

**KIMBALL LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
JUNE 13, 2023**

**ATTENDANCE:**

Jill Ottow, Chair	Nina Gray, Alternate Trustee
Karen Moss, Vice Chair	Patty Murphy, Alternate Trustee
Karen Trasatti, Secretary	Karen Brown, Director
Marnie Finn, Treasurer	
Pam Borisko, Trustee	Absent: Linda Jette, Alternate

Call to Order: 3:53pm

**CHAIRMAN'S REPORT:**

Jill shared she will follow Robert's Rules of order.

**SECRETARY'S REPORT:**

- Approve April minutes: suggested edits:
  - Chairman's report, 2nd bullet: "a volunteer will fill in for Karen Trasatti"
  - Secretary's report motion: "correct typo and accept April minutes"
  - Old Business NHLTA Conference: "Attendees would speak about their experiences off camera"
  - New Business: "pass" changed to "pay"

**Motion by Jill, seconded by Pam to make suggested edits as noted above and to approve April minutes. 4 Yes, 1 Abstain. Motion passed.**

**TREASURER'S REPORT:**

General Account:	\$25,144.55
(includes \$4,180.80 Ruth Campbell & \$922.23 CD)	
Fines Account:	\$ 3,569.37
Savings Account:	\$12,720.01
(includes \$8,679.15 Elizabeth Smith)	
16 passports:	\$ 560.00
Donations:	\$ 100.00 (2 x \$50)

**Motion by Pam, seconded by Karen M to accept \$100 in donations (2 x \$50). 5 Yes, 0 No. Motion passed.**

**Motion by Karen M, seconded by Pam to accept treasurer report. 5 Yes, 0 No. Motion passed.**

### **DIRECTOR'S REPORT:**

- May financials: 59.18% remaining (on target)
- Kathy W joined the meeting to share info about the summer reading program. If the goal of 225 registrations is reached, Kathy W will wear a unicorn onesie on wacky Wednesdays in August! Fun programs planned: magic show, bubbles, cupcake wars, UNH volunteers (beach ecosystems), frisbee show, etc.
- May stats: 3,810 visitors, circulation ^ 4%, foot traffic ^ 12%
- Eva McDermott photos on display in large meeting room
- Atk Academy 2nd graders came to the library for their annual visit.
- New annual garden under electronic sign.
- Newly retired patron offered her time to teach a sewing class.
- Collaborative series with the conservation commission wrapped up this month.
- Summer concert series - bigger and better this summer. Increased publicity efforts this year from a donation: signs posted around town and Loral press donated printing of 300 brochures. Fire Chief Murray making the FD garage available in the event of rain.

### **OLD BUSINESS:**

Jill provided Trustees with a list of meeting expectations.

**Motion by Karen M, seconded by Pam B to accept meeting expectations.**

**5 Yes, 0 No. Motion passed.**

### **NEW BUSINESS:**

- Circulation Policy Revisions: Karen B provided Trustees with an updated copy of the policy with 3 revisions identified.

**Motion by Marnie, seconded by Karen M to accept revisions to the Circulation Policy.**

**5 Yes, 0 No. Motion passed.**

- Consideration of public comments at Trustee meetings and subsequent bylaw revisions. Jill had provided Trustees with a public comment document ahead of the meeting. Karen M read the guidelines for public comments. Discussion led to an added bullet: "If follow up is needed, a response will be made by the Director or by the Chair on behalf of the Board of Trustees within 5 business days."

**Motion by Pam B, seconded by Karen M to accept the public comment document as revised (added bullet). 5 Yes, 0 No. Motion passed.**

- Library Trustee Emails: NHLTA best practice is to have trustee business separate from personal email. Block 5 (library computer service) can set up separate emails for all trustees (officer names & alternates). Karen B will also request a link be created on the website for Trustee Chair contact.

**Motion by Jill, seconded by Karen M to setup Trustee emails on Kimball Library network.  
5 Yes, 0 No. Motion passed.**

- Vacant Staff position: Staff person resigned in May. Karen B would like to offer that position to an internal candidate.

**Motion by Marnie, seconded by Karen M to offer a vacated position to an internal candidate. 5 Yes, 0 No. Motion passed.**

- Replacement of bike rack: Karen B requested funding to replace the bike rack out front as it's extremely rusted at a cost of \$390.97 (includes shipping). It was suggested the rack be refurbished with steel wool and spray paint. Trustees Pam B and Karen T offered to refurbish the bike rack.

**Motion by Jill, second by Karen M to allow Karen T and Pam B to paint the bike rack.  
5 Yes, 0 No. Motion passed.**

Trustees will not meet in July. Budget workshop expected to begin at the end of July or early August.

Next meeting: Tuesday, August 8th, 3:45pm.

Meeting Adjourned: 5:01pm

Respectfully submitted by,  
Karen Trasatti, Secretary