

# Kimball Library Board of Trustees Meeting November 17, 2010

## **I. Call to Order:**

Chair Alan Phair called the regular meeting of the Trustees of the Kimball Library to order at 6:33 PM on Wednesday, October 17, 2010 at the Kimball Library.

## **II. Roll Call:**

Trustees Present: Alan Phair, Wendy Doughty, Kay Galloway, and Julie Hammond.  
Gregory Spero was excused. Linda Jette was asked to serve in Greg's place.

Alternates Present: Margaret Finn, Nina Gray, and Linda Jette

Ex Officio Present: Diane Heer, Director                      Guests Present: Kathy Watson

## **III. Items Distributed:**

Agenda, Facility Use and Ground Use Policies

Director's Report, Donations Received, NH Charitable Trust Letter of October 22, 2010

2010 Library Use Statistics, Monthly Expenditures Spreadsheet-Town of Atkinson

Treasurer's Report and Treasurer's Report Year to Date

Minutes of the October 20 meeting,

Minutes of the Special Meeting-Public Hearing of October 22, 2010

## **IV. Approval of Minutes:**

a. The minutes of the October 20<sup>th</sup> meeting were approved as written. Kay (1) Wendy (2) All in favor.

b. The minutes of the October 22<sup>nd</sup> special meeting/public hearing were approved as amended. Kay (1) and Julie (2). All in favor.

## **V. Chairman's Report:**

1. Presentation before the Budget Committee, November 16, 2010. Alan and Diane reviewed the meeting held last evening at which they presented the proposed Kimball Library 2011 Budget. They shared questions raised by Budget Committee members and Selectman Liaison Fred Childs.

2. Alan distributed a questionnaire concerning the functioning of Library Trustee meetings.

## **VI. Treasurer's Report:**

1. The Treasurer reviewed the separation of the remaining \$5757.55 of the construction funds, noted a donation of \$300 from the DeCesare family.

2. The Board voted to begin discussions re a shift to the use of *Quick Books* to track Trustee funds. Kay (1), Alan (2). All voted to approve.

## **VII. Director's Report:**

1. Evening programs and upcoming events.

Nov 4<sup>th</sup> – Origin of Bad Boy Books, featuring Historian Dennis Robinson

Nov. 18 – A Space for Faith: Colonial Meeting Houses of New England

Dec. 2 – Make a Boxwood Tree with Felicia Motherway.

Dec. 18 – Holiday Hoopla, Caroling, Holiday Crafts and a visit with Santa

Jan. 22: Winter Festival at the Kimball Library

2. Facilities

Fire Panel relay in sprinkler room replaced by Pulsar on Nov. 8<sup>th</sup>.

HVAC maintenance scheduled for Nov. 18<sup>th</sup>.

Ceiling speakers installation completed in large meeting room.

Carpet will be replaced in large meeting room. Half of the large meeting room's carpet will be replaced during the week of Dec. 13<sup>th</sup>.

Server Room HVAC air conditioning will be repaired on Nov. 18<sup>th</sup>.

Christmas Tree set up is scheduled for Nov. 28/29.

3. Staff members Training:

Carolyn Birr: Fall CHILIS conference.

Kathy Watson: the Best New Young Adult Books Tools for Teaching and Learning.

Carol Stafford: Medline Plus workshop

All Staff: CPR Training

4. Library Thanksgiving Holiday Closures: Thursday and Friday, Nov. 25 and 26.

5. Diane also reviewed the issue of suspicious electricity charges. A motion was made to have library staff keep a daily check of the electricity meters, so that our records may be checked with the Unitil records. Kay (1), Alan (2). All approved.

**VIII. Old Business:**

1. The Grounds Use Policy was approved as written. (Alan (1), Kay (2). All voted in favor.

2. Library Sign: Alan reported that the white sign with granite posts should be installed in/around mid-December. Alan will meet with Dave Pallaria tomorrow re electrical connections. Rick and Dave will need to speak about the shared installation responsibilities.

3. Elizabeth Smith Estate: No update.

4. Kimball Library Endowment Fund: No update.

5. Library Fines Review: A committee was established to review our fines policy Members are: Diane Heer, Wendy Doughty, Nina Gray, and Linda Jette. They will report at the December meeting.

6. Warrant Article re a Generator. Alan reported that Dave Pallaria should have the generator estimate tomorrow, November 18th. Kay and Alan agreed to work on the wording of the generator warrant article.

**IX. New Business:**

1. The Board voted to approve the purchase of the *Quick Books* computer program and related training for the Treasurer in an amount not to exceed \$500. Kay (1), Wendy (2). All voted in favor.

2. Ruth Campbell Fund. The memorandum of Oct 22 from the NH Charitable Foundation reported that we will receive less money in 2011; reduced from \$1261 in 2010 to \$940 in 2011.

3. Color Copier: The Board authorized the purchase of a Hewlett-Packard laser printer/copier, Model HPCM2320NF at a cost of \$698.99, shipping of \$72, and \$199 for a 3 year extended on-site service contract from CDW Government Sales of Vernon Hill, IL 60061. Alan (1), Linda (2). All approved.

4. Awnings at rear of library: Alan reviewed a quote from Hammar and Sons to place awnings at the rear book drop and staff door. Alan was authorized to explore funding by the Legacy Fund. Kay (1), Linda (2). All in favor. It was also suggested that we explore extending the book drops out as well. Nina was asked to contact Ron Lamarre re this proposal. Kay (1), Linda (2). All voted in favor.

5. The DeCesare \$300 donation was accepted. Linda (1) and Julie (2). All voted in favor.

6. Use of Donations: The board voted to approve the purchase of the Ancestry Program, Large Print books, and a new electronic reader with any shortfall in funds to come from Trustee funds. Kay (1), Linda (2). All voted in favor.

7. Minutes: It was noted that minutes of the meetings of the Library are posted in two legal locations: at the Library and on the Library's website.

The meeting adjourned at 9:08 PM. Kay (1), Linda (2). All voted in favor

Respectfully submitted,  
Kay Galloway