

**Town of Atkinson  
Kimball Library Board of Trustees  
5 Academy Avenue, Atkinson, NH 03811**

Request to Address an Item on the Trustees' Agenda  
Regular Appearance

Atkinson residents wishing to address an item on the Board of Trustees' agenda, or to appear before the Board, must complete this form and submit it **via email** to the Trustee Chair **by 5:00 PM on Monday before the Wednesday evening meeting**. Requests must be submitted to [chair@kimballlibrary.com](mailto:chair@kimballlibrary.com). The Trustee Chair will respond to your request prior to the meeting.

Requested Date of Appearance: \_\_\_\_\_

Person Requesting Appearance: \_\_\_\_\_

Representing (Committee): \_\_\_\_\_

Phone Number:                    \_ \_ \_ \_ \_ - \_ \_ \_ \_ \_ - \_ \_ \_ \_ \_

Email Address: \_\_\_\_\_

Subject: \_\_\_\_\_

Agenda Item to be Addressed: \_\_\_\_\_

Nature of Discussion: \_\_\_\_\_

\_\_\_\_\_

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Note: Please attach any pertinent documentation

Adopted by the Kimball Library Board of Trustees on December 10, 2025