

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

**July 20, 2016**

**Location: Kimball Library Meeting Room**

**Time: 2:00 PM**

- **Call to Order:** Chairman Jim Cobb called the meeting to order at 2:15 PM.
- **Pledge of Allegiance:** The group recited the Pledge of Allegiance.
- **Roll Call:** Present were Trustees Marnie Finn, Jim Cobb, Linda Jette, Anna Winsett; Alternate Nina Gray; Director-Diane Heer; Videotaper-Russell Wolff.
- **Correspondence:** A note of appreciation from [Library Page] Wesley Clapp acknowledging receipt of a scholarship was read.
- **Chairman's Report:** None
- **Secretary's Report:**
  1. Two sets of minutes were subject to approval: (1) the minutes of June 9, 2016, from a special meeting regarding the completion of and payment for certain landscaping matters; and (2) the minutes from the regular monthly Trustees meeting of May 18, 2016.
  2. Nina Gray motioned to accept the minutes of the June 9, 2016 meeting. Marnie Finn seconded and the motion passed.
  3. Nina Gray motioned to accept the minutes of the May 18, 2016 regular monthly Trustees meeting as corrected. Linda Jette seconded and the motion passed.

- **Treasurer's Report:** Nothing significant to report with respect to the May and June financials.
  1. A report was made regarding the expenditure from the Landscaping Project (re-edging around the sign to match the courtyard pavers; and moving the garden from under the portico to in front of the building.) \$700 was authorized [at the June 9, 2016 special meeting] and the project-to-completion cost was \$567.700.
  2. Treasurer Marnie Finn recommended that the matter of transferring the library's funds to a higher-yielding account(s) be postponed until a later date. A meeting time of August 17, 2016, at 1:00 PM was suggested and agreed to. (It will precede the regular monthly Trustees meeting at 2:00 PM on the same date.)
  3. Marnie Finn motioned to accept the Treasurer's Report as presented. Linda Jette seconded and the motion passed.
  
- **Director's Report:** The full written Director's Reports will be included with the Trustees Meeting Minutes in the permanent record.
  1. Programs
    - Specific mention was made of the artwork by Nolan O'Connell currently on display. The collection shows the wood cuts he creates and the resulting prints he makes.
    - Director Heer mentioned that any artist wishing to do so may contact the library to discuss displaying their artwork for library patrons to view.
  2. Upcoming Programs
    - There is a complete list of upcoming Programs and Events [in the Director' Report.] A calendar of programs is also available at [www.kimballlibrary.com](http://www.kimballlibrary.com).
    - The Director specifically mentioned the Basketball Program on July 27<sup>th</sup>, a performance by Acoustic Truffle in the Courtyard on July 28<sup>th</sup> at 6:30 PM (everyone encouraged to attend); the special Bruins program on August 2<sup>nd</sup> (sign-up required as space is limited); and various other summer programs as described on the Library's Website.
    - Library Patrons and their families are encouraged to attend all the programs, and assurances are offered that all measures that can be taken to minimize attendance by mosquitoes and other pesky little creatures at the outdoor programs.
  3. Facilities Review
    - Necessary, routine maintenance was undertaken recently and more will be done in August.

4. Cooperative Update
    - The eight Southern New Hampshire Libraries (that had applied collectively) received the \$10,000 (approximately) NH Humanities Grant to fund the reading program designed around the book: *The Things They Carried* by Tim O'Brien. The next cooperative meeting is scheduled for July 28, 2016.
  5. Staff
    - Director Heer attended a [Town of Atkinson] "Department Heads" meeting on June 23, 2016.
  6. Miscellaneous
    - IT provider First Choice Networks has changed its name to Block5 Technologies. The change has resulted in billing discrepancies, *i.e.*, modest increases in the agree-upon-contract price without explanation. Director Heer is questioning these changes.
  9. Youth Services – Kathy Watson: The full report of Youth Services provided will be included with the Trustees' Meeting Minutes in the permanent record.
- **Old Business** The following items of old business were discussed:
    1. Unanimous agreement that the Landscaping Project (referenced in Treasurer's report above) undertaken and completed by Road Agent Ted Stewart and his crew was a huge success. The work was done very well and serves to enhance the outdoor area that surrounds the library building, especially the area near the sign. Well-deserved kudos and thanks to Mr. Stewart and his crew.
    2. The Library's HVAC System. Discussions continue regarding upgrading the system. An estimate of \$1800 has been proposed. The resolution of this issue will be discussed at a future meeting. Brief discussion of the Annual SNHLC Meeting, which was held on May 2, 2016. The minutes are now available.
  - **New Business** The following items of new business were discussed:
    1. Accept Donations
      - No new donations were received.
    2. Director Heer explained that the Atkinson Women's Civic Club has provided funds with which the Library may purchase items it needs. Director Heer suggested either additional outdoor furniture for the Courtyard or a Bose sound system. Discussion ensued regarding the need for and the cost of each.
      - Marnie Finn motioned for the matter to be pursued (and each option considered further.) Nina Gray seconded and the motion passed.

### 3. New Library Page

- Director Heer explained that two of the three current Library Pages, Wesley Clapp and Alysha Assaf, will be leaving to attend college. (A discussion ensued regarding the fact that these two Library Pages had done an outstanding job. We wish them much success in college.)
- A possible replacement has been a volunteer for about four weeks. Being a volunteer for about six weeks is a pre-requisite to being hired as a Library Page.
- A special meeting will be called in August to approve the current volunteer to be hired as the second Library Page, assuming [her]successful completion of the volunteer phase of the hiring process.

### 4. Emergency Response Procedures

- Director Heer provided drafts of the following documents: Accident/Incident Report, Emergency Response Procedure, Evacuation Procedure, Medical Emergency Procedure.
- Discussion of the form and content of each of these documents followed.
- Director Heer and Trustee Anna Winsett will finalize the documents.

### 5. The Director proposed that Kathy Watson's title be changed to Assistant Director and Youth Services Director.

- This change coincides well with preparation of the documents referenced in Item 4, immediately above, in that it serves to more clearly delineate a "chain of command."

### 6. Director Heer initiated a discussion of the implications of the new Rules to the Federal Fair Labor Standards Act, released by the Department of Labor, to take effect on December 1, 2016.

- Kathy Watson is the only employee to be affected currently.
- The Director explained that a modest, year-end adjustment will be made to Kathy Watson's salary in order to comply with the new Rules. (The alternative is to pay overtime on an hourly basis, which would be more expensive.)

### 7. Director Heer mentioned that Ben Lamar, an Eagle Scout, was looking for a project with which to earn a badge. An outdoor project was suggested.

- Nina Gray mentioned possible outdoor/landscaping projects.
- A project coinciding with and complimentary to the town-wide Daffodil Planting Project to be undertaken to commemorate Atkinson's 250<sup>th</sup> anniversary was suggested.

- The Selectmen will be made aware of whatever project is selected and undertaken, if any.
  
- **Next Regular Meeting:** Will be on Wednesday, August 17th @ 2:00 PM at the Kimball Library. The meeting will be videotaped and available on the website: [www.vimeo.com/townofatkinsonnh](http://www.vimeo.com/townofatkinsonnh)
  
- **Adjournment:** Linda Jette motioned to adjourn the meeting. Anna Winsett seconded and the motion passed. The meeting was adjourned at 3:44 PM.

Respectfully submitted,

Anna P. Winsett, Secretary