

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

**May 18, 2016**

**Location: Kimball Library Meeting Room**

**Time: 2:00 PM**

- **Call to Order:** Chairman Jim Cobb called the meeting to order at 2:10 PM.
- **Pledge of Allegiance:** The group recited the Pledge of Allegiance.
- **Roll Call:** Present were Trustees Chris Witteveld, Marnie Finn, Jim Cobb, Linda Jette, Anna Winsett; Alternate Nina Gray; Director-Diane Heer; Videotaper-Russell Wolff.
- **Correspondence:** None.
- **Chairman's Report:**
  1. This meeting was convened at 2:00 PM rather than the regular meeting time of 6:30 PM because the Atkinson Police Department had requested use of the large meeting room for an awards' ceremony this evening.
  2. Friends of the Library ("FOL") update. So far the response from the FOL's annual solicitation for donations has been very good. The FOL will hold its upcoming Book Sale/Bake Sale/Yard Sale on May 21, the same day as the town-wide yard sale. Book donations will be accepted through Thursday, May 19, 2016. Books for [future] sales can be donated throughout the year. FOL contemplating costumes for the town's 250<sup>th</sup> anniversary celebration. Costumes will be for individuals to wear in the parade or perhaps to display on mannequins.
- **Secretary's Report:**
  1. Two corrections, including the date of the May meeting, were duly noted.
  2. Linda Jette motioned to accept the minutes of the April 20, 2016 regular monthly Trustees meeting as presented and corrected. Marnie Finn seconded and the motion passed.

- **Treasurer's Report:** Nothing to report.
  1. Linda Jette motioned to accept the Treasurer's Report as presented. Anna Winsett 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. Statistics for Circulation:
    - Circulation for the month of March 2016 was down 6.65% but April was a very busy month due, in part, to school vacation.
  2. Programs
    - Attendance at the various Programs continues to be good. The May 7<sup>th</sup> Walk at Woodlock Park trails was especially enjoyable and included a forester from the University of New Hampshire as was the Master Falconer's Program on May 14<sup>th</sup>.
    - Movies will begin again on Tuesday, May 24, 2016.
  3. 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 Night Owl Jazz Combo performance on May 26<sup>th</sup>, in the evening, rain or shine. The Combo is comprised of high school students.
    - Registration for the upcoming summer reading program is ongoing. The program runs from June through August.
  4. Facilities Review
    - The Director reported that Alan Phair and Dave Weymouth did a walk through the building on April 19<sup>th</sup>.
    - The malfunction in the electronic sign was fixed by Hammer & Sons.
    - Salt (during the winter months) damaged part of the sidewalk by the main door, which will have to be repaired.
  5. Cooperative Update
    - The Libraries will learn in June whether they are to receive the \$10,000 NH Humanities Grant to fund the reading program designed around the book: *The Things They Carried* by Tim O'Brien. The Director noted that the Plaistow Library had done a lot of work on preparing and submitting the grant application.

## 6. Staff

- The Atkinson Police Department conducted emergency response training on May 4<sup>th</sup> and showed relevant videos. Some discussion followed about the need for proper training as emergencies occasionally occur. Marnie Finn asked whether the staff filled out an “incident report” when such an occurrence happened. Again discussion followed that filling out such a form at the time of the occurrence would be a good idea. Linda Jette mentioned that there might be an appropriate form in the Joint Loss Management materials. This issue will be looked into further and if there is a need for a form one will be drafted.

## 7. Miscellaneous

- NH Humanities will have a speaker fair on Friday, June 10<sup>th</sup> and Saturday June 18<sup>th</sup> presenting speakers on library-related issues. Lois Powers and two FOL members will be attending.
- The Director provided a copy of her report of the PLA Conference she attended from April 5<sup>th</sup> through 9<sup>th</sup> in Denver, CO. This item initiated a spirited discussion about the “bike mobile” (shown on page three of the report) currently in use in San Francisco. (Conclusion reached: at \$15,000 per bike it’s not likely to be seen any time soon on the streets of Atkinson, NH.)

