

# KIMBALL LIBRARY BOARD OF TRUSTEES AGENDA POLICIES & PROCEDURES

Atkinson, New Hampshire

## AGENDA SETTING

1. The goal of the Trustee Chair and Library Director is to set an agenda to support the timely and efficient handling of library business.
2. The attached agenda template will be used for all meetings.
3. Sole authority of setting the agenda rests with the Chair.
4. A request to appear before the Board of Trustees is not a guarantee of appearance at a meeting.
5. Appearances before the Board shall be limited to Atkinson residents with discretion by the Chair to allow a non-resident to speak.
6. Requests must be related to an item on the agenda for that meeting or a topic unrelated to the agenda, but relevant to the library. Background materials for a discussion must be provided and the Chair can ask for further clarification if needed.
7. The request deadline is 5 PM on the Monday before a Wednesday meeting.
8. An agenda will be posted on the Friday before the Trustees meeting. Requests must be submitted to [chair@kimballlibrary.com](mailto:chair@kimballlibrary.com).
9. The deadline may be waived in the event of an emergency or for items that require the Board's immediate attention and for which prior notice is not possible

## GUESTS

To continue the Board of Trustees' tradition of providing opportunities for residents to address the Board, the following policy and procedures have been adopted:

1. Please complete the "[Regular Trustee Meeting Appearance Request Form](#)" found on the library's website under the tab **ABOUT US/POLICIES**  
<https://kimballlibrary.com/about/policies>.
2. The request deadline is 5 PM on the Monday before a Wednesday meeting.
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5. Requests must be related to an item on the agenda for that meeting or a topic unrelated to the agenda, but relevant to the library.
6. Background materials for a discussion must be provided and the Chair can ask for further clarification if needed.
7. The request deadline is 5 PM on the Monday before a Wednesday meeting.

### Steps to access the policy and the request form:

- Go to the Library website <https://kimballlibrary.com>
- Choose **ABOUT US** from the dark grey menu bar underneath the photo of the Library
- Then choose **TRUSTEE MEETING MINUTES & AGENDAS**, where you will see the **POLICY RE: AGENDA GUEST** at the top.
- You can also access the **REQUEST FORM TO ADDRESS AN AGENDA ITEM** there

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