

**KIMBALL LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
SEPTEMBER 21, 2022**

**ATTENDANCE:**

Tom Kelley, Chair	Nina Gray, Alternate Trustee
Jill Ottow, Vice Chair	Karen Brown, Director
Karen Trasatti, Secretary	Kathy Watson, Asst Dir/Yth Svcs Dir
Marnie Finn, Treasurer	Julie Hammond, Alternate Trustee (1:05pm)
Sunaina Chawla, Trustee	Karen Moss, Resident
	Patty Murphy, Resident

Call to Order: 1:03pm

**CHAIRMAN'S REPORT:**

Tom provided an update on the library siding project.

**SECRETARY'S REPORT:**

**Motion by Marnie, second by Jill to accept 8/17/22 regular meeting minutes.**

**4 Yes, 1 Abstain, Motion passed.**

**Motion by Marnie seconded by Jill to accept 8/19/22 special meeting (recruitment interviews) minutes. 4 Yes, 1 Abstain, Motion passed.**

**TREASURER'S REPORT:**

General Acct: \$17,288.29 (includes \$3,891.84 Ruth Campbell Fund, Copy \$1,267.16)

Fine Acct: \$3,239.13

Savings Acct: \$12,060.09 (includes Elizabeth Smith funds: \$9,724.19)

14 passports in August

\$20.00 donation for August

**Motion by Karen T, second by Jill to accept financials for August.**

**5 Yes, Motion passed.**

**Motion by Tom, second by Marnie to accept \$20 donation.**

**5 Yes, Motion passed..**

**DIRECTOR'S REPORT:**

- Financial report from town 68% spent (balance of 32%). Personnel line has a balance of 32%, 68% spent. Telephone line overspent.
- Busy, successful summer. 3546 visitors, 5K+ items circulated, 53 museum passes. 31 adult programs (415 attendees), 23 youth programs (431 attendees)  
Effective 9/6/22 the library opens at 9:30am.  
2 part-time vacancies were filled in August.

- Youth Services (Kathy W.)
  - Very successful summer reading program. So successful, the kids won the challenge and Kathy W dyed her hair “ocean blue”!
  - Exciting upcoming fall programs: afternoon story time, homework club, writing club, hocus pocus movie night, 1000 books program, etc.

**UNFINISHED BUSINESS:**

- Strategic Plan:
  - Customer satisfaction survey. Print survey to be mailed to every household and survey link to be emailed. Survey to begin mid October
  - Theme: “Our Time to Listen”. Buttons being made for staff/trustees to promote survey participation.
  - \$1500 printing and postage covered by library budget
  - \$625 to consultant for survey, Survey Monkey link and survey analysis.
  - Friends offering a free tote bag for all who complete survey
- 2023 Calendar: July 4, 2023 falls on a Tuesday (library closed on Sunday 7/2 and Tuesday 7/4...should the library be open Monday 7/3/23? Discussion ensued.

**Motion by Marnie, second by Tom to close Monday July 3, 2023. 5 Yes, Motion passed.**

- Time & Day of Trustee Meeting: Discussion to change trustee regular meeting date so that trustee meetings are not immediately following Friends of Library meetings. Proposal to change trustee meeting to the 2nd Wednesday of the month, 1pm.

**Motion by Tom, seconded by Karen T to move regular scheduled Trustee meetings to the 2nd Wednesday of the month at 1pm. 5 Yes, Motion passed.**

- Final 2023 Budget 4.9%: KB explained increases in budget (electricity, cleaning, materials of trade, telephone), Trustees previously voted (at august meeting) to approve and present 2023 budget to the Town. Presentation to BoS is on 9/26/22 and to the Budget Committee on 10/18/22. Tom asked that each Trustee attend at least one of the presentations in person as part of Trustee’s advocacy role.

**NEW BUSINESS:**

- New Trustee welcome: Marnie Finn welcomed Sunaina Chawla as a newly appointed Trustee. Sunaina will finish the term of Rich Geisser who recently resigned. Sunaina shared information about herself. Welcome Sunaina!
- Trustee Vacancy Posting Procedure: Tom drafted and provided the trustees with a Trustee vacancy posting procedure for trustee vacancies that sometimes arise.

**Motion by Tom, second by Jill to accept Trustee Vacancy Posting Procedure and Policy for future library trustee openings.**

Discussion about vacancy posting policy. Suggestion made to amend to include: "The applications will be forwarded to Trustees for review and Trustee Chairperson will appoint a committee." Tom will make corrections and send an amended copy of the policy.

- Collaborative Staff Training: Efforts are increasing nationwide to ban books. Lori Fisher, NH Assistant State Librarian, has been supporting/coaching library directors in the state on this topic. Lori has offered to come to local libraries to do a presentation. KB proposed the Kimball Library host Lori for a joint staff meeting with the Plaistow and Sandown libraries. Kimball Library would be closed for 2 hours to host the meeting (only cost would be refreshments and a few additional part time employee hours).

**Motion by Jill, second by Tom to allow Karen Brown to host a collaborative staff meeting with Plaistow and Sandown libraries at a date to be determined. 5 Yes, Motion passed.**

- Karen Trasatti asked if the library could be available to host a Red Cross Blood Drive. There is a huge blood shortage and blood drive sites are in dire need. Director Brown said she'd obtain a Red Cross contact to explore the possibility. There was support among Trustees that this is a good idea.

Next meeting, Wednesday, October 12, 2022 @ 1pm.

Meeting adjourned: 2:26pm

Respectfully submitted by,  
Karen Trasatti, Secretary