

KIMBALL LIBRARY
BOARD OF TRUSTEES MEETING
ATKINSON, NH 03811

May 21, 2014

Location: Kimball Library

Meeting Room

The meeting was called to order at 6:37 pm.

The Pledge of Allegiance was led by Alan Phair.

Roll Call: Trustees – Alan Phair, Marnie Finn, Wendy Doughty, Linda Jette; **Alternates** – Nina Gray and Julie Hammond were welcomed back and Jennifer Latham was welcomed to her first Trustee meeting as an alternate; **Director**, Diane Heer. Also in attendance were Russell Wolff working the camera and Don Latham. Nina Gray was appointed to vote in place of Jim Cobb.

Correspondence: none

Chairman's Report:

- Alan reported that all trustees attended the NHLTA meeting on May 19th in Concord. Shirley Reed and Kay Galloway from the Friends of the Library also attended.

Secretary's Report:

- Marnie Finn motioned to accept the minutes of April 16th, Regularly Scheduled Meeting as presented. Nina Gray seconded and the motion passed.
- Acceptance of the May 5th Special Meeting was postponed.

Treasurer's Report:

- Nina Gray motioned to accept the Treasurer's Report as presented. Alan Phair seconded and the motion passed.

Director's Report:

- Circulation up 3.3% for the month of April with 7,630 items circulated.
- Programming for April had a total attendance of 766.

- Meeting Room Reservations: 23 times by Atkinson non-profits; 43 times by Atkinson residents and 4 times by non-Atkinson residents.
- Programs/Displays/Artwork: Although only 25 people attended the feedback was very positive for the "Our Founding Fathers: What Were They Thinking?".

The May 17th Book, Bake and Yard Sale in conjunction with the Town Wide Yard Sale was very successful.

National Parks Photography Exhibit by Ron Wybranowski will be on display through June 28th. This will help publicize the Atkinson Garden Club's flower show June 13th and 14th with National Parks as their theme. He will be donating two photographs for a raffle prize.

The NH Pastel Society is interested in displaying their artwork in the spring of 2015. Salem's Kelley Library suggested Kimball Library to them. They display their artwork all around NH two times per year. They want to have an open reception on opening night which they pay for.

- **Upcoming Programs/Events:** The calendar of all programs is available at our website. Diane went over some of the highlights of the June event list.
- **Facilities:** Dave Williams has been working on hooking up the library for live cable broadcasts. Dave Palleria has met with Dave Williams and visited the library to go over the project because he will be doing the electrical work. The flat screen TV in the meeting room will be moved to the lobby as part of this project. The goal is to have this project complete before June 19th.

The new ballasts have been installed in the main library near the meeting rooms.

There have been no additional problems with water coming through the telephone conduit into the computer room. The pole area near the town garage has to keep the drainage cleaned in the spring so this does not happen again.

The AC compressor repair work was awarded to AAA on Monday May 12th. Dave Weymouth will schedule this work keeping in mind the goal is to be complete by June 2nd.

The chair rail will be installed the week of May 26th. John Feuer is donating the lumber for this project and the Friends are paying for the installation. It will be stained and have 3 coats of sealer.

The town paid for the power washing of the back area of the building that was done on May 15th. Diane requested the power wash company to clean the front entrance and porch areas. She suggested having the front and side areas of the building also be power washed after the courtyard work is complete. The cost for the front entrance and porch area is \$150. She had not received a quote for the front and side walkway. We agreed all the cleaning should be done before June 19th.

Atkinson Cleaning Service will be scheduled to clean the carpets and chairs and windows when the Courtyard Project is complete.

First Choice Networks upgraded the wireless access points within the building to public and private, which caused some issues with our wireless sign. First Choice is working on correcting this problem.

- **Staff:** Kathy Watson will be attending Book Expo in NYC on May 29th & 30th. She was able to receive a VIP pass at no cost. She is traveling and staying for free with another librarian.

Diane attended the latest NH Department of Labor workshop on May 13th in Hampstead. Most towns send a representative but on one from Atkinson attended except Kimball Library.

Diane attended the NH Downloadable Books Consortium yearly meeting on May 20th in Hooksett. The proposal is to increase downloadable consortium fee by 20%.

