

**KIMBALL LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES (Zoom)
11/18/20**

Attendance (Zoom):

Tom Kelley, Chair	Karen Brown, Director
Linda Jette, Vice Chair (1:12)	Kathy Watson, Youth Services Director
Marnie Finn, Treasurer	Nina Gray, Alternate Trustee (Acting Trustee until 1:12)
Karen Trasatti, Secretary	David Williams, Station Manager
Bruce Pelletier, Trustee	

Call to Order: 1:05 pm

Chairman's Report:

- Tom commended the staff for their creative programming

Secretary's Report:

**Motion to by Marnie Finn, seconded by Nina Gray to accept meeting minutes of 10/21/20.
Motion passes, 5-0.**

Treasurer's Report:

As of 11/18/20:	
General Account	\$10,063.06
Fines Account	\$ 3,264.95)
No donations this month	

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**Motion by Linda Jette, seconded by Bruce Pelletier to accept treasurer report for October.
Motion passes 5-0.**

Director's Report:

- Statistics: Circulation up over September. 9 adult programs (111 attendees), 65 youth programs (400+ attendees). Programming continues to be strong over Zoom. Increase in meeting room usage.
- Staff continuing with Bisac project.
- KB attended 2 workshops last month: library advocacy for library budgets & NHLA conference focused on public's right to know and law.
- Adult programs: Family tree class finished with great reviews (all 46 participants interested in advanced class). Ireland program (28 attendees). Needle crafters met twice in October but only 5 people attended.
- Facilities: carpets deep cleaned and tile floor scrubbed over Columbus Day weekend. Security panel resolved (Reinhold replaced Pulsar). No more false alarms with panel.
- KB & KW trained on new electronic sign software.
- Library is a drop off location for Wreaths Across America program

- Going forward, Director's report will include events which occur between trustee meetings vs reporting prior month events. Trustees supported the change.

Kathy Watson, Youth Services Director, reported on upcoming programs:

- Art club, choose your own adventure club, Brown bag book club, Girls Who Code (committed/excited group of 6 girls), Coding jam (started in March class has resumed with 5 students), Herding homework club continues.

New Business:

- BNC walk about planned for 11/20/20 at noon to view and assess if siding is cosmetic and or fundamental to the function of the building. In addition to siding, heat pumps will need to be replaced in 2022/2023. HVAC system nearing end of its useful life (next 6-7 years).
- Library on different payroll (Tuesday to Monday) from rest of town (Monday to Sunday). KB asked for permission to change to same pay schedule as town.

Motion by Tom Kelley, seconded by Linda Jette to change library payroll schedule to a Monday to Sunday schedule. Motion passes 5-0.

- KB reports library recently power washed by town crew and crew noticed red alarm light on for septic system. TA David Cressman was notified and quickly responded. Almost 5k gallons of sewage pumped, septic pump had failed (since repaired) and replaced alarm. David Weymouth no longer works for town so all facilities concerns are directed to TA Cressman.
- KB expressed need for people counter installation at entrance door. Most libraries have way of counting how many people come into building. Simple device installed at door takes count. 2 options: simple device counter \$500, deluxe device gives count for specific days/times \$1100. 1"x3" device that mounts to door. Prices do not include installation. KB's husband would install.

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Motion by Tom Kelley, seconded by Linda Jette, to support the recommendation of Karen Brown to spend \$1100 to purchase a people counter to be installed at entrance of library to count # of patrons entering library during certain days/times. Motion passes, 4-1.

- New shelving: Staff recognizes need for more shelf space in YA room and identified space beside tv. KB requested permission to seek quotes for permanent expanded shelving. Trustees agreed with recommendation. KB to report back with quotes.

Next regular meeting: December 16th via Zoom.

Meeting adjourned: 1:58p

Respectfully submitted by,
Karen Trasatti, Secretary