

**Kimball Library
Board of Trustees Meeting
October 16, 2013**

6:30 Call to order

Moment of Silence to remember Todd Barbera

Pledge of Alliance

In attendance: Trustees: Alan Phair, Wendy Doughty, Marnie Finn, Jim Cobb
Alternates: Donald Latham voting for Linda Jette, Julie Hammond

Correspondence: None

Chairman's report: Alan noted there would be a closed session at the end of the open session.

Secretary's report: Motion to accept the minutes of the September 18 meeting was made by Marnie Finn, seconded by Donald Latham. Motion approved.

Treasurer's report: Motion to accept the Treasurer's report was made by Jim Cobb, seconded by Donald Latham. Motion approved.

Director's report:

- Circulation was up in September from 7026 last year to 7294 this year.
- We have Craig O'Neil's artwork on display. The library is always looking for new display topics.
- The September 28 fall book and bake sale was a success.
- Diane reviewed the upcoming programs and events. She, pointed out the "Friends of the Library" were sponsoring a Peddler's Market being held on November 2.
- Facility news included the fact that our computer server continues to exhibit instability; that there were some plumbing repairs done during the month; and that the large conference room overhead projector problem had been resolved.
- Under staff news were details about the conferences that the director and three other staff members will be attending this month. It should be noted that Diane will be a facilitator for a roundtable discussion on Koha (circulation software package) at the New England Library Association conference in Portland Maine later this month.
- The process for developing a 2014 budget has started. The budget was presented to the selectmen on September 23. Diane has met with our

budget committee liaison, Wendy Barker on October 4 and will present to the full budget committee in the near future.

Old business:

- It was noted that the purchase of a portable stage platform has been put on hold.
- Because of the computer server problem, noted above, we had met with the selectmen in an attempt to obtain funding for a new server this year. We recently were told that there are no funds available, so this expense will be part of our 2014 budget.
- Diane is continuing to work with William Innes in fine-tuning our 2014 budget.

New business:

- There were no donations this month.
- Atkinson's Elder affairs committee requested a list of all library programs that seniors might be interested in. Diane provided them with said list.
- Diane discussed the development of a computer policy for non-residents. Discussed was the concern that an increasing number of non-residents are using Kimball library's resources. Specifically computers and meeting rooms. Diane is trying to develop a way to allow that usage when it does not impinge on Atkinson resident's needs. The trustees gave her their thoughts on the issue and Diane will work with the staff members to develop the policy. Alan proposed that the trustees review the non-resident use process/policy when it has been developed.
- To help control print costs Diane is looking at a Print Control software package to help manage patron use of the library's printers. The package also has a module which might be used to manage patron's time on the public computers.

A motion was made to go into non-public session by Marnie Finn, seconded by Wendy Doughty. Motion approved.

Alan described the progress he has made on the courtyard project. In early October he put out a "preliminary" Request for Proposals. He has gotten preliminary, but positive, responses to the project. Alan has also started meeting with potential donors to raise funds for this project. It would be ideal if the courtyard project could be completed in time for use next summer.

The library's contract for computer services ends on December 31, 2013. The town's contract also ends on that date. Diane met with the Atkinson's Technology Committee to discuss doing a single RFP for these services. It was agreed, for budget and management purposes, to have the vendor negotiations result in two contracts, one for town services and the other for library services. Diane obtained the draft RFP put together by the technology committee and Jim Cobb modified it to incorporate the library's needs. This document was reviewed by the trustees and additional edits were

approved. The trustee's version of the draft document will be sent back to the technology committee on Thursday, October 17 for their review. The goal is to have this RFP published next week so that contracts can be signed before the end of the year.

Wendy Doughty proposed purchasing small, but useful, gifts for the trustees to give as a show of appreciation for work that people have done for the library. This was tabled because of the concern about how these gifts would be perceived in the community, as we are a public facility.

Motion made by Wendy Doughty and seconded by Don Latham to end the nonpublic session. A roll call was taken and the vote was unanimous, 5-0 in favor.

A motion to go back into public session was made by Don Latham and seconded by Jim Cobb. Motion approved.

Motion made to adjourn at 9:15PM by Don Latham and seconded by Wendy Doughty. Unanimously approved.

Submitted by Jim Cobb