

KIMBALL LIBRARY
BOARD OF TRUSTEES MEETING
ATKINSON NH 03811

June 18, 2014

Location: Kimball Library

Meeting Room

Call to Order: 6:35 pm

The Pledge of Allegiance was led by Alan Phair

Roll Call: Trustees – Alan Phair, Marnie Finn, Jim Cobb, Wendy Doughty and Linda Jette; **Alternates** – Nina Gray, Julie Hammond and Jennifer Latham; **Director** – Diane Heer. Also in attendance were guest Don Latham and Russell Wolff, who worked the camera.

Correspondence: none

Chairman's Report:

- Alan reported that Kimball Library was represented at the Attorney General's workshop for Library Trustees and he found it to be helpful.
- He thanked the Courtyard Committee Members, the Trustees and the Friends of the Library, staff of the library and everyone who has worked so hard to make the Courtyard a reality. He said that about \$54,000 has been raised to date with just about \$1,000 more to go!

Secretary's Reports:

- **Marnie Finn motioned to accept the minutes of the May 5th Special Meeting. Jim Cobb seconded and the minutes were accepted.**

- **Marnie Finn motioned to accept the minutes of the May 21st Regularly Scheduled Meeting. Alan Phair seconded and the minutes were accepted.**
- **Alan Phair motioned to accept the minutes of the May 30th Special Meeting. Jim Cobb seconded and the minutes were accepted**
- **Alan Phair motioned to accept the minutes of the June 9th Special Meeting after amending them to add the amount of the donation of \$4,900. Marnie Finn seconded and the minutes were accepted as amended.**
- **Alan Phair motioned to accept the minutes of the June 11th Special Meeting. Jim Cobb seconded and the minutes were accepted.**
- **Alan Phair motioned to accept the minutes of the June 12th Special Meeting. Wendy Doughty seconded and the minutes were accepted**
- **Alan Phair motioned to accept the minutes of the June 16th Special Meeting. Jim Cobb seconded and the minutes were accepted.**

Treasurer's Report:

- To get our new Alternate, Jennifer Latham up to date, Marnie explained how and why the reports are done.
- **Wendy Doughty motioned to accept the Treasurer's Reports as presented. Jim Cobb seconded and the motion passed.**

Director's Report:

- **Circulation** for the month of May was down .4% which is quite stable.
- **Programming** for May had 396 attendees.
- Meeting Rooms were reserved 48 times.
- **Programs/Displays/Artwork** is featuring the National Parks Photography exhibit by Ron Wybranowski through June 28th. This tied in with the Atkinson Garden Club's Standard Flower Show with a Tribute to the National Parks as their theme. Both have had many positive comments!!
- The NH Pastel Society came to Kimball Library to see if they wanted to use this venue for their 2015 artwork display but said they could only use KL if we increased our hanging area.

- **Upcoming Programs/Events** have a complete listing on our website with a busy schedule for the summer including usage of the new Courtyard.
- **Facilities:** Dave Williams has not worked on the library cable project recently. Dave Palleria wired the electricity for the TV and moved it to the lobby. Unfortunately, there is no cable hookup so the TV is not available for use and Dave Williams has not given a completion date for this project so our goal to use this TV by June 19th will not be met.

Diane had a review of maintenance walk-through with Bill Innes and Dave Weymouth on May 28. Diane asked that the meeting room be scheduled for painting in the 2015 budget.

The AC compressor repair work was completed on June 2nd by AAA Energy Service Co with the total cost of \$5,832.

The Chair rail was installed in the meeting room on June 5th and 6th by Mike Cesati. John Feuer donated the lumber for this project and the Friends paid for the installation.

The main entrance and front porch area will be power washed no later than 10 am on Thursday June 19th.

Atkinson Cleaning Service has begun cleaning the windows inside and out which they do once a year with only the high windows left to do. This project should be completed by June 22nd and the carpet, chairs and tile floors will be cleaned by the end of the month.

First Choice Networks upgraded the wireless access points within the building to public and private. They are still working on correcting the issues this has caused with our wireless sign. Jim is going to speak with First Choice on this issue.

The handles on the front doors are loosening up which creates a problem with locking them. The door repair company will be called to come and look at them.

- **Staff:** Kathy Watson attended the Book Expo in NYC on May 29th and 30th. She met many authors and brought back many children's books.

Diane, Alan and Jim attended the Trustees Workshop with Terry Knowles on June 4th and copies of the handouts can be obtained from Diane.

