

**KIMBALL LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
APRIL 22, 2026**

ATTENDANCE:

Karen Moss, Chair

Kane Guthrie, Vice Chair

Christine Latino, Secretary

Linda Jette, Alternate (*substituting for Jill Ottow, Trustee*)

Karen Brown, Director

Marnie Finn, Treasurer

Nina Gray, Alternate

Gail Dennig, Alternate

Call to Order: 5:04 p.m.

POINT OF ORDER

**Motion by Christine, seconded by Marnie to have Linda Jette fill in Jill Ottow: 5 Yes; 0 No.
Motion passed.**

ELECTION OF OFFICERS:

- Re-ran election due to the election not being recorded during our March 25, 2026 meeting, due to the length of the meeting.
- Slate of officers: Karen Moss, Chair; Kane Guthrie, Vice Chair; Marnie Finn, Treasurer.

Motion by Karen Moss, seconded by Christine: 5 Yes; 0 No. Motion passed.

- Slate of candidates for Secretary: Christine Latino & Jill Otto

Motion by Karen Moss, seconded by Christine: Christine: 3; Jill: 2.

SECRETARY'S REPORT:

- March 25, 2026, regular meeting minutes.

Since the minutes were distributed close to the start of the meeting, board spent a few minutes reviewing the meeting.

Motion by Christine, seconded by Linda. 5 Yes; 0 No. Motion Passed.

- April 16, 2026 budget workshop meeting minutes.

Minutes to be reworked due to issues with the translation system used to record the April workshop.

Motion by Karen Moss, seconded by Christine 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:

- Marnie distributed her usual report, reviewed the numbers and answered questions.

Motion by Kane, seconded by Christine to accept Treasurer report for March 2026. 5 Yes. 0 No. Motion passed.

DIRECTOR'S REPORT:

- Director covered stats, library activities including upcoming programs and other updates.
- Friends of the Library will assist with covering the funding gap and will fund items outlined in the Director's proposal to the total of \$5,050. The Director found a special sale from the Wall Street Journal that offers libraries a new digital subscription for \$600. The Friend will sponsor this item, too.
- The Trustees will contribute \$3,700 from the LeBosquet Trust Fund. These funds can only be used for hardback books. Once the budgeted money for such books has been spent, the library will use these funds.

Motion by Kane, seconded by Karen to accept donation from the Friends of the Library. 5 Yes. 0 No. Motion passed. Thank you Friends!

Motion by Karen, seconded by Linda to accept use of \$3,700 from LeBosquet fund. 5 Yes. 0 No. Motion passed. Thank you LeBosquet family!

Director's report for March 2026. 5 Yes. 0 No. Motion passed.

NEW BUSINESS:

- Notice to the Residents of Atkinson to share news that the Kimball Library will be open on Saturday. Large and small posters to be placed around the library and on social media.
- Karen Brown to update staff before posters are placed.
- Jill will work with the Friends of the Library to share the update with their members.

Motion by Karen, seconded by Marnie to approve notice as is. 4 Yes. 1 No. Motion passed.

- Legal Advice Sources: Three types of available sources:
 - Town lawyer: advises and represents the entire town.
 - NH Municipal Association: interprets the law.
 - Eric Stern Esquire: advice on library-specific topics.
 - Discussion on the balance of \$650 owed to Eric Stern.
 - Karen Moss will request a retainer proposal for our consideration.
 - Marnie asked and Karen Moss responded lawyer was told not to incur any expenses from Kimball Library until she notifies him.

OLD BUSINESS:

- Robert's Rules: cheat sheet. Reminder of the process.
- 1 on 1s: opportunity to meet and speak with Karen Moss.
- Update on LeBosquet Trust Fund: Lingering reporting questions need to be cleaned up. Karen Moss and Marnie are working on it.
- Karen requests that Trustees frequently check their trustee email. She wants to have full participation by the board. Use caution when wording the emails and keep in mind limits of what can/cannot be discussed in emails.

- Update to email account: “trustees” email will be changed to “chair” for consistency.

Motion by Kane, seconded by Karen to change “trustees” email to “chair”. 5 Yes, 0 No. Motion Passed.

- Our listing on the Town’s website needs updates. Karen to draft changes and share with Christine for review.
- Approve Staff Salary Increases effective 1/1/26 or effective 4/1/26. This is the COLA increase. Karen Brown reviewed the increases by position.

Motion by Karen, seconded by Kane to approve the COLA increases. 5 Yes, 0 No. Motion Passed.

- **NHLTA Conference May 27, 2026, DoubleTree Downtown, Manchester, NH**
- Christine requested a non-public meeting to discuss concerns staff feedback from March listening sessions. Staff were told the board would discuss and address their points. Gail shared options to summarize and synthesize the information. Non-public meeting scheduled for **Wednesday, April 29, 2026 at 6:00 pm**. Karen will share an agenda.

Next regular meeting Wednesday, May 27 @ 5:00 pm

Motion by Karen Moss to adjourn meeting. 5 Yes. 0 No. Motion Passed.

Meeting Adjourned: 6:54 pm.

Respectfully submitted by,
Christine Latino, Secretary