

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

**May 5, 2014**

**Location: Kimball Library**

**Meeting Room    Time: 5:00 PM**

**Call to Order: 5 PM**

**Roll Call:** Alan Phair, Marnie Finn, Jim Cobb, Wendy Doughty, Nina Gray, Linda Jette

**Courtyard update** Donation received total **\$34,000 to date** - with \$1,200 expected this week.

**New Business:**

1. Awarding of Contract for Courtyard Stair Railings

After a detailed discussion of the specifics of the type of pipe, how deep to bury it and the bids received, Marnie Finn motioned to award the contract for the Courtyard Stair Railings to Bradford Welding. Jim Cobb seconded and the motion passed.

2. Letter from the Fire Chief regarding the Courtyard Project

Alan passed out copies of the letter Chief Murphy wrote to Alan. The Chief's requests will slightly delay and change some of the plans. The Chief's concerns are being addressed ASAP and the project will continue to be on time for the ribbon cutting despite this glitch.

3. Adoption of Policy regarding use of Courtyard

The Grounds Use Policy was discussed and tweaked and the following verbiage was motioned to be accepted by Wendy Doughty. Marnie Finn seconded and the motion passed.

### **GROUNDS USE POLICY**

Reference: Meeting Room Policy

This policy is an addendum to the Meeting Room Policy approved October 21, 2009 and adopted on November 19, 2010 and is designed to cover the use of the exterior main entry area, the parking lot and the rear lawn area, hereafter, called the Courtyard, by educational, cultural and Atkinson civic groups.

The Meeting Room Policy request form shall be used when applying to use the exterior areas shown in paragraph 1.

The Meeting Room Policy shall govern each request for use of the exterior facilities. In the case of the Courtyard, effective with the date of this amendment noted below, any performance(s) must end by dusk unless expressly permitted by the Town of Atkinson Fire Chief.

The Library Director and/or Trustees shall approve each request for use of the exterior facilities by educational, cultural and Atkinson civic groups.

Adopted: November 18, 2010

Amended: May 5, 2014

#### 4. Possible donation from Trustees account to Courtyard Project

Alan suggested that the Trustees match the Friends of the Library donation of \$5,000. This would be the amount of \$1,200. After a short discussion, Jim Cobb motioned to donate \$1,200 from the Trustee's account to be used in the Courtyard Project. Wendy Doughty seconded and the motion passed.

Next Meeting Regular Wednesday May 21, 2014 @ 6:30 PM

Adjournment

Marnie Finn motioned to adjourn. Jim Cobb seconded and the meeting was adjourned.

Respectfully submitted,

Linda S. Jette, Secretary