

**KIMBALL LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
5/19/21**

**Attendance:**

Tom Kelley, Chair

Marnie Finn, Treasurer

Karen Trasatti, Secretary

Bruce Pelletier, Trustee

Nina Gray, Acting Trustee for Linda Jette

Jill Ottow, Alternate Trustee

Karen Brown, Director

Kathy Watson, Asst Dir/Yth Svcs Dir

David Williams, Station Manager (remote)

Call to Order: 1:22pm

**CHAIRMAN'S REPORT:**

- TA David Cressman has retired. He was supportive of the library and will be missed. Andria Hansen has been appointed as Interim Town Administrator.

**SECRETARY REPORT:**

**Motion by Marnie Finn, seconded by Bruce Pelletier to accept regular meeting minutes of 4/21/21. Motion passes 5-0.**

1

**TREASURER REPORT:**

\$11,583.94 General Account (\$4,039.63 designated spending funds)

\$ 3,300.37 Fines Account

\$ 1,000.00 Gene Baldwin fund donation (earmarked for books )

\$ 2,000.00 CD interest at renewal (renewed @ .4% matures 4/28/2023)

---

\$7,039.63 Encumbered Funds

**Motion by Tom Kelley, seconded by Nina to accept \$1,000.00 donation from Gene Baldwin fund. Motion passes 5-0.**

**Motion by Marnie Finn, seconded by Karen Trasatti to accept Treasurer's report for April. Motion passes 5-0.**

**DIRECTOR'S REPORT:**

- Stats for April lower than March. Computer usage almost doubled, museum passes up.
- Ted Stewart no longer assisting in managing of library facilities as his raise for additional duties was not supported at town election. New system in place with town for getting maintenance issues addressed.
- Budget: 38.5% thru year and operating budget is 34% spent, personnel 30% thru year and 31% spent.

- Youth Services: KW reports summer reading registration begins 6/11. Tails & Tales theme. Lots of events planned including an author visit, live animal show and soap making workshop.

**UNFINISHED BUSINESS:**

- Fines: Staff has drafted schedule for overdue items: 4 reminders to be sent via text/email beginning day before item due thru 6wks. At 6 wks, account billed for replacement cost. Phone call at 8 wks and letter sent at 10 wks. KB proposes capping fines at \$10/item (instead of current \$25 cap), annual fine amnesty during national library week, and deleting delinquent accounts after 3 years. (~6 accounts).

**Motion by Marnie Finn, seconded by Nina Gray to accept Karen Brown’s recommendations to adjust fine/billing proposal, effective 6/1/21. Motion passes 5-0.**

- ARPA grant: Kimball Library applying for \$1700 federal relief funds grant for new laptops for public use. KL currently have 5 laptops for public use and 10 chromebooks (from youth programming grant).
- Senator Shaheen grant – KB will apply for siding project.
- NHLTA conference report: Nina provided summary of her takeaway
- Covid 19 Updates: KB will review mask policy monthly in accordance with BoS and NH/CDC guidelines.

**NEW BUSINESS:**

Privacy Policy: KB distributed an updated privacy and confidentiality policy.

**Motion by Bruce Pelletier seconded by Nina Gray to accept updated Kimball Library Privacy and Confidentiality Policy. Motion passes 5-0.**

Trustees to meet in person in June and Zoom for August (no meeting in July).

Next trustee meeting: 6/16/21 @ 1pm.

Meeting adjourned: 2:20pm

Respectfully submitted by,  
Karen Trasatti, Secretary