

**Kimball Library  
Board of Trustees Meeting  
October 20, 2010**

**I. Call to order**

Chair Alan Phair called to order the regular meeting of the Kimball Library Trustees at 6:30pm on Wednesday October 20, 2010 in the Kimball Library.

**II. Roll call**

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

**Trustee:** Wendy Doughty arrived at 7:15pm.

**Alternates:** Nina Gray, Margaret Finn, Linda Jette.

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

Chair Alan Phair requested that Alternate Nina Gray replace Wendy Doughty as Trustee until Wendy Doughty arrived at 7:15pm.

**III. Approval of September 15, 2010 meeting minutes**

Kay Galloway made a motion to accept the minutes of the Board of Trustees regular meeting of September 15, 2010 as written. The motion was seconded by Julie Hammond. The motion was approved.

**IV. Chairman's Report**

Alan Phair reminded the Trustees about the upcoming Public Hearing to accept a donation from the Friends of Library.

**V. Treasurer's Report**

Julie Hammond stated she closed out the Haverhill Bank savings account.

Julie Hammond provided updates for tasks completed and tasks pending. Julie Hammond provided an account status regarding each account for the Kimball Library.

Kay Galloway made a motion to accept the Treasurer's Report as written. A second was made by Nina Gray. The motion was approved.

**VI. Director's Report**

Diane Heer stated that the circulation for the month of September was up 4.12% over 2009 statistics. The circulation for the year is up 3.04%.

Diane Heer provided a programming and events update. Diane provided an update regarding the facilities. The window cleaning will take place on Saturday October 30, 2010. A staff update was provided. Kathy Watson and Carolyn Birr attended the NELA conference. Diane Heer provided an update regarding the budget for the Kimball Library.

Kay Galloway made a motion to accept the Director's Report as written. A second was made by Gregory Spero. The motion was approved.

## **VII. Old Business**

Grounds Policy Review was decided to be tabled until the November 17, 2010 meeting. Diane Heer provided an Endowment Fund update.

The Trustees decided to send a letter to the artist Stephen Albair stating that the Library Trustees are very thankful for the offer to care for his art work, but the library does not have the capability financially to be responsible for the collection.

A review of the Library Sign bids occurred. Chair Alan Phair provided an update for each of the three companies who provided a sign bid. Kay Galloway made a motion to accept the bid from the company Hammar & Son's. Gregory Spero made a second. The motion was approved to move forward to accept the bid.

Dave Paquette from the Atkinson Budget committee answered questions and provided helpful tips on how the Trustees prepare for this year's fiscal budget report.

### **Non Public Session under RSA 91-A:3 II (c) (a)**

Chair Alan Phair requested that the Board to into a Non Public Session under RSA 91-A:3 II ( c ) (a). A roll call vote was taken with Alan Phair, Wendy Doughty, Greg Spero, Julie Hammond and Kay Galloway approving and a non public session was begun.

A motion at 10:01pm by Chair Alan Phair to go back into public session was made with a roll call taken and all above named Trustees voted to approve the motion.

### **Public Session reopened**

Motion made by Alan Phair to seal the minutes with all trustees present and voting unanimous approval. Minutes will be sealed as governed by RSA 91-A:3 III

### **New Business**

Library Fines was discussed and agreed to be tabled until the November 17, 2010 Trustee meeting.

Kay Galloway made a motion to move the sum of \$5757.55 to a separate account. The motion was seconded by Alan Phair and it was approved.

Kay Galloway made a motion to close during specific holiday periods. Kay stated to close on 11/25 and 11/26, close 12/24 and 12/25, work 12/31 from 10:00am - 3:00pm and close 1/1/11. The motion was seconded by Alan Phair and it was approved.

Kay Galloway made a motion to extend the cleaning contract with Atkinson Cleaning Service through 2011 as is with no increase. The motion was seconded by Alan Phair and was approved.

Kay Galloway made a motion to extend the computer system contract with First Choice Networks for 2011 with a \$41.50 increase for the year which covers addition back up requirements the board felt were needed. . Alan Phair made a second motion and it was approved.

Wendy Doughty made a motion to adjourn at 10:21pm. Gregory Spero seconded the motion and it was approved.

Respectfully submitted by  
Trustee Gregory Spero, Secretary