

Kimball Library Board of Trustees Meeting September 15, 2010

I. Call to Order:

Chair Alan Phair called the regular meeting of the Kimball Library Trustees to order at 6:40 pm on Wednesday, September 15, 2010 at the Kimball Library.

II. Roll Call:

Trustees Present: Alan Phair, Wendy Doughty, Kay Galloway, Julie Hammond

Alternate Present: Linda Jette

Absent: Gregory Spero, Trustee and Alternates Margaret Finn and Nina Gray.

Ex Officio Present: Diane Heer, Director, and Carolyn Birr, Children's Librarian.

Chairman Alan Phair requested Linda Jette replace Trustee Gregory Spero at this meeting.

III. Approval of Minutes:

The minutes of the August 17th meeting were approved. (Kay moved and Julie-2nd).

The minutes of the special trustees meeting of August 31st were approved as amended. (Kay moved and Julie 2nd).

IV. Chairman's Report: No report.

V. Treasurer's Report: The treasurer's reports were approved as presented.

(Kay moved, Linda 2nd).

VI. Director's Report: Diane Heer reviewed August circulation, programming, facilities issues, staffing and miscellaneous items as follows:

a. Circulation: 8,648 items, up 7.56% over 2009. Up 2.92% for the year.

b. Programming:

August and early September: Teen game and movie night, Author Michael Cormier

September: Underground Rail Road Talk, Book and Bake Sale,

October: Make a Rose Hydrangea Wreath, Cows and Communities

November: The Origin of Bad Boys Books

December: Make a Boxwood Tree, Paul Wainwright Presents "A Place of Faith"

c. Facilities:

Shelving reinforced in the reference area, Fire panel checked, waiting for Pro Controls to complete fall maintenance, window cleaning completed except for tower windows, Carpet cleaning completed, ceiling projector connection to speaker system, UNITIL will check meter readings, Half of carpet in meeting room will be replaced.

d. Staffing:

New employee Laurel Albright started work on Aug 23. Carolyn Birr and Kathy Watson will attend NELA conference in Mass. Oct 17-19.

e. Miscellaneous:

The Trustees voted to accept the flag and flag stand donated by the Daughters of the American Revolution. (Kay moved, Wendy 2nd). The magazine service provider has changed from EBSCO to W. T. Cox. Data is being compiled on which circulation system will best meet our library's needs in the future. Diane is on leave Sept 25 through Sun, Oct 17.

VII. Correspondence: None to report.

VIII. Old Business:

- a. The **Meeting Room Policy** was approved as amended (Kay moved, Julie 2nd).
- b. **Grounds Policy** was tabled until November. (Kay moved, Linda 2nd).
- c. **Library Sign:** The Request For Proposals (RFP) for the new library sign was approved as amended (Kay moved, Linda 2nd). Ms. Galloway was thanked for drafting the RFP based on the Derry Fire Station Sign RFP.
- d. **Atkinson decals:** Wendy reported that about 40 decals have been sold.
- e. **Elizabeth Smith Estate:** Diane reported that additional paperwork has been received from the attorney handling the estate.
- f. **Kimball Public Library Endowment Fund:** Alan and Kay will review the KPLEF documents and the KPLEF board will be invited to a future meeting to review their mission and goals.
- g. **Budget:** Alan, Greg and Julie will work with Diane to develop the 2011 budget. Diane and Alan will present the 2011 budget to the selectmen on October 25th. Diane agreed to annotate and update the budget form with Alan, which may require a special meeting before the regularly scheduled meeting on Wednesday, October 20th.
- h. **Art Endowment:** Topic tabled until the October meeting. (Kay moved, Alan 2nd)

IX. New Business:

- a. **Warrant Article for a Generator:** The Trustees approved the submission of a warrant article to purchase and install a generator at the Library to be powered by propane gas. (Kay moved, Alan 2nd).

It was further agreed that Kay would inquire of the Trustees of the Trust Fund (TTF) if the proposed library generator could be approved for purchase from the remaining funds in the Capital Reserve Fund established to build the new Library.

It was suggested that Alan Phair might attend the TTF meeting to be held on Friday, September 17th at the Atkinson Town Hall at 10 am.

Alan and Diane will inquire of Phil Smith, Town Administrator, as to which company supplied and installed generators at the Fire Station, Police Station, and Community Center.

The meeting was adjourned at 8:45 pm.

Respectfully submitted,

Kay Galloway