

**KIMBALL LIBRARY BOARD OF TRUSTEES
SPECIAL MEETING MINUTES
12/12/19**

Attendance:

Tom Kelley, Chair
Marnie Finn, Treasurer
Karen Trasatti, Secretary
Lara Cross, Trustee
Diane Heer, Director
Kathy Watson, Assistant Director

Other Attendance:

Linda Jette (phone call in)

Call to Order: 1:03pm

**Motion by Lara Cross to approve 11/19/19 special meeting minutes.
Seconded by Marnie Finn. Motion passes.**

**Motion by Marnie Finn to approve 11/20/19 regular meeting minutes.
Seconded by Lara Cross. Motion passes.**

Meeting today to discuss any issues trustees should be aware of upon Diane's retirement at the end of the year.

Diane attended the Budget meeting on Tuesday night. Current library budget includes 4.42% increase. Budget committee requested she reduce budget for 2020. Diane recommends reducing salary line and also health insurance line for new director. After reductions, Diane proposes a 1.85% increase (down from 4.42%).

Motion by Tom Kelley to accept Diane's recommendation for the proposed revised library budget with a 1.85% increase to be presented to budget committee next week. Seconded by Marnie Finn. Motion passes unanimously.

Issues moving forward upon Diane's retirement:

- Budget complete until deliberative on 2/2/20. Budget doesn't typically change at deliberative but it could.

- Budget process begins in August (starting #s). Ruth Campbell funds are used for new items/programs – if a new program started w/ RC funds it ends up being added to budget eventually (no longer RC funds). By end of Sept or early Oct the budget is usually finalized with the exception of #'s determined by town (cleaning contract, internet, etc).
- Spot (wireless printing) is currently inconsistent and unreliable and may need a better wireless printing option in the future. Spot works ok if printing from a library computer but has issues when patrons print from their own devices.
- Town exploring Comcast phone system – our automated phone system works well so hopefully no switch over to Comcast.
- Several libraries in co-op joining fee-free movement. May come up for discussion in the future. Diane is in favor of fines as the fines pay for our DVD collection.
- Annual report due end of January based on 2019 statistics. Diane will complete report before the end of year.
- Snowshoes, telescope, hot spots, etc are for Atkinson resident use only. Libraries in co-op want to share – may come up for future discussion.

Kathy Watson will attend all department head and Co-op meetings upon Diane's retirement. Kathy requests Diane serve as a consultant for a short period during the transition at her pay rate of \$38.18/hr.

Motion by Marnie Finn to authorize up to 40 hours at a rate of \$38.18 per hour for Diane to consult during transition period. No retirement or medical benefits but will include Medicare and FICA as required. Seconded by Lara Cross.

Motion passes unanimously.

Meeting Adjourned: 2:30pm

Respectfully submitted by,
Karen Trasatti, Secretary