

**KIMBALL LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
APRIL 16, 2024**

**ATTENDANCE:**

Jill Ottow, Chair

Karen Brown, Director

Karen Moss, Vice Chair

Pamela Borisko, Secretary

Marnie Finn, Treasurer

Christine Latino, Trustee

**Call to Order: 3:50 p.m.**

**CONTRACT/PERFORMANCE REVIEW:**

Jill passed around a copy of contract extension for review regarding Karen Brown. The board will review the new contract in June/July time.

**ELECTION OF OFFICERS:**

Jill Ottow, Chair, Karen Moss, Vice Chair, Marnie Finn, Treasurer, Pam Borisko, Secretary and Christine Latino, Trustee.

Motion by Karen Moss, seconded by Christine to elect officers of the board. 5 Yes. 0 No. Motion passed.

**SECRETARY'S REPORT:**

- March 12, 2024, regular meeting minutes

**Motion by Jill, seconded by Karen Moss for Jill to add her statement to the minutes expressing her concerns about the statement made by Karen Trasatti at her final meeting. Specifically, the 5<sup>th</sup> paragraph referring to "I take personal offense to the actions of the current and former Chairpersons for writing editorials to local newspapers criticizing my vote against the library budget and labeling me as "uninformed" and "elitist"."** 5 Yes. 0 No. Motion Passed.

- March 25, 2024, budget workshop meeting minutes

**Motion by Karen Moss, seconded by Jill to accept the minutes of the budget workshop meeting as amended to correct John Apple's name. 5 Yes. 0 No. Motion Passed.**

### **TREASURER'S REPORT:**

General Account \$24,958.98  
(Includes Ruth Campbell \$3,838.22 & -382.56 copy)  
Fine Account \$2,057.53  
Savings Account \$13,799.60  
(Includes Elizabeth Smith \$ \$8,234.15)  
Passports: 25 at \$875  
Donations: 0

**Motion by Jill, seconded by Karen Moss to accept Treasurer report for March. 5  
Yes. 0 No. Motion passed.**

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

- March stats: 3,572 visits, 5,967 items borrowed, 53% increase in use of meeting rooms, circulation increased by 27% and digital content increased by a third.
- The summer concert series planning is underway thanks again to the George Family Trust.
- Regarding the impact of the default budget, the Board of Selectman decided to look at shared adjustments across all departments by the whole town instead of individual departments. This brought the library needing to cut \$13,950 or 9% of the operational budget.
- We continue to provide engaging adult, teen, and children's programs that you can check out on the website.
- The teen room lights were adjusted to be more welcoming.
- The Town Capital Improvement Committee is trying address aging infrastructure (anything over \$10,000) that may need fixing in in the future in the library.

### **OLD BUSINESS:**

- The NH Library Trustee Assn's annual conference is on June 5<sup>th</sup> at the Grappone Center in Concord NH. Deadline to register is May 17. However, if our trustees wish to attend, they need to let Jill and Marnie know by May 10<sup>th</sup>.

### **NEW BUSINESS:**

- Jill reported that the Board instituted a process a few years ago of developing a pool of new Trustees who may need to be appointed between elections each year. This begins with a posting with Town Hall and on the library website each summer. Interested parties are asked to submit a bio and a subcommittee of the Trustees interviews them and votes to identify the best viable candidates. This will occur in August this year. Please tell Jill if you want to serve on the subcommittee this year.

A letter was sent to the Board of Selectman recommending re-appointment of current Alternate Trustees for 2024-25, Linda Jette, Nina Gray and Patty Murphy. This is done every year for re-appointment or appointment of new Alternates.

- A new contact list will be developed by Jill and new emails will be assigned accordingly.
- Jill is blind copying emails to trustees per legal advice. Blind copying prevents 'reply all' and thus does not allow any discussion or decision-making by an email quorum. All trustees are asked to use this method when emailing other Trustees.
- Karen Brown talked about the cost of a Non-resident library card fee which has been \$65.00 for a long time. We are allowed 4 downloads per patron, and it is causing pressure on the library, and we do not have any funds to do more. Many people will go to get cards from other libraries which causes more pressure on the system. Suggestion to raise fee to \$75.00 effective May 1, 2024.

**Motion by Marnie, seconded by Christine to raise Non-Resident library card fee to \$75.00 effective May 1, 2024. 5 Yes. 0 No. Motion passed.**

- Atkinson Days: Events happening around Dow Commons and Woodlock Park on 9/7/24. Friends of the Library have been asked to support an event but if declined, Director Brown asked if the library would fund an event with Elizabeth Smith Funds.

**Motion by Marnie, seconded by Pam for the Trustees to be prepared to fund an event for Atkinson Days from the Elizabeth Smith Fund if the Friends of the Library do not fund. 5 Yes, 0 No. Motion Passed.**

Next meeting Tuesday, May 14 @3:45

Meeting Adjourned 4:30.

Respectfully submitted by,  
Pamela Borisko, Secretary