

TRUSTEES OF THE KIMBALL LIBRARY

5 Academy Avenue, Atkinson, NH 03811

May 19, 2010

- I. **Call to Order:** The May meeting of the Trustees of the Kimball Library was called to order at 6:38 pm by the chair, Alan Phair. Alan welcomed the new alternates: Margaret Finn and Linda Jette, and asked Nina Gray to serve in Greg Spero's place.
- II. **Roll Call Present:** Trustees: Alan Phair, Kay Galloway, Wendy Doughty, Julie Hammond
Regrets: Gregory Spero. Alternates: Margaret Finn, Nina Gray, Linda Jette
Library Staff: Diane Herr, Carolyn Birr
- III. **Minutes:** The minutes of the April meeting were approved as corrected.
- IV. **Treasurer:**
 - a. The "draft" Kimball Library Treasurer Policy and Accounting Procedures Policy were distributed and will be finalized next month.
 - b. The treasurer reviewed the account balances. The small remaining savings account at the Haverhill Bank will be closed and deposited into the TD Bank Savings account.
 - c. The endowment funds were explained to the new alternates.
 - d. A \$200 donation was received for the purchase of books from Tom and Penny Kelly and a thank you letter has been sent thanking them.
- V. **Library Director:**
 - a. **Circulation** was up 12.91% from the same month last year. Circulation is up 6.61% for the year.
 - b. **Program:**
 1. Kay Galloway presented a program on The Mayan Culture on May 11th and 34 people attended.
 2. Book, Bake and Flea Sale on May 8th made \$108.51.
 3. Brenda Weber will present a program next month entitled "Food, Fun, and Folklore."
 4. August 3rd will feature a Family Hoe Down in the parking lot with square dancing.
 5. September 14th will feature a Health and Fitness Talk.
 6. September 30th – Physical Therapist will discuss "balance"
 7. October 7th – Make a Rose/Hydrangea wreath
 8. October 14th – "Cows and Communities – How the Lowly Bovine has nurtured NH through Four Centuries" with Steve Taylor
 9. November 4th: "Lively Boys! Lively Boys! The Origin of Bad Boy Books with Historian Dennis Robinson.
 10. December 3rd: Make a Boxwood Tree for the holidays
 - c. The Friends Program Committee (Ellen Muller, Gloria Dodge, Gail Reed, and Diane Heer) will attend the free NH Humanities event on June 11th to review future speakers/performers.
 - d. **Halloween:** Alternative possibilities were discussed the Halloween holiday.
 - e. **Facilities:** The Director reviewed the outstanding facility issues regarding the carpet repair, HVAC preventive maintenance, ceiling tile replacement, cleaning of lighting fixtures, carpet cleaning, the projector wall jack, the removal of the external slab, and minor computer repairs. Wayne Dale will be at the library on May 27 to respond to these issues.
 - f. **NH State Library:** Because of cuts to the NH State Library Budget, it might be necessary to charge a fee to access certain data bases. No fee set as of this date.
 - g. **Staff:**
 1. The Director reviewed her plans to fill the position vacated by Carol Scherer on April 23. Terry Picard will pick up some of the hours during the summer.
 2. Kathy Watson attended the NHLA Conference in Meredith, NH On May 13th.

3. June 18th, Bobbi Slossar, Technology Librarian at the NH State Library, will be offering two classes on “Making the Most of Google” for library staff.
4. The staff has completed a self evaluation on technology competencies.
- h. **Budget:** The Director reviewed the expenditures by category to date, including electricity costs.

VI. Old Business:

- a. The proposed Investment Policy was approved unanimously.
- b. The present Meeting Room Use Policy and additional subjects of outside groups selling goods and services on school property, solicitation, and parking regulations on library property were discussed and will be addressed further at next month’s meeting.
- c. Library Signage (Internal): The Director reported that the hanging system has arrived. She is presently working with RAM Printing, who are providing sample signs.
- d. Library Signage (External): Alan Phair reviewed progress to date regarding the approval process, including his discussions with the town attorney, Sumner Kalman.
- e. External water control near emergency doors of meeting room. The Trustees approved the funding in the amount of \$450 to Kidder Concrete for removal of the slab adjacent to the emergency doors in the meeting room and placement of gravel and tying this area into the existing drainage system. Passed unanimously.
- f. Correspondence: Thank you notes were received from Eleanor Feuer and Catherine Persson of the Atkinson Garden Club.
- g. Other: None

VII. New Business

- a. NH Charitable Trust and the Ruth Campbell Fund Payout for 2010: The Director shared that we will receive \$1,261.67 this year and suggested that this annual sum be used for down-loadable books and database expenses. Passed unanimously.
- b. Elizabeth M. Smith Estate Bequest: The Director shared with the Trustees that the Kimball Library will receive 5 shares of the 68 shares in this estate.
- c. The Trustees accepted the \$200 donation from Ton & Penny Kelly for Books. Passed unanimously.
- d. NHLTA Orientation Workshops: Alan reviewed workshops proposed on June 2 and 3 by the NH Library Trustees Association and the Attorney General’s Office.
- e. The Trustees approved the purchase of a lock box/unit to store sealed meeting minutes in an amount not to exceed \$100. Passed unanimously.
- f. The Trustees approved the purchase of outside furniture for the patio in an amount not to exceed \$100. Passed unanimously.
- g. The Trustees approved the adoption of Trustees having log-ins on the library email system at a cost of not more than \$600. This involves the purchase of a license. Passed unanimously.
- h. The Trustees approved the placement of a flag and flag stand in the meeting room. Alan Phair and Wendy Doughty will research possibilities. Passed unanimously.
- i. The Trustees discussed Library Safety. Greg Spero, our delegate to the Town’s Safety Committee, will be asked to address this topic at next month’s meeting.
- j. The Trustees addressed the topic of background checks for new employees and volunteers. This topic was tabled until next month.

VIII. Adjournment and Date of Next Meeting:

The meeting was adjourned at 8:48 pm.

The next meeting will take place on June 16, 2010 @ 6:30 pm.

Respectfully submitted

Kay Galloway, Secretary Pro-Tem