

**KIMBALL LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
FEBRUARY 8, 2023**

**ATTENDANCE:**

Tom Kelley, Chair

Jill Ottow, Vice Chair

Karen Trasatti, Secretary

Sunaina Chawla, Trustee

Karen Brown, Director

Linda Jette, Acting Trustee for Marnie Finn

Absent: Marnie Finn

Call to Order: 1:01pm

**SECRETARY'S REPORT:**

- 1/11/23 regular meeting minutes

**Motion by Linda Jette, second by Karen T, to accept 1/11/23 regular meeting minutes. 5 Yes, 0 No. Motion passes.**

- 1/31/23 AdHoc Evaluation committee meeting minutes

**Motion by Jill Ottow, second by Linda Jette to accept 1/31/23 Ad Hoc Committee meeting minutes. 5 Yes, 0 No. Motion passes.**

**TREASURER'S REPORT:** (Karen Brown reported financials in Marnie's absence)

Ruth Campbell Fund	\$ 1,410.42
Operating	\$ 19,253.68
Fines	\$ 4,397.07
Trustee Savings Account	\$ 12,307.74

Karen T. asked about a backup treasurer or secondary check signer in the event checks need to be written in Marnie's absence. Karen B can access bank account info and make deposits but not write checks. Trustees agree it is a good idea to consider a designated backup treasurer in the future.

**DIRECTOR'S REPORT:**

- No budget report from town to share, however, slightly ahead in spending: 71% of annual telephone cost comes early in the year and youth program funds are spent at the beginning of the year.
- January foot traffic and circulation increased. 64 programs in January, 699 attendees, 64 children signed up for "1000 books before kindergarten"!
- Check library website for a full list of programs
- 3 new drop-in programs for children - no registration required.
- Many thanks to Charlie George for his generosity in funding past and present summer concert series. Planning is underway for 2023.

## **OLD BUSINESS:**

- Review from AdHoc Performance Review Committee: Jill explained the committee researched and compiled templates for director reviews from various sources including ALA, NH state library and various other templates found online. Evaluation for Trustee completion will be set up as a google form to be submitted electronically, comments compiled and data put into a spreadsheet. Suggestion made to also have Karen B self evaluate based on the categories in the Trustee evaluation template. Karen B indicated she will align her responses on her narrative evaluation (discussed below) with the categories in the trustee evaluation form.

**Motion by Tom, second by Linda to accept the Trustee Evaluation template as presented to be used for the performance review of Director Karen Brown, 2021-2022 review period. 5 Yes, 0 No. Motion passes.**

- Director self evaluation form (narrative with questions and goals) was also distributed to Trustees.

**Motion by Jill, second by Linda to accept the Director self evaluation template and the understanding the director will also align her responses with the categories from the trustee evaluation form as discussed. 5 Yes, 0 No. Motion passes.**

- Suggestion at committee to add a staff survey component. Many committee members thought it was a good idea. Jill was asked to contact NHLTA and state librarians for their opinion on the matter. Jill spoke with Michael York (NH librarian) and shared his thoughts - a survey can be done but needs to be researched further and maybe consider hiring a consultant to conduct it properly.

**Motion by Jill, second by Tom to table the discussion of a staff survey 4-6 mos and reevaluate the subject at a later time. 4 Yes, 1 No. Motion passes.**

- Review process: Jill outlined a Feb/March timeline for completing the evaluation process. Jill, Karen & Sunaina to assist with collating the trustee evaluation.
- Collection development policy for state library's digital collection/request for reconsideration policy form for state libraries. Patrons who borrow econtent borrow from the state's digital collection. As with physical titles, people can object to digital titles being in a collection. If someone objects it would be with the state library and completing the form as referenced.
- **Motion by Sunaina, second by Linda to accept as presented the Collection Development Policy for state library's digital collection and Request for Reconsideration Policy form. 5 Yes, 0 No. Motion passes.**

**NEW BUSINESS:**

- To accept Tom Kelley's resignation from the Board of Trustees effective 4/12/23. Thank you Tom for your dedicated service!

**Motion by Jill, second by Karen T to regrettably accept Tom Kelley's resignation effective 4/12/23. 5 Yes, 0 No. Motion passes.**

- Posting for Tom's vacancy. Posting dates 2/20-3/13/23. Tom distributed a posting document for his resignation effective 4/12/23. Posting was discussed and edits/changes made: Advocates for the library and library service in the community ~~state and nation.~~; add: "Support and understand the library policies which can be found on the library website."

**Motion by Tom, seconded by Linda J to accept the Trustee opening posting with the edits and changes as discussed. Position will be filled before the May regular meeting after his 4/12/23 resignation. 5 Yes, 0 No. Motion passes.**

- Discussion of background to a meeting with two trustees and Karen Brown. Tom neglected to add some context as to what prompted the meeting. Discussion has potential to become a personnel issue and he suggested we enter a non-public session.

**Motion by Tom, second by Linda to enter non-public session subject to RSA 91-A:3,II,c to discuss the context leading up to his meeting with Karen Brown and Marnie Finn on 1/19/23. 5 Yes, 0 No. Motion passes.**

**1:25pm entered a non-public session**

On 1/19/23, Tom and Marnie attended a meeting with Karen Brown to discuss a personnel policy. As a result, a process was discussed with regard to how Trustees handle feedback from staff/patrons by first reaching out to the Director, then Chair and Board of Trustees. No vote was taken by Trustees with regard to the discussed process.

**3:01pm Motion by Tom, second by Linda to leave non-public session and return to public session.**

Meeting adjourned 3:02pm

Respectfully submitted by,  
Karen Trasatti, Secretary