

**KIMBALL LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
DECEMBER 14, 2022**

**ATTENDANCE:**

Tom Kelley, Chair	Kathy Watson, Asst Dir/Yth Svcs Dir
Jill Ottow, Vice Chair	Nina Gray, Alternate Trustee
Marnie Finn, Treasurer	Julie Hammond, Alternate Trustee (1:28)
Karen Trasatti, Secretary	
Sunaina Chawla, Trustee	

Call to Order: 1:02pm

**Chairman Report:**

Tom shared Karen Brown is out sick today and not present at today's meeting.

**Secretary:**

11/9/22 meeting minutes.

Motion by Marnie, seconded by Tom to accept the regular meeting minutes of 11/9/22.

Jill proposed a change to the November minutes: New Business - Revisit of Meeting Room Policy and Posting of Legal Opinion at end of first sentence to add the following bolded language...surrounding a political event at the library, **and he felt this was a good opportunity to educate the community about the role of the public library with political groups to avoid future misunderstandings.**

**Motion by Marnie, seconded by Sunaina to accept the November meeting minutes as amended. 5 Yes. Motion passes.**

**TREASURER REPORT:**

- General Acct: \$17,924.01

(\*Includes Ruth Campbell \$3,891.84 & Copy \$1,303.34)

- Fines Account: \$3,901.91
- Savings Account: \$12,201.70

(\*Includes Elizabeth Smith Fund \$9,724.19)

- 12 passports: \$420.00
- 1 Donation: \$20.00

**Motion by Tom, seconded by Jill to accept Treasurer Report as presented.**

**5 Yes. Motion passes.**

**Motion by Tom, seconded by Karen to accept \$20 donation. 5 Yes. Motion passes.**

### **DIRECTOR REPORT:**

- In Director Brown's absence, Jill shared some statistics from the director report: 2762 visitors, 4182 items circulated, 60 adult and youth programs, 682 attendees.
- Tom shared this is the first year the Library has been allowed to encumber funds for use in the next fiscal year. There was some savings in the personnel budget due to Karen's unpaid leave that will be used to purchase needed equipment.
- Youth Services (Kathy):
  - Staff had an excellent training recently with Lori Fisher.
  - Drop in events planned for Christmas vacation week.

132 passports processed year to date

### **OLD BUSINESS:**

- Copy rates and costs: Tom recommended we table the discussion until January when KB will be present.
- Budget Update (distributed to Trustees). Next Bud Com meeting is Tuesday, 12/20/22.

### **NEW BUSINESS:**

- Siding note to BoS: Tom drafted and distributed a letter of thanks and appreciation to the Board of Selectmen for their efforts with the siding project.

**Motion by Jill, seconded by Marnie to allow Tom to send the letter to the Board of Selectmen on behalf of the Trustees. 5 Yes. Motion passed.**

- BoS COLA Policy: BoS adopted a policy involving the determination of COLA adjustment. If CPI (consumer price index) is under 3%, BoS will allow a 2% COLA increase to personnel, if CPI is over 3%, COLA will be 4%. Library staff receive merit, not COLA.
- Director Contract Addendum: Tom drafted a document to reflect the changes that have taken place since March 2020 when Karen Brown was hired. Tom proposed a motion to preserve the plan for 2 year performance reviews, and set the date of the next performance review (after the March 2023 review) to occur in June 2025, thus allowing any salary recommendations to be built into the following year's budget. Karen T called to the board's attention the Director contract is for annual performance reviews. Tom did not bring a motion forward. Trustees will meet and discuss in January how to proceed with the March 2023 performance review.
- Tom suggested the remaining agenda items be tabled to the January meeting when Karen Brown will be present.
- Filing period for candidates in the town election is 1/25-2/3/2023. Sunaina was appointed to complete the term of Rich Geiser. Sunaina would need to file to run for the position. Marnie's term is up in 2023 and she'll also need to file her candidacy.
- Wed 12/24, Friend's potluck event - Trustees are welcome!

Meeting adjourned 1:54pm.

Respectfully submitted by, Karen Trasatti, Secretary