

**KIMBALL LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
JANUARY 11, 2023**

ATTENDANCE:

Tom Kelley, Chair	Julie Hammond, Alternate Trustee (1:06)
Marnie Finn, Treasurer	Linda Jette, Alternate Trustee (1:06)
Karen Trasatti, Secretary	Karen Brown, Director
Sunaina Chawla, Trustee	Patty Murphy, Resident

Call to Order: 1:02pm

SECRETARY'S REPORT:

Karen read 2 thank you notes from library staff for holiday gifts.

**Motion by Marnie, seconded by Sunaina to accept 12/14/22 regular meeting minutes.
4 Yes, 0 No. Motion passes.**

TREASURER'S REPORT:

General Account:	\$19,005.92
Includes:	
Ruth Campbell	\$ 3,142.84
Copy:	\$ 1,030.71
Fines Account:	\$ 4,066.95
Savings Account:	\$12,202.22
Includes:	
Elizabeth Smith	\$ 9,724.19 (-1,045.04) = \$8,679.15

17 passports

1:06 Julie and Linda arrived at the meeting. Tom appointed Linda Jette to act as Trustee in Jill's absence.

**Motion by Linda, seconded by Karen T to accept Treasurer's report for November.
5 Yes, 0 No. Motion passes.**

DIRECTOR'S REPORT:

- 99.91% of the budget was spent. Extra \$ in personnel and maintenance lines was used to purchase computers. \$471.47 returned to the town.
- Highlights of 2022: Foot traffic was up in June and remained high. 33,000 visits in 2022. 708 programs, 8,606 attendees, 4,256 library card holders, 37,866 items in collection, and 50,542 titles circulated in 2022.
- Exciting programs coming up - see full listing and registration on library website.
- Survey analysis report delayed but expected this week.

OLD BUSINESS:

- Discussion of copy rates and costs. Marnie shared that the copier uses lots of paper, ink and toner at a cost of ~\$1300/year (deficit). Discussion followed about increasing or maintaining the copy fee. Staples charges .19 cents per copy, libraries in coop charge .10.. .15 would be a reasonable charge for copies. Karen T was in favor of increasing the copy fee to cover costs. Maintaining the .10 rate is an intended benefit to library users. Should costs of toner become significantly higher, we can revisit the topic of costs per copy.

Motion by Marnie, seconded by Linda Jette to keep current copy fee at .10 per page.

4 Yes, 1 No. Motion passes.

- Library Display Policy - increasing # of protests in public libraries about displays. Karen B created a display policy and included a "Request for Reconsideration of a Kimball Library Display" form.

Motion by Linda, second by Marnie to accept the Kimball Library Display Policy and Request for Reconsideration of a Kimball Library Display form as presented.

5 Yes, 0 No. Motion passes.

- Updated Behavior Policy: Karen B provided the Trustees with a revised and updated Kimball Library Behavior Policy.

Motion by Linda seconded by Marnie to accept the Kimball Library Behavior Policy as amended (renumbering sequence and changing "unattended" to "must be accompanied by") 5 Yes, 0 No. Motion passes.

NEW BUSINESS:

- Tom appointed an Adhoc Performance Review committee, chaired by Jill Ottow, as an initial phase to establish a template and components of a performance evaluation of the Library Director. Trustees Karen T. Sunaina and Linda Jette will participate. Karen B's employment contract states the Trustees will review and evaluate the Director's performance and define measurable goals.
- Alternate Trustee Posting: Tom provided Trustees with an alternate trustee posting which outlines the qualifications and expectations of alternate trustees. Posting will be at Town Hall from 1/30-2/20/23. Current alternates will need to apply. Any interested candidates can apply and Trustees will review applications and make recommendations to the Board of Selectmen for appointment.

Motion by Linda, seconded by Sunaina to approve and post on 1/30/22 the Alternate Trustee Posting. 5 Yes, 0 No. Motion passes.

- **NHLTA** conference will be held on 5/9/23 in Concord.

- \$50,000 CD at Pentucket Bank with the provision we can only use the interest. Best rate in 2021 was .4%. Marnie researched current rates and was offered 3.92% by Pentucket Bank. Marnie and Linda will go tomorrow to close out the current CD and reopen a new account for 3.92% for one year. \$102 fee to cancel current CD but fee will be made back with the higher interest rate.

Motion by Marnie, seconded by Tom, to cancel the current CD (current rate .4%) and reopen new CD at Pentucket Bank at a rate of 3.92% for one year.

5 Yes, 0 No. Motion passes.

Meeting adjourned: 2:02pm

Respectfully submitted by,
Karen Trasatti, Secretary