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Kimball Library Trustees Meeting
Thursday, June 24, 2021
5:30 pm

Katja Evans called the meeting to order at 5:37 p.m.

1. Public comment – No public comment
2. Approve the minutes and approve / ratify the AP warrants

Sally Penrod moved to approve the minutes and approve / ratify the AP warrants, Robin Goodall seconded. The motion passed unanimously.

3. Director's report

The library will maintain the option of curbside pickup in order to preserve flexibility and accessibility.

Amy Grasmick presented an assessment proposal from architect Laura Stara with a menu of options to help the library think through space use. Amy will pursue some reference checks for Stara.

Amy shared feedback from a visioning workshop with tenth graders at Randolph Union High School. Next steps will include more workshops with youth of different ages, caregivers, and parents.

The Department of Libraries grant application is coming up. Up to \$8,700 in funds is available, however it is quite restricted. Possible ideas for Kimball include: indoor furniture or new tech (iPads). Webinar in early July.

4. Treasurer's report

There was no treasurer's report due to Tamara Morgan being ill.

5. Policy Review

- a. First Reading

- i. Employment (Policy #12)

There was no discussion or comments.

b. Second Reading/Accept

i. Mission Statement (Policy #1)

ii. Sustainability (Policy #2)

There was no discussion or comments. Therefore the policies stand as written (reviewed on 6/24/21).

c. Covid Addendum to Policy Statement

i. Considering that all Covid-related restrictions have been lifted, the addendum will likewise be revoked.

ii. Sally moved to revoke the addendum, Robin seconded. The motion passed unanimously.

6. Old business

a. Staffing updates

Adult services librarian position has been reopened. The goal is to hire someone by the end of August or September.

Devon Hannon is starting part-time work in July. Kellie Burke is starting soon.

b. Covid reopening plans

Based on a Vermont state training, library staff no longer need to wipe down surfaces or ask people to mask outside.

The current plan is to reopen with regular hours six days a week starting July 1.

c. Board Retreat will take place on August 7.

7. New business

a. Tent loan. Robin moved to approve a tent loan free of charge to Habitat for Humanity, Sally seconded. The motion passed unanimously.

b. Budget reconciliation. Robin moved for the trustees to authorize the transfer of sufficient funds to cover any deficient to the library budget through June 30, 2021. Sally seconded. The motion passed unanimously.

c. Pay rates. Sally moved to send the pay rate letter to the town finance manager mandating 3 percent raises over the current wage for employees that have been employed for longer than the probationary period. Robin seconded. The motion passed unanimously.

d. User fees. Robin moved to keep the user fee the same this year, Sally seconded. The motion passed unanimously.

8. Call for the next meeting: July 15th at 5:30 p.m.

9. Executive Session - personnel matter

At 6:45 p.m., Sally moved to enter executive session, Robin seconded. The motion passed unanimously.

No action taken.

Sally moved to exit executive session at 7:09 p.m., Robin seconded. The motion passed unanimously.

10. Adjourn

Sally moved to adjourn at 7:10 p.m., Robin seconded. The motion passed unanimously.