

Kimball Library
Board of Trustees Meeting
June 16, 2010

I. Call to order

Chair Alan Phair called to order the regular meeting of the Kimball Library Trustees at 6:35pm on June 16, 2010 in the Kimball Library.

II. Roll call

Trustees: Alan Phair, Greg Spero, Julie Hammond, Wendy Doughty.

Regrets: Trustee Kay Galloway, Alternate Linda Jette.

Alternates: Nina Gray replaced Trustee Kay Galloway, Margaret Finn.

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

III. Approval of minutes from last meeting

The minutes of the Board of Trustees regular meeting of May 19, 2010 were approved by a first motion from Wendy Doughty and seconded by Julie Hammond.

The minutes of the Special Meeting on June 7, 2010 were approved with a first motion by Julie Hammond and seconded by Wendy Doughty. The minutes of the non-public session on June 7, 2010 were unsealed, reviewed by the Trustees, approved and unanimously voted to reseat them and place them in locked storage safe.

IV. Treasurer's Report

Julie Hammond provided a full update of each account for the Atkinson Kimball Library. A discussion regarding the Draft Treasurer Responsibility Policy occurred. The item is tabled until the next Trustee meeting.

The report was accepted by a first from Gregory Spero and Seconded by Wendy Doughty.

V. Library Director's Report - Diane Heer

- Circulation for the month of May 2010 was down 6.42% over 2009 statistics.
- A discussion occurred regarding the Summer Reading Kick-Off.
- A discussion regarding the many wonderful programs occurred that the Kimball Library offers to its patrons.
- Diane provided an update regarding the facilities of the Kimball Library.
- Diane provided updates on recent workshops she attended concerning the Library.

VI. Old Business

- A discussion regarding outside groups selling goods on library property and the meeting room policy was discussed. It was decided to table both items until the next meeting.
- The library sign was discussed.
- Elizabeth M. Smith Estate was updated.

VII. New Business

Mike Ebbett discussed the email process for the Kimball Library staff, Trustees and alternates. Mike did a wonderful job going over the specifics of the Kimball Library email system and answering all of the questions everyone had for him during the session.

Petty Cash and other money counting procedure issues were discussed.

Alan Phair shared a recent letter from the Town Of Atkinson office of the Selectmen with everyone in the meeting. It was regarding the Construction Closeout.

A first motion by Gregory Spero and seconded by Wendy Doughty was approved to adjourn the meeting at 10:10pm.

Respectfully submitted by
Gregory Spero
Secretary