

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

October 19, 2016

Location: Kimball Library Meeting Room

Time: 2:00 PM

- **Call to Order:** Chairman Jim Cobb called the meeting to order at 2:04 PM.
- **Pledge of Allegiance:** Recited.
- **Roll Call:** Present were Trustees Marnie Finn, Jim Cobb, Linda Jette, Chris Witteveld and; Alternates Julie Hammond and Wendy Doughty, designated to vote for Trustee Anna Winsett, who arrived shortly thereafter, Director-Diane Heer and Videotaper-Russell Wolff.
- **Correspondence:** None.

- **Chairman's Report:** Chairman Cobb mentioned the Friends of the Library, the ongoing raffles and the Peddler's Market -- programs with a goal toward supporting the Library. (Notes: Minutes to this point by Trustee Chris Witteveld and thereafter by Secretary Anna Winsett.)

- **Secretary's Report:**
 1. Two sets of minutes were approved: (1) the minutes from the Special Meeting of September 20, 2016, held to discuss the Library's proposed budget for 2017; and (2) the minutes from the Regular Meeting of September 21, 2016,.
 2. Jim Cobb made a motion to accept the minutes from the September 20, 2016, Special Meeting. Chris Witteveld seconded and the motion passed.
 3. Marnie Finn made a motion to accept the minutes from the September 21, 2016, Regular Meeting. Linda Jette seconded and the motion passed.
 4. Minutes from the Special Meetings of September 12, 2016, October 3, 2016 and October 5, 2016, respectively, will be reviewed further and approved at the next Regular Meeting.

- **Treasurer's Report:** Nothing significant to report.
 1. Linda Jette made a motion to accept the Treasurer's Report as presented. Chris Witteveld 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.
 - Upcoming Programs

1. Art Display. Director Heer mentioned that art by local artists is displayed in the Library and some pieces are available for sale by the individual artist (not through the Library.) A price list is available in the large meeting room which lists the artist who are selling their work, the pieces for sale and the price.
 2. The Knitting Group meets every Wednesday 10:30 and all those with a project are encouraged to join.
 3. Likewise, the Mah Jong playing group meets every week on Monday from 1:00 PM to 4:30 PM. Come and learn how to play.
 4. In addition to mentioning the other current programs, which are listed in the Director's Report, the Director emphasized the "Active Shooter Preparedness" instructions to be provided by the Atkinson Police Department on October 25, 2016.
 5. There is a complete list of upcoming Programs and Events [in the Director's Report.] A calendar of programs is also available at www.kimballlibrary.com.
- Facilities Review
 1. New monitors have been installed at the circulation, an new computer has been installed for catalog and children's computers have also been installed.
 2. The request for bids for the cleaning contract was posted in the Eagle Tribune. Six companies responded. The contract will be awarded on or before November 30, 2016.
 3. Nothing else of significance to report.
 - Cooperative Update
 1. The next monthly coop meeting with Directors is October 27, 2016 at the Plaistow Public Library.
 - Staff
 1. Various staff members are scheduled to attend specialized conferences and workshops.
 - Miscellaneous
 1. Nothing to report.
 - Budget Update
 1. Funds from the "hardware" line have been re-allocated to the "retirement" line, as needed.
 2. A few "software" vendors will be submitting bills before year-end.
 3. The Library's first heating bill of the season was in excess of \$1000. This is for propane and, for the remainder of the winter through May 1, 2017, the propane will be re-filled at two-week intervals.
 4. Youth Services – Kathy Watson: The full report of Youth Services provided will be included with the Trustees' Meeting Minutes in the permanent record.

- **Old Business** The following items of old business were discussed:
 1. Director Heer mentioned that Scout Ben Lamarre has been working on the landscaping project around the Library including preparation for and planting of the daffodil bulbs. Also, new benches from L.L. Bean, to be included as part of his project, will be paid for by the Friends.
 2. Director Heer brought up the status of the 2017 budget process. The Director and the Chairman have met with the Selectmen. The Town's budget may provide only a 2% increase for Town employees. In fact, the Town may base any increases on a cost of living adjustment as compared to a merit-based increase.
- **New Business** The following items of new business were discussed:
 - **Accept Donations**
 1. Trustee-Treasurer Marnie Finn said she had received a \$30 donation. Linda Jette made a motion for the donation to be accepted. Chris Witteveld seconded and the motion passed.
 2. The Director's contract for the next two years came under discussion specifically regarding the provision of Medical Coverage (Paragraph 13.) There had been discussion previously as to the correct reference to be included and, toward a better understanding an inquiry had been made of the Attorney General responsible for such matters. The response from the Attorney General was not entirely dispositive of the question asked. Subsequently, further discourse ensued. Jim Cobb made a motion that Paragraph 13 be corrected to state that the coverage is provided by the Employer. Anna Winsett seconded and the motion passed.
 3. After additional discussion regarding the fact that in providing, preparing and executing the contract with the Director, the Trustees are acting within the scope of their authority as provided for under existing New Hampshire law, it was deemed appropriate that Paragraph 1 should be amended to reflect that statutory authority. Jim Cobb made a motion that Paragraph 1 be amended to read as follows: "This Agreement is entered into pursuant to the provisions of RSA §§ 202-A, et seq., and, in all respects, will be construed in accordance with and governed by the laws of the State of New Hampshire." Linda Jette seconded and the motion passed.
- **Next Regular Meeting:** Pursuant to discussion and mutual agreement, the Trustees decided that the November and December Regular Meetings will be combined. Jim Cobb made a motion that the November and December Regular Meetings be combined and the next Regular Meeting be held on Wednesday, December 7, 2016, @ 2:00 PM at the Kimball Library. Anna Winsett seconded and the motion passed. The meeting will be videotaped and available on the website: www.vimeo.com/townofatkinsonnh

- **Adjournment:** Anna Winsett made a motion to adjourn the meeting. Linda Jette seconded and the motion passed. The meeting was adjourned at 3:07 PM.

Respectfully submitted,

Anna P. Winsett, Secretary