

KIMBALL LIBRARY BOARD OF TRUSTEES
WORKSHOP MEETING MINUTES
MAY 4, 2026
FINAL

ATTENDANCE:

Karen Moss, Chair

Kane Guthrie, Vice Chair

Nina Gray, Alternate

Gail Dennig, Alternate

Marnie Finn, Treasurer

Jill Ottow, Trustee

Christine Latino, Secretary

Linda Jette, Alternate

Guests: Kate Rochford, Kathy Watson

Call to Order: 5:32 p.m.

Pledge of Allegiance

Courtesy Rules of Conduct, all agree

Discuss Director Search Process

- Karen Moss distributed *A Library Board's Practical Guide to Finding the Right Library Director* (see copy of guide) for review and discussion. Topics included:
 - Having an Interim Plan
 - Appoint interim director.
 - Prepare job posting and advertise widely.
 - Budget, legalities, salary/benefits, and advertising.
 - Selecting candidates.
- Plaistow Library just completed a search and could be a good source of assistance.
- Kathy Watson was asked if she and Karen Brown have discussed the interim plan/director. Kathy has been involved in previous searches.
- The decision was made to enter nonpublic to hear from Kathy.

Motion to enter Nonpublic Session made by Karen Moss, seconded by Kane Guthrie. 5 Yes; 0 No. Motion passed.

Specific Statutory Reason cited as foundation for the nonpublic session:

RSA 91-A:3, II(c) *Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.*

- Discussion with Kathy on her thoughts on the interim director role and plan for after Karen retires.

Motion to exit Nonpublic Session made by Karen Moss, seconded by Kane Guthrie. 5 Yes; 0 No. Motion passed.

- Discussion continued about the hiring process including: Qualifications and job description; interview and recruitment process.
- Post on NH Job Line and state library platforms. Contact Mindy (acting director) for additional resources.
- Karen Moss will draft the job description and posting, incorporating board input. She will pull examples from similar NH libraries and share for review.

Motion by Karen Moss to adjourn meeting, seconded by Kane Guthrie. 5 Yes. 0 No. Motion Passed.

Meeting Adjourned: 7:41 pm

Next meeting Monday, May 11 @ 6:00 pm

Respectfully submitted by,
Christine Latino, Secretary