

**KIMBALL LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
FEBRUARY 16, 2022**

ATTENDANCE:

Tom Kelley, Chair	Karen Brown, Director
Linda Jette, Vice Chair	Kathy Watson, Assistant Dir/Yth Svcs Dir
Karen Trasatti, Secretary	Julie Hammond, Alternate Trustee (1:08pm)
Marnie Finn, Treasurer	
Jill Ottow, Trustee	

Call to Order: 1:02pm

Chairman's Report:

Tom welcomed back Director Karen Brown and thanked Kathy Watson for filling in during Karen's absence.

Secretary Report:

Motion by Marnie Finn, seconded by Linda Jette to accept minutes of 1/19/22 as submitted. Motion passes 5yes, 0no

Treasurer Report:

General Fund	\$16,184.65
Fines Acct	\$ 4,296.81
Ruth Campbell	\$ 3,030.42
Copy	\$ 2,428.09

Motion by Jill, seconded by Linda Jette to accept treasurer's report for January. Motion passes 5yes, 0no.

Director Report:

- Karen Brown thanked Kathy Watson for filling in during her absence and also thanked the staff. She is grateful for all the cards and well wishes.
- Biographies collection has been cataloged into alphabetical order

- Upcoming Adult Programs: 2/17 spiritual pet communications, 3/1 Babson financial literacy project (ages 17-30)
- Facilities: Outside book drop mat has stopped working - unknown cost to replace. Countertops in the children's room in need of gluing. Waiting on a security system sensor for the lobby. Paint touch ups needed throughout the library. Computer room had water seepage due to the recent snow melt draining in from an exterior communication pipe. Quick action by Brian Boyle led to no major damage - all dried out and cleaned up.
- Circulation up 12% since last year but foot traffic hasn't increased.
- February staycation events posted to library website - register online

Unfinished Business:

- Library Mask Policy: Karen Trasatti made a motion to make masks optional in the library due a decrease in case count, no mask requirement in other town buildings and the fact that TRSD is going mask optional as of 2/21/22. Lengthy discussion about current mask policy. Motion did not receive a second. Other trustees favor a continuation of the mandatory mask policy in the library.

Motion by Marnie, seconded by Linda to continue with current mask policy (masks required) until reviewed again at March 16th meeting. Motion passes 4yes, 1no.

New Business:

- Meeting Room Usage Policy: Karen Brown provided trustees with the current meeting room usage policy and some highlighted updates to the policy. Current policy became inaccurate once Assabet was installed and caused necessary procedural changes for online reservations. Karen Trasatti suggested individuals (patrons/taxpayers) be allowed to reserve meeting rooms rather than being a first come first serve policy allowing patrons to plan ahead and reserve meeting space when needed. Lengthy discussion about this policy and other trustees don't feel the need to change the policy.

Motion by Tom, seconded by Jill Ottow to accept changes to meeting room usage policy as submitted by Karen Brown. Motion passes, 4Yes, 1No.

Other Business:

- Tom thanked Linda Jette for her years of service as her trustee term comes to an end. Linda thanked her supporters and shared memories of her love of the library.

Meeting Adjourned: 2:15pm

Respectfully Submitted by,

Karen Trasatti, Secretary