

**KIMBALL LIBRARY
BOARD OF TRUSTEES [SPECIAL] MEETING
ATKINSON, NH 03811**

August 2, 2016

Location: Kimball Library Conference Room

Time: 1:00 PM

The purpose of this Special Meeting was to consider the hiring of current volunteer-page, Emma Cross, as a Library Page (employee.)

Present were Trustees Marnie Finn, Linda Jette, Anna Winsett and Director-Diane Heer.

The meeting was convened shortly after 1:00 PM. Director Heer described Emma Cross's performance as a volunteer page, explaining that she had done a good job with respect to shelving books. (Shelving books correctly is deemed a critical element in the criteria considered for a volunteer page to be offered employee status.) The Director also explained that as a volunteer, Ms. Cross willingly undertook tasks and completed them as required. Other than a slight reticence on her part to interact with patrons, Ms. Cross illustrated the kind of characteristics and initiative that would enable her to perform her duties as a Library Page efficiently and effectively. The Director also stated that, in her opinion, Ms. Cross would very quickly adapt and be able to interact more easily and effectively with the Library's patrons in the future. Finally, Ms. Cross's essay on why she would like to be a Library Page was reviewed and discussed. Everyone present agreed that it was well done with respect to form and content.

Linda Jette motioned that Emma Cross be offered employment as a Library Page at the current hourly rate of \$8.25. Anna Winsett seconded and the motion passed.

The Director said she would advise Ms. Cross the same day so that she could begin her duties immediately as there was a need for her assistance in the children's department.

The meeting adjourned at approximately 1:30 PM.

Respectfully submitted,

Anna Winsett