

**KIMBALL LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
10/16/19**

Attendance:

Tom Kelley, Chair
Linda Jette, Vice Chair (1:40)
Marnie Finn, Treasurer
Karen Trasatti, Secretary
Lara Cross, Trustee
Wendy Doughty, Alternate Trustee
Julie Hammond, Alternate Trustee (1:06)
Diane Heer, Director

Others in Attendance:

Russell Wolff, Videographer

Call to Order: 1:04pm

Correspondence: None

Chairman's Report:

Search underway to replace Kimball Library director, Diane Heer, who will be retiring at the end of the year.

Secretary's Report:

- **Motion by Lara Cross to accept 9/18/19 regular meeting minutes. Seconded by Karen Trasatti. Motion passes.**
- **Motion by Marnie Finn to accept 10/4/19 special meeting minutes as amended (Diane Heer has 77.5 hours of vacation time remaining, not 8 days as originally recorded) Seconded by Karen Trasatti. Motion passes.**

Treasurer's Report:

Second check has been sent to Keach-Nordstrom Associates for preliminary engineering fees for parking expansion.

No donations this month.

Director's Report:

Statistics for Circulation:

- 6129 circulation, 156 public computer uses, 20 museum passes
- 24 adult programs (398 attendees), 26 children programs (351 attendees)
- Still life artwork now on display in large conference room by local artists: Linda Bourassa, Janet Porter and Cynthia Buchan.

Upcoming Programs:

- Wicked Salem: Exploring Linger Lore & Legends 10/17 @ 6:30pm
- Elimination Diets with Dietician Courtney Eaton 10/21 @ 6:30pm
- Silly & Spooky Halloween Songs/Stories with Steve Blunt 10/23 @ 6:00pm
- Balancing Bear Family Yoga 11/7 @ 6:00pm
- Girls Who Code has started – Wednesdays 6:30-7:45pm. Few spots still open

Facilities:

- High dusting continues into October along with window cleaning.
- Block 5 server project has been completed.

Budget:

- Doesn't include invoices submitted yesterday (10/15)
- Still waiting for heat line
- \$3000 hardware line - Diane will decide what to replace with regard to computers

Unfinished Business:

None

New Business:

- Director Search Committee: Tom Kelley (trustee chair), Marnie Finn (trustee treasurer), Kathy Watson (staff), Marilyn Talbot (Friends), David Cressman (Town Administrator). Search committee will report back to trustees.
- Budget presentation to Selectmen was last week and to Budget Committee last night (10/15). 2.66% budget increase for next year. It was requested library director line stay unchanged as we search for a new director.
- Parking Lot Expansion: Tom will report to Budget Committee once he has preliminary report from Keach.
- Building Repairs: Building Needs Committee has concerns about the library exterior siding.
- Credit Cards Update: Paperwork has been completed for the new credit card machine and could take up to 30 days for library to be up and running. Will have option of also processing checks thru credit card system (.95 per check vs 2.79% paid by credit card customer). Donations will be accepted by credit card also.

Next regular scheduled meeting will be 11/20/19 at 1pm.

Motion to adjourn by Karen Trasatti. Seconded by Tom Kelley.

Meeting Adjourned: 1:40pm

Respectfully submitted by,
Karen Trasatti, Secretary