## 8. Budget Update

- The Library budget will be adjusted to show a transfer of funds from “Computer Hardware” to “Retirement” to compensate for the change in status of one employee from part-time to full-time.

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

- The Director announced that Kathy Watson had submitted the Library to be a participant in a program conducted by personnel from the Boston Bruins Hockey Team. Six NH libraries were selected and Kimball was among them. The program will include crafts and prizes. The date of the event should be known soon. Kudos to Kathy Watson and the Kimball Library!

## • **Old Business** The following items of old business were discussed:

1. The Director displayed the Library’s Marketing Plan which was included with the FOL’s solicitation.
2. Brief discussion of the Annual SNHLC Meeting, which was held on May 2, 2016. The minutes are now available.

3. Discussion of two landscaping matters: (1) re-edging around the sign to match the courtyard pavers; and (2) moving the garden under the portico to in front of the building. Most of the necessary funds are available in the account earmarked for landscaping. Jim Cobb made a motion to authorize Nina Gray to expend an amount not to exceed \$550 to undertake and complete these two landscaping matters. Linda Jette seconded and the motion passed.
  4. Discussion regarding the Elizabeth Smith Fund was deferred until a later date. This item generated some discussion about patrons who would like to make donations (in response to the FOL's solicitation) on-line, which will require a PayPal account.
  5. Wendy Doughty, Nina Gray and Julie Hammond submitted their names to be Alternate Trustees. Jim Cobb and Director Heer will prepare a letter to the Selectman who are expected to vote on this issue on Monday, May 23, 2016.
  6. The transplanted azalea is apparently content in its new "home" near the large rock on the library grounds. It was rescued from in front of a now-demolished house which stood at the entrance to the new development on Route 121. Thanks to Marnie and Nina for their efforts in planning "Operation Azalea" and to Road Agent Ted Stewart and "Josh" from Lewis Builders for removal and replanting. A letter of thanks and appreciation will be sent to Ted and Josh.
- **New Business** The following items of new business were discussed:
    1. Accept Donations
      - No new donations were received.
    2. Emergency Response Procedure
      - The Director distributed a draft of the Library's Emergency Response Procedure. The document has to be revised further before it is finalized. Discussion may follow thereafter if necessary.
    3. Upgrade to Library's HVAC system
      - The Director explained that the operating system is a web-bound product which regulates the heat, etc. The Town's IT people have said that the computer which operates the system has to be "off network." The computer currently being used for this purpose is not safe and is subject to a possible "breach." New controls are necessary and there are two options: (1) the expenditure of approximately \$4500 for new software, which could be spread over 5 years or (2) an upgrade of the current control software to Windows 7 software with extra features, currently available in other computers in the library.

- Marnie Finn made a motion for [the Director] to change the HVAC operating system to Windows 7 by using another computer available in the library. Linda Jette seconded and the motion passed.
- 4. June 15<sup>th</sup> Trustees' Meetings
  - Discussion about this meeting included the possibility of cancellation. This was based on assurances that there were no important items imminently pending and that should one arise, the Trustees would attend a special meeting called for that matter. Anna Winsett made the motion that the June 20, 2016 meeting be cancelled. Linda Jette seconded and the motion passed.
- 5. May 23, 2016, NHLTA Meeting
  - Director Heer and several Trustees will be attending.

- **Next Regular Meeting:**

Will be on Wednesday, July 20th @ 2:00 PM at the Kimball Library. (Pursuant to agreement by those in attendance, all future meetings will be held at 2:00 PM.)

The meeting will be videotaped and available on the website:

[www.vimeo.com/townofatkinsonnh](http://www.vimeo.com/townofatkinsonnh)

- **Adjournment:**

- Marnie Finn motioned to adjourn the meeting. Linda Jette seconded and the motion passed. The meeting was adjourned at 3:25 PM.

Respectfully submitted,

Anna P. Winsett, Secretary