

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

ATTENDANCE:

Jill Ottow, Chair	Karen Brown, Director
Karen Moss, Vice Chair	Patty Murphy, Alternate Trustee
Marnie Finn, Treasurer	
Karen Trasatti, Secretary	
Pam Borisko, Trustee	

Call to Order: 3:46pm

Secretary's Report:

Approve minutes of 6/13/23. One edit to public comment, last 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 Marnie, seconded by Pam to accept the regular meeting minutes 6/13/23 as amended. 5 Yes, 0 No. Motion passed.

Treasurer's Report:

General Account	\$ 23,220.21
Includes Ruth Campbell 3,851.80 and Copy 440.54)	
Fines Account:	3,287.63
Savings Account:	12,813.31
(Includes Elizabeth Smith	8,679.15
17 passports	595.00
1 Donation	64.00

**Motion by Jill, seconded by Karen M to accept the treasurer's report as submitted.
5 Yes, 0 No. Motion passed.**

**Motion by Karen T, seconded by Karen M to accept donation in the amount of \$64.00.
5 Yes, 0 No. Motion passed.**

Director's Report:

- Kathy W, dressed in a unicorn onesie, reported on the success of the summer reading program. 147 registrations for kids, 53 for teens. 1680 attendees for summer programs.
- 6,959 visitors in June & July, 10,793 items borrowed. Increase in circulation of print and econtent. 171 programs over 8 weeks, 3021 attendees, 105 youth programs
- Summer concerts have been successful, 2 remaining concerts.
- Facilities: power washing and painting of exterior trim to begin in Sept

- Bike rack was refurbished by Trustees Pam Borisko and Karen Trasatti. The bike rack was a gift from Douglas Torosian in memory of his father John Torosian. A new name plate will be installed.

OLD BUSINESS:

- Public Comment & Bylaw Revision: Procedural rules for public comment were established and accepted at the June 2023 meeting which need to be inserted into bylaws under Article IV, section 9. Under section 8, order of business, lists 2 places for public participation, suggestion made to strike J (second public participation) and change B from “first public participation” to “public comment”.

Motion by Jill, seconded by Pam to accept the procedural rules for public comment and add them to Trustee bylaws as noted. 5 Yes, 0 No. Motion passed.

NEW BUSINESS:

- Trustee Job Descriptions: tabled to the next meeting.
- Employee Bereavement Policy: KB provided Trustees with a proposed Employee Bereavement Policy that would apply to all staff on a prorated policy. 8 out of 12 library employees are part-time. Discussion and edits made to policy:

“Five days of bereavement leave is available to employees of the Kimball Library upon the death of an immediate family member. Immediate family is defined as grandparents, parents, siblings, spouse, and children of the employee or children of the spouse. The staff member will be paid their regular wage for the number of hours they are normally scheduled to work on a weekly basis. Bereavement leave supplements any other paid time off for staff who receive those benefits.”

Motion by Jill, seconded by Karen M to accept the employee bereavement policy as amended. 5 Yes, 0 No. Motion passed.

- Changes to Personnel Practices:
 - Exempt employees: professional staff are exempt employees, not subject to overtime pay. Karen B and Kathy W are currently the only exempt employees. Karen B proposes all professional staff (including Lois Powers and Katie Cloughley) become exempt employees.

Motion by Pam B, seconded by Karen M. to accept change to personnel practices to make all professional staff exempt employees. 5 Yes, 0 No. Motion passed.

- Change job title from Library Assistant to Technical Assistant. 4 part time Library Assistants work in technical services and the public service desk. Technical Assistant is more modern job terminology. No wage impact.

Motion by Karen M, seconded by Pam B to change job title of Library Assistant to Technical Assistant. 5 Yes, 0 No. Motion passed.

- Donation from AWCC. AWCC approached the library about making a gift this year. Karen B recommended the purchase of 7 additional launchpads for the children's room. Launchpad is like an iPad loaded w/ fun educational apps. Cost is \$1,259.93, to be donated by AWCC.

Motion by Marnie, seconded by Karen M to accept donation from AWCC in the amount of \$1,259.93 for launchpads. 5 Yes, 0 No. Motion passed.

Meeting adjourned: 4:28pm

Respectfully submitted by,
Karen Trasatti, Secretary