

**KIMBALL LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES (ZOOM)
12/16/20**

Attendance (Zoom):

Tom Kelley, Chair

Linda Jette, Vice Chair

Marnie Finn, Treasurer

Karen Trasatti, Secretary

Bruce Pelletier, Trustee

Karen Brown, Director

Kathy Watson, Asst Dir/Youth Services Dir

Nina Gray, Alternate Trustee

Julie Hammond, Alternate Trustee (1:08)

David Williams, Station Manager

Call to Order: 1:03pm

Chairman's Report:

Tom acknowledged a thank you note received by Karen Brown from Dick Magoon, Commander of Atkinson Veterans Club, thanking library staff for supporting Wreaths Across America.

Secretary's Report:

Motion by Linda Jette, seconded by Bruce Pelletier to accept the regular meeting minutes of 11/18/20. Motion passed unanimously 5-0.

1

A Trustee workshop took place on 12/7/20 to discuss rising Covid #s which led to an emergency motion to return library to phase 3 opening.

Motion by Tom Kelley, seconded by Linda Jette, to accept the minutes and ratify the motion of 12/7/20 *"Motion made at 12/7/20 workshop by Tom Kelley, seconded by Linda Jette, to return library to phase 3 opening (currently at phase 4) and to limit walk in traffic at library. Staff will remain employed and working on projects within the building. Curbside and digital programming will continue. Trustees will assess reopening at the trustee meeting on 1/20/21 or earlier if the data shows a reduction in infection rates."* **Motion passed 4Y-1N on 12/7/20.**

Motion passed unanimously 5-0.

Treasurer's Report:

General Account balance: \$9,871.06

Fines Account balance: \$3,468.17

- No donations this month.
- Former Kimball Library Trustee, Joan Goff, passed away recently. Her obituary states donations can be made in her memory to Kimball Library so donations may be received in Joan's memory.

- Credit Card processing involves lots of paperwork for very little \$. Marnie will look into other ways to process without incurring increased costs. Currently all incoming credit card \$ goes into separate account.

Motion by Tom Kelley, seconded by Linda Jette, to accept Treasurer’s report for December. Motion passed unanimously 5-0.

Director’s Report:

- Circulation down 18% for November
- Virtual circulation same as last month (20% of circulation)
- Program attendance (Zoom) holding steady pace since March
- 12/14 library moved to Phase 3. Patrons disappointed but understand.
- Tech service and youth services staff still busy with Bisac project.
- KB has been attending BoS and BC meetings over Zoom and has been available to answer questions about library budget. Budget passed first round.
- December programs: mindfulness, cellphone camera class & holiday caregiver program
- Facilities:
 - Handicap door opener - replaced
 - Ballast failed in children’s room – replaced
 - Waiting on repair of faulty surge protector in electrical room & outdoor warming mat plug
- No COOP meeting this month. Plaistow & Sandown may go fines free permanently. No plans for Kimball Library to change our fine policy.
- During Phase 3, staff will work on projects and pages will work half shifts. No staff have contracted virus. One staff member has 2 children who tested positive (employee is in self quarantine). One employee has requested an unpaid leave of absence. Page Max Orio has submitted his resignation. Will hold off on hiring new page for a few weeks.
- Lois redesigned newsletter

Kathy Watson reports Kids Code has been very successful again and has concluded. Herding homework group continues to meet Wednesdays over Zoom. Craft bags for kids available at library.

New Business:

- Holiday gift cards: Discussion about annual holiday gifts for director and staff and an additional gratitude gift for efforts during the pandemic. Unanimous agreement on recognizing the appreciation and hard work of staff with discussion regarding monetary vs non-monetary gifts. Karen Trasatti suggested branded apparel as an option, however, Marnie Finn indicated Visa gift cards already purchased. Discussion ensued surrounding tax rules and accounting of gift cards. Consensus opinion was taxation is not an issue. Opposing vote based on lack of definitive answer around tax issue.

Motion by Tom Kelley, seconded by Marnie Finn, to expend \$500 out of unrestricted trustee funds to distribute Visa gift cards to each staff member for distribution before Christmas. Motion passed 4Y-1N.

Motion by Tom Kelley, seconded by Linda Jette, to expend \$180 out of unrestricted trustee funds to distribute Panera gift cards to each staff member to recognize their hard work during the pandemic. Motion passed 4Y-1N.

- Shelving in YA room: Not enough shelving to house collection. \$1,654.30 to install new shelving (price includes cost to reinstall a study carrel).

Motion by Tom Kelley, seconded by Linda Jette, to install shelving in YA room at the cost of \$1,654.30. Motion passed unanimously 5-0.

- Pandemic Policy Supplement – Karen Brown explained the purpose of supplement is to build on the original pandemic policy with regard to adjustment of library service level and identifies protocols.

Motion by Marnie Finn, seconded by Bruce Pelletier, to endorse the Kimball Library Covid19 Pandemic Policy Supplement dated 12/1/20. Motion passed unanimously 5-0.

- Siding Discussion and Warrant: BNC identified to BoS the library siding is a high priority. Town warrant draft cost is \$276K to replace with similar cement siding. High quality vinyl siding would be less costly and warrant will be adjusted if vinyl siding is the desired material.

Next regular meeting January 20, 2021.

Meeting adjourned: 2:17pm

Respectfully submitted by,
Karen Trasatti, Secretary