the donation from a patron of a decorative Kachina Doll. An appropriate display will be found for the doll and its protective case.

After a short discussion it was decided not to renew the Service Contract with UBM on the copier in the staff room.

It was agreed that there would be a procedure policy determined for the new sign. Diane is checking with surrounding towns and will report next month.

Next Meeting – February 16, 2011 @ 6:30 p.m.

Adjourned – 8:30 p.m.