

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

**March 16, 2016**

**Location: Kimball Library Meeting Room**

**Time: 6:30 PM**

- **Call to Order:** The meeting was called to order at 6:35 PM.
- **Pledge of Allegiance:** The Chairman led the group in the Pledge of Allegiance.
- **Roll Call:** Trustees present - Chris Witteveld, Anna Winsett, Marnie Finn, Jim Cobb and Linda Jette; Alternate Trustee: Wendy Doughty; Director- Diane Heer; Julie Hammond and Videotaper – Russell Wolff. Our newly elected trustee, Chris Witteveld was warmly welcomed.
- **Correspondence:** None
- **Chairman's Report:**
  1. Friends of the Library meeting update
    - Jim Cobb reported that the Friends of the Library had met this morning and discussed events they might be interested in doing for the 250<sup>th</sup> Anniversary of the incorporation of the Town of Atkinson. Some possible choices to have at the library parking lot as a cosponsor with the Atkinson Women's Club are: a Vendor?/Craft?/Food?/Fair. The event would be Labor Day weekend and the library would be closed then. Things they are considering are: possible conflict with their Peddlers Market, parking, whether to open the large meeting room, a Rain Plan. Trustees will be responsible for making the final decision to use the library building and grounds. The Trustees would have to have a firm plan in order to make a proper informed decision.
    - Some of Kathy Watson's plans for the Summer Reading Program were discussed also.

- National Library Week events were also talked about.

- **Secretary's Report:**

1. Marnie Finn motioned to approve the minutes of February 17, 2016 regular monthly Trustees meeting. Linda Jette seconded and the motion passed.

- **Treasurer's Report:**

1. Regular reports were reviewed as usual. Diane briefly explained the reports to the new member. Linda Jette motioned to approve the Treasurer's Report. Anna Winsett seconded and the motion passed.

- **Director's Report:** The full written Director's Report will be included with the Trustees Meeting Minutes in the permanent record.

1. **Statistics for Circulation**

- Circulation for February was up 1%

2. **Programs/Displays/Artwork**

- 75 People enjoyed a Night of Irish Music (and Irish stories too!) with Paul Carroll on March 14<sup>th</sup>.
- The Annual Health Fair at Timberlane High School was held today. Diane said she had a good time there. She was there with representatives from the other District/co-op Libraries to talk about services available and to issue Library Cards to teachers who teach in their respective towns.

3. **Upcoming Programs** The full list is available on our website.

- The New Release Movies at 1 PM on Tuesdays are a big hit with 40+ attendance at the last one.
- Diane emphasized next Tuesday's event on Cyber-Crime for Seniors at 1 PM and Who's Tracking You Online? at 6:30 PM. Both are presented by Merrimack Analysis Group.
- Lyme Disease Awareness and Prevention by David Hunter will be a timely informative program on April 7<sup>th</sup> at 6:30 PM
- April 14<sup>th</sup> will be another living history program with NH Humanities: *I Can't Die but Once: Harriet Tubman's Civil War*.

4. **Facilities Review**

- Since the wireless microphone is not working reliably, Dave Williams is assisting Diane to purchase a new one for the meeting room.

- The electronic sign's wireless connection had to be replaced on March 11<sup>th</sup> by First Choice Networks.

#### **5. Cooperative Update**

- The Annual Co-op Meeting will be held on Monday, May 2<sup>nd</sup> at 7 PM at the Plaistow Public Library. All the trustees are encouraged to attend.
- The next monthly meeting is March 24<sup>th</sup> at Kimball Library.
- Ways of collecting fines from library patrons are still being discussed. Koha may have the capability to do this.
- Our entire co-op plus Danville, Hampstead and Salem are working on obtaining a NH Humanities Grant of up to \$10,000. The selected book is *The Things They Carried* by Tim O'Brien. Lois Powers has been attending the meetings for this group. The program will kick-off on September 16<sup>th</sup> and end on November 11<sup>th</sup> (Veteran's Day). There will be activities about once a week in the various libraries during this 9 week time frame. Tim McGill will speak here. He was on Hamburger Hill in Vietnam. The NH National Guard will participate; there will be books, films and fundraising activities because the grant from the NH Humanities is a matching money grant. The full program will highlight Vietnam Vets but will honor all veterans.

#### **6. Staff**

- Kathy Watson and Celeste Linnan will be attending the CHILIS Spring meeting at SNHU in Manchester tomorrow, March 17<sup>th</sup>.
- Lois Powers has joined a group organized by the NH State Library to look at library services for seniors. They will meet soon at the Local Government Center in Concord, NH.
- Lois Powers and Cathie Piccolo will be attending a book repair workshop in Hooksett on May 25<sup>th</sup>.
- Cathie Piccolo is training so she can fill in and get more hours.

#### **7. Miscellaneous**

- Koha will be upgraded to 3.22 by the end of April. Staff is currently attending webinars to review the new improvements.
- Our records financial records must be at the Town Hall by April 11<sup>th</sup> for our annual audit in conjunction with the Town's audit from April 12<sup>th</sup> to 15<sup>th</sup>.
- Diane will be attending the PLA Conference in Denver, CO from April 4<sup>th</sup> to the 9<sup>th</sup>.

#### **8. Budget Update**

- Diane passed out the current budget sheet (except for the salaries for this week) and everything was in order.

**9. Youth Services – Kathy Watson** The full report of the Youth Services will be included with the Trustees Meeting Minutes in the permanent record.

- Kathy highlighted the group activities and the extra events during the February school vacation week. She also reported her Instructional Technology activities for the month.

• **Old Business:**

1. **Status of the 2016 Budget after voting on March 8<sup>th</sup>.**

- The budget passed on the paper ballot as presented at the Deliberative Session. No action needed.

2. **Discussion of library's marketing plan.**

- Diane said she is considering adding a library information sheet with the Friends of the Library annual fundraising spring mailing. All the trustees praised our Friends for their strong support of Kimball Library. We think they are the best!

3. **Passport Center update.**

- Diane completed the application online to apply for Kimball Library to become a local Passport Center. She explained that the decision is based on our geographic area to see if we qualify. Kimball Library offers more hours than most sites she found locally and a high quality staff. We agreed it would be a great service to offer, if we get accepted.

• **New Business:**

1. **Accept Donations** – None received.

2. **Courtyard mosquito control for evening events**

- Diane noted that last year although it was very nice to watch movies outside on warm summer nights, the mosquitoes were annoying even though Ted Stewart sprayed. Options were discussed but no decision was made.

3. **Annual Meeting of the NH Library Trustees Association May 23, 2016 in Concord NH**

- Diane passed out copies of the programs to sign up for and gave guidance to trustees so each trustee would get the most out of the programs offered and to facilitate bringing back to Kimball Library the most information this meeting offered.

4. **New Page employees**

- Diane explained our page system and noted with pleasure how well it works for us. We have two pages for most of the year except for brief overlaps for training. Wesley and Alicia our current and valuable pages are both leaving for college. New pages are selected from volunteers who shelve books for a couple of months. There is no background check. They have to be 16 years

old. They receive \$8.25 per hour for pay. Diane recommended hiring Sara Pelletier. When Diane explained her volunteer work at the library and the trustees had read her charming application, Jim Cobb motioned to hire Sara Pelletier as a page at \$8.25 per hour. Linda Jette seconded and the motion passed.

- **Next Regular Meeting:**

Will be on Wednesday, April 20<sup>th</sup> @ 6:30 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**

- Anna Winsett motioned to adjourn the meeting at 7:41 PM. Linda Jette seconded and the meeting was adjourned.

Respectfully submitted,

Linda S. Jette, Secretary