- **Cooperative:** The Annual SNHLC meeting took place on May 13th at the Sandown Public Library. The issue of charging the same amount of maximum fines was addressed and we discussed this issue as a board with a consensus of increasing the \$10/item amount currently charged.

The next monthly meeting of the Directors will be at the Kimball Library.

- **Miscellaneous:** Two \$500. scholarships were presented on June 4th to Timberlane students, Hannah Cosio and Kelly DesJardins. Diane Heer and Kathy Watson attended the ceremony and Kathy presented the scholarships. The Trustees of the Trust Fund have been notified through Trustee, Barbara Snicer.

Diane was informed by a staff member that TD Bank is charging \$5.00 to cash a payroll check, if the person doesn't have an account with them. This is a violation of RSA 275-43. Diane has emailed both the bookkeeper and the town administrator on June 10th about this problem.

Direct Deposit of payroll checks was discussed. This service is now only available to full time personnel. The discussion included the facts that the town would actually save money by Direct Deposits and that Sandown has this service available to anyone who works there. Alan and Jim will try to have the procedure of making Direct Deposits available to all who are interested.

- Youth Services May Highlights were submitted by Kathy Watson.

Old Business

- **Temporary Stage:** Marnie Finn presented information with diagrams, prices and detailed information from National Public Seating for a single height hardboard portable stage 48" x 96" x 16" with a dolly to move and help store the stage. The total cost including shipping would be \$969.64.

Again the storage issue was discussed - sharing with Plaistow with them storing the stage; putting a storage shed near the building between the kitchen window and the wall or near the generator. Diane was delegated to find out what space we would need. Marnie said that the dolly would also move the heavy tables.

- **Chair Rail:** Everyone agreed the new chair rails look wonderful. The worst gouges are already hidden and they look as if they have been always there. The installation and the donations from John Feuer and the Friends of the Library were again praised.
- **Courtyard Project:** Alan said that he hopes everyone comes to the opening of the courtyard on June 19th and continues to attend the many summer events scheduled this summer there. He noted the light post and the plaque are not ready yet since we are still soliciting donations. He explained why the costs were more than originally anticipated. (\$45,000 went to \$55,000) Marnie showed the booklet with a picture of the courtyard now.
- **Compressor Replacement:** The installation of the new compressor was completed on June 2nd with town money, \$5,832. and the AC seems just fine now.
- **Wiring/Electrical work for Atkinson Cable TV:** Alan and Dave Pallaria spoke about wiring with a "Quad" mentioned. Dave said the Quad was not included in the price. The trustees wondered if what we thought was needed was done. We may need more outlets. Russell said that Atkinson has a battery camera. Still some questions on this issue.
- **Moose Grant Proposal (Historical Society):** Diane said she has spoken with Bill Innes about the town portion of this grant.
- **Quarterly Joint Loss Management Committee follow up:** Alan said he has sent the library information to the Selectmen. Linda Jette said the committee had a meeting earlier in the day that she attended. Assignments were given to some members of the committee to be ready for the next meeting on September 17th. Several issues related to safety were briefly discussed.

- **Heritage Commission:** Alan said that the appointees from the library trustees did not have to be sworn in by the town since they were appointed by the board of Trustees. He was told that Steven Lewis was in charge of this commission. There was no report since the commission has not met yet after the election forming it in March.
- **Town FEMA Emergency Plan update re Library (Chef Murphy):** Alan said he had no time to look into this last month.

New Business

- **Shed information** will be added to new business
- **Donations:** Alan Phair motioned to accept a donation of \$4849. from the Friends of the Library. Wendy Doughty seconded and the motion passed.
- **Maximum Fine for Coop:** After another brief discussion, Alan Phair motioned to recommend increasing the maximum fine from \$10 to \$20 . Linda Jette seconded and the motion passed. Diane will bring this to the next coop meeting in July.
- **Jen's Trivia:** What is the oldest tax supported lending institution? Diane knew it was the library in Peterborough NH.

What is the original "lap top"? A book!

When men (note – NOT women) conferred in the past, planks were used for the table and for seating. When a chair was produced, the most powerful leader had that chair, thus, the chairman.

Today's population seems to be addicted to technology.

A former student of hers has gone into Marketing. What can libraries do with Marketing???

Next Meeting

- The next meeting will be held on Wednesday, July 23, 2014 @ 4:00 pm. (Note time and date!)

Adjournment

- **Alan Phair motioned to adjourn the meeting. Jim Cobb seconded and the meeting was adjourned at 7:55 pm.**

Respectfully submitted,

Linda S. Jette, Secretary