

Kimball Library
Board of Trustees Meeting
January 20, 2010

I. Call to order

Alan Phair called to order the regular meeting of the Kimball Library Trustees at 6:47pm on Wednesday January 20th, 2010 in the Kimball Library.

II. Roll call

Trustees: Wendy Doughty, Alan Phair, Gregory Spero, Julie Hammond, Nina Gray

Alternates: John Mack, Eleanor Feuer

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

Nina Gray replaced Kay Galloway for the Trustee meeting.

III. Corrections of minutes from last meeting

Minutes of (December 14, 2009) a motion by Greg Spero and seconded by Wendy Doughty was unanimously approved to correct the holiday gifts portion in the minutes .

Minutes of (December 14, 2009) a motion by Julie Hammond and seconded by Wendy Doughty was unanimously approved to include more specifics of the input discussion by Diane Heer regarding training for the library employees.

IV. Treasurer's Report

- TD Banknorth A/B 9/30/2009 \$4,605.55
- TD Banknorth " " \$8,960.90
- Haverhill Bank " 10/22/09 \$67,140.52

Julie Hammond provided several updates regarding different funds for the Kimball Library. Completed the 2009 Year End report.

Provided update that Julie obtained the Trustee funds for Christmas gifts and gave to Nina Gray to distribute.

A discussion was made regarding the tracking of funds for the Library. Trustees discussed ideas on how to improve the tracking of funds internally at the Library.

Julie Hammond will speak to the employees at an upcoming meeting to go over policies on how to handle the funds from fines, DVD's, etc.

Julie researched rates for the LeBosquet Fund and reported the results.

A motion to approve to accept the Treasury report was made. It was approved.

A vote to approve the deposit of the LeBosquet Fund into a premium rate CD at Pentucket Bank for a rate of 1.75% for one year was approved by the Board Of Trustees.

V. Director's Report

- Circulation has increased for the month of December up 5.01% over 2009 statistics.

- Programs for January, February, and March, of 2010 were updated by Diane Heer.
- The facilities of the Kimball Library were discussed. The status of the repair of the rug was discussed. Diane stated to the Trustees that she is very happy with the service she receives to fix items for the library under warranty by Bauen.
- A staff member asked that some type of water diversion be installed above the staff entrance. A discussion by the Trustees occurred on how to improve the entrance. There were no final decisions on how to improve it. It will be discussed again at a later meeting.
- There was input provided by Diane regarding the 2010 Kimball Library budget.
- The approved budget is \$355,147 for the 2010 fiscal year.
- The New Kindles have arrived. Diane presented one of the Kindles to the Trustees and it looked great. Trustees were excited about offering this item to the patrons of the Library. They will be available starting February 1, 2010.
- A motion was approved to accept the Director's report

VI. Old Business

- Diane Heer discussed the budget specifics from the work sheet for the Town of Atkinson. A discussion on several items were completed.
- Updated Patron Conduct Policy Approved.
- Updated Trustee By-Laws approved. Thank you to John Mack for his efforts.
- Alan Phair provided specifics on a Warrant Article regarding the Kimball Library. Alan stated he will research it by contacting different departments.
- Alan Phair made a motion that was approved by the Trustees for Greg Spero to speak specifically to Bill Friel regarding the questions he was going to get back to us regarding the proper procedure for the Selectman's accepting the Legacy Fund Donations. Greg Spero stated he will report back any updates he receives to the Trustees prior to the Town Meeting.

VII. New Business

- A discussion regarding Trustee By-laws relating to quorums occurred.
- Julie Hammond discussed the procedures for properly voting on issues, votes cannot be taken via email, any changes must be voted on in a public meeting.
- A motion by Nina Gray and seconded by Wendy Doughty to increase the money for staff gifts to a total amount of \$575 expended. The motion was approved.

Diane Heer updated the Trustees on the two open Library Trustee positions in the next upcoming election for March 2010. Diane also updated the Trustees that Alan Phair and Kay Galloway have their seats up for election. Diane stated anyone interested has to sign up by next Friday January 29, 2010 at Town Hall in Atkinson.

A motion to adjourn was approved at 10:05pm.

The next Trustee meeting will be held on February 17, 2010 at 6:30pm.

Respectfully submitted by
Gregory Spero
Secretary