Kathy will attend a Chrome Books workshop in Barrington on Friday, May 23rd. We are possibly going to add a couple of chrome books to the library for use by the public.

- **Cooperative:** The Annual **SNHLC** meeting took place on May 13th at the Sandown Public Library. Kimball Library was well represented since all the trustees attended. During the meeting there was a discussion on increasing the maximum fines for individual items. We currently charge \$10/item. It was suggested we go up to \$30/item.

The Directors will meet next on May 22nd at the Kimball Library. They will continue to meet on a monthly basis.

The Museum Pass Sharing Program was launched on April 21st.

The libraries were upgraded to Koha 3.14 on April 24th with no real problems.

- **Miscellaneous:** The audit was completed and all records were returned to the library on April 24th.

Kathy Watson will present the scholarships to the two students receiving the Kimball Library Endowment Scholarships on June 4th at Timberlane Regional High School.

Diane will be on vacation July 12th – 19th. The July Trustee meeting is scheduled for July 16th. The new date is tentatively rescheduled for July 23rd at 4 pm.

- **Budget:** Diane presented a printout of the current budget. There was no discussion about the budget except to question the validity of the Town Administrator's request for 2015 budget information by June 1st.

Old Business

- **Temporary Stage:** The search for a used temporary stage continues. Diane mentioned that Plaistow needed a temporary stage also and suggested we consider sharing one or renting one.
- **Courtyard Project:** Alan announced that we still needed more money (\$5,500.) to reach our full goal for June 19th. The ribbon cutting is still scheduled for June 19th. The bulk of the project is going great and it has shaped up well. A temporary plaque was discussed for use at the ribbon cutting. Diane noted we would need more outside lighting next year for evening events. Wendy wanted to know if the ribbon to be used would have printing on it. Alan didn't know but said that the Salem Chamber of Commerce would provide the ribbon and scissors.
- **Server Replacement & Computer/Software Upgrade Status:** Diane announced that this can come off the agenda because the process is basically done and stable.
- **Copy Machine Software Conversion:** This project is also going fine.
- **Compressor Replacement Issue:** Was discussed under Facilities and is moving toward completion.
- **Work on Wiring/Electrical of Library for Atkinson Cable TV Schedule:** Was also discussed under Facilities and the completion goal of June 19th is feasible.
- **Annual Library Trustees of the Library Workshop (with Terry Knowles) – Wednesday, June 4th in Concord 1:00 – 4:00:** Alan, Jim, Jennifer and Diane plan to attend and Diane has ordered the updated booklet for the rest of the board to be picked up that day.
- **Moose Grant Proposal (Historical Society):** Fred Kulik is waiting for something from Bill Innes.
- **Town's FEMA Emergency Plan Update re Library (Chief Murphy?):** No information yet.

New Business

- **Accept Donations:** Nina Gray motioned to accept \$4,900. From the Friends of the Library to be used for the Courtyard Project. Wendy Doughty seconded and the motion passed.
Marnie Finn motioned to accept two \$25. Donations for Tom Clinton and \$26.16 from the Friends of the Library for supplies. Wendy Doughty seconded and the motions passed.
- **Chair Rail for Meeting Room:** Discussion was postponed.
- **Planters from Dow Common (3):** Alan explained that three planters from Dow Common were removed from the common and they are in the town garage where they can be checked out. In 2004 there were four planters at the common but one disintegrated and so those four will be replaced with other planters. It has been suggested that the

library may want to use the three remaining planters. Concern regarding the sprinkler system and the planters at the library was expressed as well as questions regarding placement. This will be addressed later. Also on the topic of planters, Diane said that a Cadet Girl Scout has come to the library for a project. Putting planters along the edge of the tiers of the seating for the courtyard was suggested. The scout will present this idea to her leader.

- **Program/Project idea:** Jennifer Latham announced an idea that Goffstown is doing called “Check out a Human Being”. They have a Holocaust Survivor who can talk with families about their story. This idea could also be used to share experiences with “old timers”, people with interesting occupations and adventures.

Next Meeting: June 18, 2014 @ 6:30 pm

Adjournment: *Nina Gray motioned to adjourn. Marnie Finn seconded and the meeting was adjourned at 7:57 pm.*

Respectfully submitted,

Linda S. Jette, Secretary