

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

ATTENDANCE:

Tom Kelley, Chair

Jill Ottow, Vice Chair

Karen Trasatti, Secretary

Marnie Finn, Treasurer

Sunaina Chawla, Trustee

Karen Brown, Director

Patty Murphy, Resident

Call to Order: 1:00pm

SECRETARY'S REPORT:

**Motion by Sunaina, seconded by Tom to accept the regular meeting minutes of 2/8/23.
5 Yes, 0 No. Motion passed.**

TREASURER'S REPORT:

Trustees were provided financials for January and February.

February:	General Account:	\$22,008.59
	(Inc Ruth Campbell 3142.84 & Copy 592.63)	
	Fines Account:	\$ 4,267.36
	Savings Account:	\$12,509.01
	(Inc Elizabeth Smith \$8,679.15)	
	Donation:	\$ 40.00

51 passports for January and February.

**Motion by Tom, seconded by Sunaina to accept Treasurer's report through February 2023
as presented. 5 Yes, 0 No. Motion passed.**

**Motion by Jill, seconded by Karen to accept donation of \$979.52 (interest from
LeBosquet Fund). 5 Yes, 0 No. Motion passed.**

**Motion by Jill, seconded by Sunaina to accept \$40 cash donation.
5 Yes, 0 No. Motion passed.**

DIRECTOR'S REPORT:

- Trustees were provided with the monthly expense report from the town bookkeeper which represents the first 10 weeks of the year.
- February: 2,930 visitors (7% increase over last month) 25 adult programs, 404 attendees. Youth services offered lots of events for school vacation week. 47 events for children/teens, 647 children attended.
- Jackie Cunningham's artwork is on display until the end of March.
- Lots of exciting programs are coming up - register on the library website.

OLD BUSINESS:

- Survey: Ongoing examination of topics

Survey last Fall and results received in January. Results were positive. 98% of respondents report that the library is important to their family, 99% important to the community. Karen B, Lois and Kathy plan to sort info by topic area and come up with ideas of how to improve - may take 18 mos to go through every area of library function.

NEW BUSINESS:

- Staff COLA increases: Karen Brown provided trustees with a breakdown of COLA increases for library staff. Total amount of increases = \$5,254.00

Motion by Jill, seconded by Marnie to accept COLA increases as presented.

5 Yes, 0 No. Motion passed.

- Program Funding requests
 - Summer Reading kickoff - \$850 magician show and hands on workshop Opening program has traditionally been funded from the Elizabeth Smith Fund.
 - 4 part Genealogy Series (2 programs in spring, 2 in fall)
\$164.50/session = \$658.00 total for 4 programs

Motion by Marnie, seconded by Tom to expend \$850.00 from the Elizabeth Smith fund for the summer reading opening program (magician show). 5 Yes, 0 No. Motion passed.

Motion by Tom, seconded by Marnie to expend \$658.00 from the Ruth Campbell fund to support the genealogy series. 5 Yes, 0 No. Motion passes.

- Director Performance Review: Jill explained a small committee was formed to research a template to evaluate the library director. Trustees and alternates were provided an evaluation survey to complete for the director's evaluation. Karen B did a self evaluation and also addressed the questions Trustees were asked from her perspective. Jill noted the director received a positive evaluation for her performance.

Motion by Marnie, seconded by Sunaina to accept the performance evaluation of Karen Brown from March 2021 to March 2023 as presented. 5 Yes, 0 No. Motion passed.

- Recommendation of Alternate Trustees:
 - 3 alternate trustees will be recommended to the BoS for appointment of a 1 year term: Nina Gray, Linda Jette and Patty Murphy (in attendance)

Motion by Marnie, seconded by Jill to recommend to the Board of Selectmen that Nina Gray, Linda Jette and Patty Murphy be appointed as Kimball Library Alternate Trustees for a 1 year term. 5 Yes, 0 No. Motion passed.

- Trustees Orientation: April will be our annual meeting and officers will be elected at that meeting (Chair, Vice Chair, Treasurer, Secretary). Trustee orientation will follow to onboard any new candidates.
- Interview Committee: Tom is vacating his Trustee position in April. The vacancy is posted (posting closes 3/13) and 2 candidates have expressed interest. Tom wants to interview the candidates and is asking for a few Trustees to serve on the interview committee. Karen T and Jill are available. The interview committee would bring a recommendation to the Trustee board and then to the BoS for appointment. Tom also suggests a discussion of the Director's salary happens before the April meeting, prior to a new board being elected.

Next meeting: April 12, 2023 @ 1pm.

Meeting Adjourned: 1:55pm

Respectfully submitted by,
Karen Trasatti, Secretary