

**KIMBALL LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
MAY 20, 2020**

ATTENDANCE (ZOOM):

Tom Kelley, Chair
Linda Jette, Vice Chair
Marnie Finn, Treasurer
Karen Trasatti, Secretary
Lara Cross, Trustee
Nina Gray, Alternate Trustee
Karen Brown, Director
Kathy Watson, Youth Services Director

OTHERS IN ATTENDANCE (ZOOM):

David Williams, Station Manager

Call to Order: 1:02pm

Regular meeting today via video conference, Zoom.

CHAIRMAN'S REPORT: Library staff has been very productive over the last few months despite the library closure. Take out at the library started on Monday with great success.

SECRETARY'S REPORT:

Motion by Linda Jette, seconded by Lara Cross to approve the regular meeting minutes of 4/29/20. Motion passes 5-0.

Motion by Lara Cross, seconded by Linda Jette to approve the special meeting minutes of 5/13/20. Motion passes 5-0.

TREASURER'S REPORT:

- General account balance: \$15,203.65
- Fine account: \$3,082.76
- No donations for April.

Motion by Lara Cross, seconded by Linda Jette to accept the treasurer's report for April. Motion passes 5-0.

DIRECTOR'S REPORT:

- Library closed entire month of April. Ebooks and downloadable usage up: Overdrive up 36%. Kanopy up 129%, Hoopla up 66%. E content up overall 42% compared to April 2019. Lots of credit to Kathy Watson for her patience and working with patrons on tech help.
- High praise for library staff in pivoting from person to person programs to online programming. Children's staff had 85% of the programs that were held same time last year (747 attendees). Adult programs about 33% (75 attendees).

- **Facilities:** Oil leakage at Kimball House is confined to building foundation and no spread toward library property. Town finishing up the project. Town Administrator approved repair of alarm system as well as hiring of company to do rodent management (no problem with rodents but being prudent).
- Electronic sign completely failed last week.
- **Cooperative Update:** 2 meetings over Zoom. Plaistow looking to offer curbside pickup soon. Sandown holding off for now.
- **Youth Services:**
Kathy Watson reported amazing attendance for online programs. Gearing up for summer reading. Virtual registration begins 6/5/20. Virtual magician performance on 6/17/20 at 5pm (join by Zoom). Other different programs planned for prizes.

NEW BUSINESS:

1. Accept resignation of Lara Cross as she and her family are relocating to Utah.

Motion by Tom Kelley, seconded by Linda Jette to accept with regret Lara Cross’s resignation effective today 5/20/20. Motion passes 5-0. Motion passes.

Tom presented an appreciation award to Lara Cross for her service. We wish Lara and her family well as they embark on their new adventure.

Tom recommends Scott Krueger to fill Lara’s open trustee position for remainder of her term.

2. Recommendation to fill the position to the Board of Selectmen (BoS).

According to Chairman of the BoS, “The fill-in would serve until the election in March , 2021. On the 2021 ballot, voters would elect someone to fill out the term.”

Motion by Tom Kelley, seconded by Linda Jette to recommend Scott Krueger to fill Lara’s vacant trustee position until March 2021.

3. Draft of pandemic library policy:
 - Drafted by Karen Brown. Library will be functioning under this pandemic umbrella for quite some time therefore prudent to make into policy.

Motion by Tom Kelley, seconded by Lara Cross to accept pandemic policy draft as submitted by Karen Brown. Motion passes 5-0.

Only employees who are actually working were being paid. Employees are expected to take their temperature before reporting to work.

Karen Brown working on a phased reopening draft. Situation fluid so draft can be adjusted and changed as needed.

4. Mask policy draft: It shall be the policy of the Kimball Library Board of Trustees that in order to promote the wellbeing of all during a pandemic, both staff and visitors over the age of 3 shall be required to wear masks while they are inside the library. If a visitor arrives without a mask, a mask will be offered to them. Noncompliance may result in a person being asked to leave the building.

Motion by Lara Cross, seconded by Linda Jette to approve the above stated mask policy. Motion passes 5-0.

5. Proposed replacement of wireless access points.

Wireless access points are original to the building and failing (aging out and not able to accept software upgrades). Patrons and staff experience these failures. Providing wireless access is a core component of what library offers. Director suggests replacement of access points with total project not to exceed \$2,000.00. 3 access points (\$550 each plus \$100 total labor). Funds to come from equipment fund.

Motion by Tom Kelley, seconded by Lara Cross to replace the Wifi access points, project not to exceed \$2,000.00. Motion passes 5-0.

6. NHLTA (New Hampshire Library Trustee Association). Membership bill for all trustees and alternates to be members of NHLTA. \$30/member.

Motion by Tom Kelley, seconded by Linda Jette to renew membership with NHLTA for all trustees and alternates (~\$270). Motion passes 5-0.

Discussion to continue at future meeting about the electronic sign. Karen Brown will contact vendors and obtain quotes to repair and/or replace. Both sides of sign have failed. Karen Brown to ask Noriko about using the community center sign for the library temporarily.

Next scheduled regular meeting will be Wednesday, June 17, 2020 at 1pm.

Motion to adjourn by Linda Jette, seconded by Marnie Finn. Motion passes 5-0.

Meeting adjourned 2:06pm.

Respectfully submitted by,

Karen Trasatti, Secretary