

**KIMBALL LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
FEBRUARY 14, 2024  
APPROVED 3/12/24**

**ATTENDANCE:**

Jill Ottow, Chair

Karen Moss, Vice Chair

Karen Trasatti, Secretary

Marnie Finn Treasurer

Pam Borisko, Trustee

Linda Jette, Alternate Trustee

Patty Murphy, Alternate Trustee

Karen Brown, Director

Kathy Watson, Asst Dir/Yth Svcs Dir

Call to Order: 3:46pm

**SECRETARY'S REPORT:**

- 1/9/24 meeting minutes. Edit made under Director report:  
*98.27% of 2023 budget spent, final bills coming in. Karen B expects to spend 99%*

**Motion by Marnie, seconded by Karen M to accept 1/9/24 meeting minutes as amended. 5 Yes 0 No. Motion passed.**

- Karen Brown requested the year end statistical summary for 2023 be attached to January 9, 2024 minutes.

**Motion by Marnie, seconded by Karen M to add the year end statistical summary to the 1/9/24 as provided by the Director. 5 Yes, 0 No. Motion passed.**

**TREASURER'S REPORT:** January 2024 financials:

General Account:	\$ 23,696.52
(Includes Ruth Campbell \$2,713.30 & Copy previous -556.41 - 1,032.10)	
Fine Account:	2,600.56
Savings Account:	13,30568
(Includes Elizabeth Smith \$8,234.15)	
Passports:	20
Donations:	0

**Motion by Jill, seconded by Pam to accept the Treasurer report for January. 5 Yes, 0 No. Motion passed.**

**DIRECTOR'S REPORT:**

- Financials: 98.9% of 2023 budget spent. Any bill dated in 2023 had to be paid from the 2023 budget. Labor is also part of the 2023 budget - money got moved from one year to the next resulting in an unexpected balance of \$6,000 going back to the town.

- Trustees were also provided a list of expenditures to date. Full budget to follow after March town election .
- January: 2,297 visitors, 4,391 items borrowed, 99 programs, 1031 attendees, circulation level, events up 35%, attendance up 45%.
- Proquest database launch has been successful. 601 users in the first 3 weeks.
- Town Deliberative Session: motions made and \$1,162 added back to library budget for materials of trade and dues. Additional \$2,088 in cuts remain in place.
- Town website has all 2024 proposed operating budget documents posted. If the 2024 proposed operating budget fails, the library default budget will be \$44,616 less (7%). A 2024 default budget does not include contracts: the library and other town departments will have to make adjustments to their budgets to honor those contracts.

#### **OLD BUSINESS:**

- Fax: Use is declining but some patrons find it safer than email. Llibrary owns the machine but pays \$35/month for hard wired lines. Current library cost is \$1per page, .50 each additional page. Staples charges \$3.25/page. No data to show fax usage. \$3/page would break even after 140 pages, \$2/page break even after 410 pages. Suggestion made to keep a usage log at the fax machine.

**Motion by Marnie, seconded by Karen M to raise fax fee to \$3/page effective 4/1/24. 5 Yes, 0 No. Motion passed.**

**Motion by Karen T, seconded by Pam B to amend the above motion to include a usage log at the fax machine to track fax machine usage. 2 Yes, 2 No, 1 Abstain. Linda Jette, Acting Trustee, voted No as tie breaker, 2 Yes, 3 No. Motion failed.**

- Copy Income/Expenses: Karen B will look copier and computer printing together with her staff and she will report back next month with a proposal. Marnie tracks copier income. Topic tabled to next month.

#### **NEW BUSINESS:**

- Kimball Library Policy on Labels and Rating Systems: Trustees were provided with a proposed policy. The policy makes the distinction between directional and proscriptive labels. The library does not engage in labels that are proscriptive. Only parents and families decide what is best for their families. Child library cards are legally private and staff explains that to parents when their child gets a card. Oftentimes, parents use their own email address under a child's account to follow that account.

**Motion by Karen M, seconded by Marnie to accept proposed Kimball Library Policy on Labels and Rating Systems as presented. 3Yes, 1 No, 1 Abstain. Motion passed.**

- Public Service Policies: Eligibility for borrow and services was distributed to Trustees regarding non-resident library cards. 6 non resident cards issued in 2022 and 3 in 2023. Discussion and suggestions made to edit policy:

- 2 amended to: *People residing outside of Atkinson but owning property in Atkinson, attending schools, or working in the town shall be considered residents.*
- 3 amended to: *Any NH resident may apply for a NON-RESIDENT LIBRARY CARD. Cards are issued on a twelve month basis and expire on the last day of the twelfth month. The following conditions apply.*
- 3a: *strike "as of January 1, 2012.*

**Motion by Pam seconded by Karen M to accept the Eligibility for Borrow and Services as amended. 5 Yes, 0 No. Motion passed.**

- **New Hire:** Nic Young has been chosen as the new Circulation Coordinator. Nic holds a Masters in Library Science, brings good library experience and strong customer service skills. 18.5 hours/week @ \$18.50/hour. She'll start 2/20/2024.

**Motion by Marnie, seconded by Jill to hire Nic Young as the Circulation Coordinator beginning 2/20/24 for 18.5 hours/week, \$18.50/hour. 5 Yes, 0 No. Motion passed.**

- Request received from Southern NH Chamber of Commerce to place a Yeti cardboard creature w/ QR code in the library lobby. People can scan code and be entered into a raffle to win a cruise. Sets precedent for other organizations.

**Motion by Marnie, seconded by Karem M to reject the request from Southern NH Chamber of Commerce. 5 Yes, 0 No. Motion passed.**

- Program funding request: Karen B asked Trustees to consider funding \$100 for the library's participation in the 12 zoom programs organized by the Friends of Tewksbury Library. Oftentimes, a group of libraries organize Zoom programs and invite other libraries to participate in order to defray the cost.

**Motion by Marnie seconded by Pam B to expend \$100 from the Ruth Campbell Fund to fund the 12 Zoom programs. 5 Yes, 0 No. Motion passed.**

Next meeting Tuesday, March 12, 2024.

Meeting adjourned 5:15pm

Respectfully submitted by,  
Karen Trasatti, Secretary