

**KIMBALL LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
NOVEMBER 17, 2021**

ATTENDANCE:

Tom Kelley, Chair

Linda Jette, Chair

Karen Trasatti, Secretary

Marnie Finn, Treasurer

Bruce Pelletier, Trustee

Jill Ottow, Alternate Trustee

Nina Gray, Alternate Trustee

Kathy Watson, Interim Director

Call to Order: 1:02pm

SECRETARY'S REPORT:

Motion by Linda Jette, seconded by Bruce Pelletier to accept 10/20/21 regular meeting minutes. Motion passes 5-0.

TREASURER'S REPORT:

General Acct: \$15,352.33 (\$7,561.78 encumbered)

Fines: \$3,704.97

Donations: \$50

Motion by Linda Jette, seconded by Bruce Pelletier to accept treasurer's report for November. Motion passes 5-0.

Motion by Tom Kelley, seconded by Linda Jette to accept \$50.00 donation. Motion passes 5-0.

DIRECTOR'S REPORT:

- Circulation is down (trending down in the state)
- Adult craft programs have been popular
- Facilities:
 - Security panel: parts are in waiting for repair
 - Server was in danger of failing so opted to upgrade \$5436 (hardware \$3200, software \$1300, labor \$936).
 - HVAC: controllers were offline and transformer needed replacement \$737
 - Atkinson Electric - children's room can lighting has been replaced \$778
- HVAC & Electric - town budget depleted - \$ comes out of library budget.
- AWE (special computer for kids) malfunctioned - covered by warranty
- Mail delivery: carrier would double back if mail delivery was before library hours. Postmaster no longer wants the carrier to double back. KW concerned with

timely pickup of passport documents. KW reached out to the Passport Agency in Portsmouth and they will handle it from here.

- Aspen - working out kinks with new system
- Staff meeting on 11/4. Staff trainings happening for Assabet
- Youth Services - STEAM club (3wks) starting up in December.

UNFINISHED BUSINESS:

- Tom suggests the December meeting be changed from 12/15 to 12/8 to accommodate the Friends' holiday meeting. Friends meet at noon each month in the large meeting room before trustees meet at 1pm.

Motion by Tom, seconded by Linda Jette to change December meeting date to 12/8/21 @ 1pm. Motion passes 5-0.

- 2022 Holiday Calendar:

Motion by Marnie, seconded by Linda Jette to accept KW's proposed 2022 holiday schedule as presented. Motion passes 5-0.

- Staff Christmas gifts: Marnie suggests Visa gift cards to the staff for Christmas
Total amount: \$475.00

Motion by Tom Kelley, seconded by Bruce to provide library staff with Visa gift cards for Christmas gifts (total amount \$475.00) Motion passes 5-0.

UPDATES:

- 10/30/21 Trustee Info session 8 of the people who attended were interested in learning more about trustees' roles.
- Upcoming Budget Reviews: 11/23, 12/14, 12/21, 12/28. Health insurance is down 8.1% for next year.
- Siding discussion: Meeting on Friday 11/19, 11am at Town Hall to discuss the library siding project. Trustees are welcome to attend.

Meeting adjourned: 2:01pm

Respectfully submitted by,
Karen Trasatti, Secretary

