

**KIMBALL LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
JUNE 15, 2022**

ATTENDANCE:

Tom Kelley, Chair

Jill Ottow, Vice Chair

Karen Trasatti, Secretary

Marnie Finn, Treasurer

Rich Geisser, Trustee

Nina Gray, Alternate Trustee

Karen Brown, Director

Kathy Watson, Asst Dir/Yth Svcs Dir

Call to Order: 1:03pm

Chairman's Report:

Summer concerts begin tomorrow, 6/16. Many thanks to the George family charities for generously supporting the summer programs.

Secretary's Report:

- 5/18/22 Regular meeting minutes

Motion by Rich seconded by Karen T to accept regular meeting minutes of 5/18/22.

Motion passes 5 Yes, 0 No.

- 3/16/22 non-public meeting minutes (salary adjustments). Minutes were sealed as non-public minutes, however, Tom made amendments to conceal employee names so minutes can be made public.

Motion by Marnie, seconded by Jill to amend the non-public minutes of 3/16/22 to reflect that Tom Kelley made amendments to conceal employee names.

Motion passes, 5 Yes, 0 No.

Motion by Tom Kelley, seconded by Jill to accept and publish the amended meeting minutes of 3/16/22. Motion passes 5 Yes, 0 No.

Motion by Jill, seconded by Tom to make correction to 3/16/22 meeting minutes: employee# 32904, hourly wage is \$15 (not \$18) + \$1 = \$16/hour.

Motion passes, 5 Yes, 0 No.

- 4/13/22 non-public meeting minutes (salary adjustments). Minutes were previously approved but motion was made to publish those minutes.

Motion by Marnie, seconded by Tom to publish the non-public meeting minutes of 4/13/22 (salary adjustments). Motion passes 5 Yes, 0 No.

Treasurer's Report:

\$17,444.24 General Account (includes \$3,891.84 Ruth Campbell & \$2,310.67 Copy \$)

\$3,088.43 Fines

\$11,326.99 Savings (\$9,724.19 Elizabeth Smith \$)

5 passports processed in May.

Motion by Karen T, seconded by Jill to accept Treasurer's report for May.

Motion passes 5 Yes, 0 No.

- 2 Donations: \$200 for fiction purchases only and a \$25 general donation

Motion by Karen T, seconded by Tom to accept donations of \$225 for May.

Motion passes 5 Yes, 0 No.

Director's Report:

- May was a busy month with almost 2,000 visitors.
- 2022 budget on track
- 3 new computers purchased
- Telephone Account - will be over by \$400 at end of year
- Eva McDermott's photos on display in large conference room
- Memorial fund initiated by family of Elizabeth Crossman (founding member of library knitting group)
- Lions Club pledged and donated 2 benches - benches are on the hill in the courtyard.
- New Page search: candidate must be 15yo, 7-12 hrs/wk @ \$12.50/hr. 2 fixed nights and 2 weekends per month.
- Youth programming (KW): Atkinson Academy 2nd graders visited the library on their walking field trip. Summer reading calendar is out - please register for summer reading and attend lots of events!

Motion by Karen T, seconded by Marnie to accept the donation of 2 outdoor benches from the Lions Club. Motion passes 5 Yes, 0 No

Unfinished Business:

- Strategic Planning: Tom suggested the idea of a library strategic plan and the possibility of hiring a consultant (affordability, implementation, etc). More discussion to follow at a later meeting.

New Business:

- Change of library hours eff 9/6/22: KB suggests a change of library hours eliminating Friday night hours as Friday nights have been historically very quiet and slow.
- New Hours: M-Th 9:30am-8pm, Friday 9:30am-5pm, Sat 9:30am-3pm

Motion by Tom, seconded by Jill to change library hours as proposed effective 9/6/22.

Motion passes 4 Yes, 1 No.

- DVD loans: current 2 days loan period. KB suggests a 1 week loan period.

Motion by Rich, seconded by Marnie to change DVD loan period to 1 week.

Motion passes, 5 Yes, 0 No.

- Policy Revisions: KB suggests it's general best practice to review policies regularly. There are efforts across the country to have certain programs/materials removed from libraries. No efforts have been made in ATK but it's good to have policies in place.
- Collection Development Policy: outlines how material is selected for the library collection and criteria for selection. Re-write of a policy from 2014.

Motion by Tom, seconded by Rich to accept the Kimball Library Collection Development Policy as presented effective today, 6/15/22. Motion passes 5 Yes, 0 No.

- Reconsideration Policy - outlines procedure for patron objection to library material

Motion by Tom, seconded by Jill to accept the Kimball Library Reconsideration Policy as presented effective today, 6/15/22. Motion passes 5 Yes, 0 No.

- Program Policy - same concept as Collection Development Policy but specific for library programs

Motion by Jill, seconded by Rich to accept the Kimball Library Program Policy as presented effective today, 6/15/22. Motion passes 5 Yes, 0 No.

- Form for Reconsideration Request

Motion by Marnie, seconded by Rich to accept the Form for Reconsideration Request as presented effective today, 6/15/22. Motion passes 5 Yes, 0 No.

- Art Exhibit Policy - update to the 2009 policy and addition of the last two sentences.

Motion by Tom, seconded by Jill to accept the Art Exhibit Policy as presented effective today, 6/15/22. Motion passes, 5 Yes, 0 No.

All updated policies will be posted to the library website.

Next meeting: August 17, 2022.

Meeting Adjourned: 2:14pm

Respectfully submitted by,
Karen Trasatti, Secretary