

KIMBALL LIBRARY
Board of Trustees Meeting
April 21, 2010

1. **Call to Order:** Meeting was called to order by Chairman Alan Phair at 6:40 pm.
2. **Roll Call Present:** Trustees: Alan Phair, Kay Galloway, Wendy Doughty, Greg Spero.
Alternate: Nina Gray to sit as voting trustee for Julie Hammond, until her arrival.
Others: Diane Heer, Library Director and Carolyn Birr, Assistant Director.
3. **Minutes** of March 17, 2010 meeting were read and accepted as corrected on a motion by Kay Galloway, seconded by Greg Spero. All in favor except Wendy Doughty who abstained (not at March meeting)

Correction under roll call, after Nina Gray, add *alternate, acting Trustee for W. Doughty (absent)*

4. **Library Directors Report:** printout distributed ---summary of Diane Heer's report---
 - Summer theme is 'Make a Splash'. Teen librarian received \$300 from Friends of Library to purchase challenge rewards given to the teens who read designated number of pages during program
 - Stats for March show 12.48% increase in circulation over last March.
 - Programs for May and summer discussed.

Facilities Report: To be done by Bauen / Jeff Parks-

- Carpet section to be re-glued
- Small stain on ceiling tile, source to be found
- Popped nails to be done in May
- Wall jack for projector to be fixed by installer.

HVAC routine maintenance scheduled for May
Windows to be cleaned by janitorial service in June
Rain water flow problem at meeting room exit doors ...see new business

- Diane obtained 2 flat screen monitors from Derry as part of a donation distribution.
- She distributed written report on 2010 PLA conference and informed us of her rewarding experience.

At this point Dave Paquette newly elected Budget Committee Chairman joined our meeting and stayed through the discussion of circulation and budget

- Diane presented facts and printouts of circulation and budget to March 31, 2010
- Carol Scherer is leaving the library, April 23, 2010, to pursue her Masters Degree. We thank her for her service and wish her success in her endeavors.

5. **Old Business:** Patron survey report distributed. We had 100+ returns favorites: cooking demo, Thursday, & evening time slot.

Library sign (exterior) update was given. Sign has been approved with exception of type of lettering. Committee has met with sign rep. Discussion has been held on presentation to ZBA in June.

Policy Manual- updates on investment procedure in process.
Investment policy needed, taken under advisement. Diane will research.

6. **New Business** Atkinson Garden Club plant sale May 8th - request to share space with FOL. Withdrawn, matter tabled. Diane will check with other libraries re: their policy.

Julie Hammond arrived @8:37pm replacing Nina Gray as voting trustee.

Trustee Alternates: 4 applications, Margaret Finn, Nina Gray, William Innes & Linda Jette. Three positions to be filled. Comments made about excellent abilities of all. Applications were reviewed and letter will be sent to Selectmen with the Board's recommendation of Ms Finn, Gray & Jette. Recommendations were by unanimous vote.

Library signage (internal): Diane discussed and displayed the magnetic sign hanger used by the Plaistow Library. Motion made by Kay Galloway and seconded by Greg Spero to authorize \$500 from supply line of budget to purchase equipment. Discussion held and amended to \$550 to allow for purchase of sign/s. Amendment and motion passed.

Ron Lamarre, Architect, in attendance for following discussion

Meeting room doors: Ron Lamarre and Alan Phair will set meeting with Kidder Contracting and Chuck Morse of Fresh Water Farms to discuss rain water flow issue outside meeting room exit doors. Diane Heir will attend.

7. **Correspondence:** Letter received from Atkinson Town Administrator with Selectman liaison list, committee vacancy procedure and general directions to town committees and boards, copies were distributed. Fred Childs is our liaison.
8. **Other:** Policy restated that as last year the library will be close the Saturdays before Memorial Day (May 31) and Labor Day. This year, July 4th is on a Sunday. The library will be closed July 5th. Next month we will review whether to close Saturday July 3rd.
9. **Treasurers Report:**

Auditors were here. All information requested given. They have no report at this time.
A final draft of the treasurer's report will be ready in May.
Diane re-mentioned that a report due to Concord.
Treasurer Responsibility Guidelines will be ready in May.
Discussion held about use of donated and designated funds for improvement of the appearance outdoor trellis, if recommended. To be discussed next month if needed.

Treasurer's report reviewed. Suggestion that in future a designation be added to listing next to account #, ie;savings, checking etc.
Motion made by Kay Galloway and seconded by Greg Spero to accept treasurer's report. All in favor, motion passed.
Motion made by Kay Galloway and seconded by Greg Spero to accept donation from Donald and Ann Decesare. All in favor, Motion passed.

The next Trustee meeting will be held on May 5, 2010 at 6:30 pm.

Motion made at 9:40 PM to close Public Session & go into Non-Public Meeting under RSA 91-A:3 IIa & approved unanimously by Trustees, (Note: Trustees only meeting)

Public Session re-opened at 10:30 PM and motion made by Chairman Alan Phair & seconded by Greg Spero that minutes of non-public session taken by Trustee Secretary Greg Spero be sealed as governed by RSA 91-A:3 III.

Meeting adjourned at 10:31 PM.

Respectfully submitted by
Nina Gray for
Gregory Spero, Secretary