

**Kimball Library
Board of Trustees Meeting
August 17th, 2010**

I. Call to order

Chair Alan Phair called to order the regular meeting of the Kimball Library Trustees at 6:35pm on Tuesday August 17th, 2010 in the Kimball Library.

II. Roll call

Trustees: Alan Phair, Kay Galloway, Julie Hammond, Wendy Doughty, Gregory Spero.

Alternates: Margaret Finn, Linda Jette.

Also Present: Director Diane Heer, Children's Librarian Carolyn Birr.

Not Present: Nina Gray.

Chairman Alan Phair requested Linda Jette to replace Trustee Julie Hammond from 6:35pm until 7:23pm when Julie Hammond arrived.

III. Approval of minutes for July 21st, 2010 Trustee meeting

Kay Galloway made a motion to approve the minutes in the draft form as presented. The motion was seconded by Linda Jette. The motion was approved.

IV. Chairman's Report

Alan Phair stated that he and Diane will be attending the next Selectman's meeting as requested by Phil Smith.

Alan Phair provided everyone with the latest update regarding the sign for the Kimball Library.

Alan Phair stated that the recent Eagle Tribune sign article was well written and a copy of the article was provided to everyone for review.

The email forwarded to Alan Phair from Phil Smith was discussed.

V. Library Director's Report

Diane provided updates regarding the 2010 programs and events.

A facilities update was provided and discussed.

A wonderful update was provided on the status for Kathy Watson.

Diane stated she may have the opportunity to save the Kimball Library approximately \$500 regarding a new subscription agency. Diane will let the board know what the outcome is at a future date.

The current budget status was reviewed. There were several items in the budget that were discussed.

VI. Treasurer's Report

Julie provided an update on the different accounts for the Kimball Library.

A discussion regarding the tracking system of all financial transactions occurred regarding the staff members. The responses to the Auditor Report for 2009 was provided and discussed.

A motion was made by Kay Galloway to approve the Treasurer's Report as presented. Wendy Doughty seconded the motion. The motion was approved.

VII. Old Business

A discussion occurred regarding the Meeting Room and Grounds Policy to be separated into two policies. There would be one Grounds Policy and one Meeting Room policy for the Kimball Library. Diane Heer stated she will work on the policies and present them at the next regular scheduled Trustee meeting for discussion. The Library sign item was discussed again regarding the scheduled public meeting.

Wendy Doughty provided an update regarding the Atkinson Kimball Library car stickers.

Alan Phair made a motion to purchase 1000 stickers for the amount of four hundred dollars plus shipping cost. Kay Galloway seconded the motion. The motion was approved.

The Status of the Elizabeth M. Smith Estate was discussed by Diane Heer.

Wendy Doughty provided a wonderful presentation of the new purple hose and set up of the watering system. The board thanked Wendy for all of her help with the watering system to keep the Kimball Library's flowers in good shape during the summer months.

VIII. New Business

Preliminary 2011 Budget discussion occurred. It was agreed that Alan Phair, Gregory Spero, and Julie Hammond, would work together on the 2011 budget items with Diane Heer.

Kay Galloway made a motion to spend up to the amount of \$650.00 in the meeting room to fix the speaker system. The motion was seconded by Wendy Doughty. The motion was approved.

A motion was made by Alan Phair to approve the hiring of a new Library employee presented by Diane Heer. The motion was seconded by Gregory Spero. The motion was approved.

Linda Jette stated how great of a job Diane Heer was doing and how much Diane has improved the Kimball Library. The entire board thanked Diane for her leadership and the positive direction the Kimball Library is heading.

Alan Phair made a motion to adjourn the meeting at 9:40pm. The motion was seconded by Gregory Spero. The motion was approved.

Respectfully submitted by
Trustee Gregory Spero
Secretary