

**KIMBALL LIBRARY BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
SEPTEMBER 12, 2023**

**\*Amended and Approved 10/10/23\***

**ATTENDANCE:**

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

Call to Order: 3:46pm

**Secretary's Report:**

Approve budget workshop and regular meeting minutes of 8/8/23.

**Motion by Karen M, second by Pam B to accept budget workshop minutes of 8/8/23.  
5 Yes, 0 No. Motion passed.**

**Motion by Marnie, second by Karen M to accept regular meeting minutes of 8/8/23.  
5 Yes, 0 No. Motion passed.**

**Treasurer's Report:**

General Account:	\$23,998.48
(includes Ruth Campbell \$3,206.80 & Copy \$92.93)	
Fines Account:	\$ 3,113.59
Savings Account:	\$12,822.86
(includes Elizabeth Smith \$8,679.15)	
17 Passports:	\$ 595.00
2 Donations:	\$ 29.40

**Motion by Jill second by Karen M to accept 2 donations in the amount of \$29.40.  
5 Yes, 0 No. Motion passed.**

**Motion by Karen T, second by Karen M to accept Treasurer's report for August.  
5 Yes, 0 No. Motion passed.**

**Director's Report:**

- ~~Budget 75% spent, 34% remaining.~~ **75% thru budget year, 34% balance remaining with significant bills coming due.**
- ~~Circulation and econtent up over last year.~~ **Increase in circulation, e-content, programs (up 41%) and attendance (up 44%) compared to last August.** Successful summer

concert series with over 1000 attendees. Thank you to George Family Charities for sponsoring concerts.

- Many thanks to AWCC for the launchpads donation and Feuer Lumber for re-staining the trellis they donated.
- Visit the library website for upcoming youth and adult programs.
- Facilities: Thank you to Matt Sullivan for tending to library grounds and Brian Boyle for overseeing the painting of library trim.
- AC unit rebuilt at a cost of \$4k

**Old Business:**

- Trustees were provided with the document “Trustee Job Descriptions” which outlines the roles of Trustees as individuals and as a board. Karen T suggested the following edits:
  - First statement third bullet be amended to: “Appoint/hire and evaluate a library director and in consultation with the director (librarian), all other employees of the library and determine their compensation as stated in RSA 202-A.
  - Secretary duties, item b amended to: “Record sign and distribute meeting minutes in accordance with Chapter 91-A:a”
  - Secretary duties, item a amended to: “The secretary shall post all meetings as required by law (~~delegated to the Director~~) \*currently being performed by the Director\*”
  - Secretary duties, item c will be eliminated.

**Motion by Karen M, second by Pam B to accept and adopt Trustee Job Descriptions as amended above. 5 Yes, 0 No. Motion passed.**

**New Business: 2024 Budget**

- Jill and Karen reported on the two recent budget workshops for the 2024 budget. Discussion followed regarding budget increase, salary increases, Covid sick pay and personal time buy back.

**Motion by Jill, second by Marnie to accept 2024 library budget as presented. 3 Yes, 2 No. Motion passed.**

Next meeting: October 10, 2023 @ 3:45pm.

Meeting adjourned: 4:32pm

Respectfully submitted by,  
Karen Trasatti, Secretary