

**KIMBALL LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES - ZOOM
3/17/21**

Attendance (Zoom):

Tom Kelley, Chair	Nina Gray, Alternate Trustee (Acting until 1:15)
Linda Jette, Vice Chair (1:15)	Jill Ottow, Alternate Trustee
Marnie Finn, Treasurer	Nancy Covill, Friends, President Elect
Karen Trasatti, Secretary	David Williams, Station Manager
Bruce Pelletier, Trustee	
Karen Brown, Director	
Kathy Watson, Asst Director/Youth Services Director	

Call to Order: 1:02pm

Tom recognized trustees elected at last week's election: Karen Trasatti and Bruce Pelletier elected to 3year terms and Tom Kelley elected to one year term. Nina Gray, Julie Hammond and Jill Ottow appointed as Alternate Trustees.

Tom commented on the impacts of the Covid 19 pandemic on a national, state and local level. Tom outlined the many library programs that took place over the past year.

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SECRETARY REPORT:

Motion by Tom Kelley seconded by Linda Jette to accept regular meeting minutes of 2/17/21. Motion passes 5-0.

Motion by Tom Kelley seconded by Linda Jette to accept special meeting minutes nonpublic of 3/16/2021. Motion passes 5-0.

TREASURER REPORT:

Financials:	\$12,937.71	General Account
	\$ 3,484.48	Fines Account
	\$16,422.19	

No donations for February.

Motion by Tom Kelley, seconded by Karen Trasatti to accept treasurer report for February. Motion passes 5-0.

DIRECTORY REPORT:

- February statistics down a bit. 4 adult programs in February.
- New door counter: 2576 visitors in February (28 days less 4 Sundays). It was requested KB report door counter data monthly (peak times, low count times, avg count/day)

- Museums starting to open so museum coupons being used again. Conference room use increasing. 7 passports for February. Library placard is in and available. Music CD collection evaluated. New shelving installed in YA room. Bisac project complete. 2 study corrals have been reinstalled. New stools purchased for staff. Co-op met and discussed circulation policies.
- Kathy Watson reports on a successful staycation week. Bird feeders were a big success. Teen night virtual program (games & contests) coming up in March. Clean eating event coming back. Register online if interested.

UNFINISHED BUSINESS:

- 3/8/21 Board of Selectmen appointed Nina Gray, Julie Hammond and Jill Ottow as Alternate Trustees, all 1year terms.
- 2021 Budget. General Operating Budget did not pass at town election. Town will operate on default budget (2020 budget). KB reported TA Cressman asked all town departments to voluntarily give back to the town, \$2k at a minimum. Library give back to come from Materials of Trade (\$ used for books, av, electronic content). Some discussion/question around if Town receives federal relief funds would Town return the \$2k to library.

Motion by Tom Kelley, seconded by Linda Jette to participate in a request by the Town to return \$2,000.00 to help with the Town deficit. Motion passes 5-0.

NEW BUSINESS:

- Trustee roles for 2021:
 - Tom Kelley, Chair
 - Linda Jette, Vice Chair
 - Karen Trasatti, Secretary
 - Marnie Finn, Treasurer
 - Bruce Pelletier, Trustee
- Policies:
 - Circulation policy has been updated to reflect changes since 2018. Some discussion about fines. It was requested KB run a report on fines outstanding (how many over/under \$15). Staff is currently contacting patrons who owe more than \$15. KB will report accurate data once that project complete.

Motion by Tom Kelley, seconded by Linda Jette to accept circulation policy as written with option to modify later if needed. Motion passes 5-0.

- Social Media Policy: State librarian recommended all state libraries review their social media policy. Like circulation policy, nothing new added just cleaned up language that doesn't apply.

Motion by Tom Kelley, seconded by Linda Jette to accept Social Media policy update as presented. Motion passes 5-0.

- Expanding Phase 4, moving to Phase 5 opening. KB proposes opening up meeting room effective 5/1/21 to small groups following CDC guidelines. Police have requested use of courtyard for outdoor ceremony in May.

Motion by Tom Kelley, seconded by Linda Jette effective 5/1/21 to open meeting room use for groups of 15 or less and courtyard use for groups up to 30 people. Motion can be revisited at April trustee meeting if needed. Motion passes 5-0.

- Marnie Finn reports Garden Club has requested use of library parking lot on a Sunday afternoon for daffodil sales (date tba). Permission granted.

Meeting adjourned: 2:38pm

Next regular trustee meeting Wednesday, April 21, 2021.

Respectfully submitted by,
Karen Trasatti, Secretary