

**KIMBALL LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
DECEMBER 12, 2023
Approved 1/9/24**

ATTENDANCE:

Jill Ottow, Chair

Karen Moss, Vice Chair

Karen Trasatti, Secretary

Marnie Finn, Treasurer

Pam Borisko, Trustee

Karen Brown, Director

Nina Gray, Alternate Trustee

Patty Murphy, Alternate Trustee

CALL TO ORDER: 3:47pm

SECRETARY REPORT:

- 11/14/23 regular meeting minutes: Jill suggested an edit: under Director report last bullet to add language that programs are reported to the state.

Motion by Marnie, seconded by Karen M to accept 11/14/23 regular meeting minutes as amended. 5 Yes 0 No. Motion passed.

TREASURER REPORT:

General Account: \$22,889.90

(Includes Ruth Campbell 2713.30 & Copy -626.92)

Fines Account: \$ 2,675.18

Savings Account \$12,929.47

(Includes Elizabeth Smith 8679.15)

Passports: 9

No Donations

Motion by Jill, seconded by Karen M to accept the Treasurer's Report as presented for November. 5 Yes, 0 No. Motion passed.

- Pentucket Bank is offering a 13 month CD at a rate of 4.89%

Motion by Marnie, seconded by Pam to renew our CD with Pentucket Bank effective 1/12/24 at a rate of 4.89% for a 13 month term. 5 Yes, 0 No. Motion passed.

Motion by Jill, seconded by Pam to accept \$10 donation reported at the November meeting. 5 Yes, 0 No. Motion passed.

DIRECTOR REPORT:

- As of 12/11, 6.7% of the budget remains. Any bills dated in December will be paid under the 2023 operating budget.

- Nov Statistics: 3,159 visitors (up 14% over last year), 4,250 items borrowed, 24% increase in digital circulation, 96 programs, 1,152 attendees, 60% increase in programs over last year, 81% increase in attendees.
- Karen B provided additional comments as a followup to last month's discussion of programs. Statistics are generated according to a national standard. Libraries are required to submit reports to their states and states report to the federal government. Karen B encourages Trustees and members of the public to ask her questions at any time but some questions may require additional time for her to prepare a response.
- FICA, health insurance, Medicare and retirement rates are set and add an additional \$10,953 to the 2024 proposed library budget (17.5% of budget).

OLD BUSINESS:

- Meeting Minutes Procedure: Karen T created and provided a document titled "Meeting Minutes Procedure" as a procedure for meeting minutes.

Motion by Pam, seconded by Karen M to accept the Meeting Minutes Procedure as distributed to Trustees. 5 Yes, 0 No Motion passed.

NEW BUSINESS:

- Holiday Staff Gifts: Cash gifts to staff in the amount of \$445.00. Gifts will be drawn from the Elizabeth Smith Fund which is a fund established by a donation and for items not in the budget.

Motion by Marnie, seconded by Jill to expend \$445 from the Elizabeth Smith Fund for holiday staff gifts. 5 Yes, 0 No. Motion passed.

- Revised 2024 Budget: At the last town budget committee meeting, department heads were asked to look at their budgets for line reductions. KB has reduced the library budget by \$2,250 (reductions in postage, computer hardware, new equipment, youth programs, dues/memberships, education/conference and mileage). Proposed 2024 budget is now \$627,801 (9.3% overall increase).

Motion by Karen M, seconded by Marnie to accept \$2,250.00 reduction in 2024 proposed budget. 5 Yes, 0 No. Motion passed.

Next Trustee meeting January 9, 2024 @ 3:45pm

Meeting adjourned: 4:36pm

Respectfully submitted by,
Karen Trasatti, Secretary