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Kimball Library Trustees Meeting
Thursday, November 18, 2021
5:30 pm
Minutes

Meeting called to order at 5:33 PM

Present: Katja Evans, Tamara Morgan, Robin Goodall, Sally Penrod, director Amy Grasmick

Public present: James Dwinell -- Introductions were made; James is interested in joining the board.

Public comment

1. Approve the minutes and approve / ratify the AP warrants: Robin moved, Tamara seconded, unanimously approved.
2. Director's report – attention has been on making at-the-door work. Most operations moved to side door. Awning allows browsing of some new books. Dungeons&Dragons has moved to meeting at the town offices during our closure, story time may move as well. Kellie setting up wide variety of programs. We will give away all puzzles and a few crafts at “bazaar weekend.” Historic Preservation grant – should hear in Dec., select board has not made a decision about town contributing \$140K toward repair of cupola; Amy and Robin will attend next select board meeting, Dec. 9. Amy's 20th anniversary is Dec. 1; she talked about a number of changes in the time since she joined us, financial, physical plant, relationships. RAMAN: will be used as a case study at SUNY Binghamton graduate program.
3. Treasurer's report – Quarterly reimbursement made; endowment up 12.5K in last month; MacNair also up. Tamara wants to transfer funds to meet ratio requirement in one transaction. Tamara moved to take steps to make asset ratio align with policy, Sally seconded; unanimously approved. Robin moved, Sally seconded to approve the treasurer's report, unanimously approved.
4. Policy Review
 - a. First reading: 15.Social media – forms to request reinstatement have never been needed, so do not exist. Amy will solicit examples from other librarians.
 - b. Second reading: 6.Code of conduct: change order to prioritize patrons and staff over materials. Tamara making changes.

13. Unattended children – Change “school age children...” to “children age 6 and older...” Change “staff may contact Randolph Police...” to “staff may contact Orange County Sheriff...” Robin moved, Sally seconded that we approve changes as discussed and amended. Unanimously approved.

5. Old business

- a. Trustee recruitment – James was told that Sally’s term ends, 2 years remain of another term. Chris Rohan did not attend, but has expressed interest. Anyone interested in running is invited to attend a meeting and should go to town offices to get petition. Amy will post in newsletter again.
- b. Annual fundraising letter – 650 envelopes to be mailed. Amy wants to mail on Monday. 30% to people who’ve given before, 20% to new people, 50% to people who have received letters before and have not given.
- c. Herald on Microfilm – Microfilm has been picked up, Amy hopes Herald will take reader too. There was one request immediately after film was gone, which Amy passed on to the Herald.

6. New business

- a. Term length – there is feeling that 5 years may be too long, might be easier to get members if term was shorter, especially for younger people. However, only one seat becomes vacant per year. Brief discussion about what changes we could make, and how to go about making any changes. Board is willing to explore changing term length. Katja will do some research.

7. Call for the next meeting – Dec. 16, 5:30 PM

8. Adjourn -- Robin moved, Sally seconded, unanimously decided. Meeting adjourned at 6:33PM