

**KIMBALL LIBRARY
BOARD OF TRUSTEES MEETING
ATKINSON, NH 03811**

**Oct 23rd, 2014
Location: Kimball Library
Meeting Room**

Minutes of Sub Committee Meeting

The special meeting of the Board of Trustees subcommittee was called to order at 1:00PM for the purposes of meeting with the Library Director Diane Heer. The committee briefly went over the annual review and talked about various items it wished to discuss with Diane in addition to getting a contract agreement set. As directed by the previous days Board Meeting attended by the full Board and by their unanimous vote, the subcommittee had the authority to enter into a contract agreement with Diane.

The subcommittee called Director Heer into the meeting and discussed the review drawn up by them & talked about numerous items. The issue of her now possibly having to pay benefits came up and the subcommittee explained that they could only deal with the salary issue as the benefits were controlled by the Town and our policy has been to follow them. At Diane's recommendation however it was decided that the Board as a whole would ask the Town Administrator and Selectman to at least include the Department heads in on discussions regarding plans available. Perhaps they could even offer options whereby the personnel could select the one that best fits them. Obviously a cost base would have to be established and dependent upon plan, an employees share could be above (or below) the norm but at least they would have some choice.

It was mentioned to Diane that we (the Board) has set a salary range for the Directors position of \$60,000 to \$75,000. We recognized that she is currently at the low end of that range and our goal is to move her closer to where we feel she should be.

On a motion by Chairman Alan Phair and seconded by Vice Chair Jim Cobb and with the approval of Treasurer Marnie Finn all of whom had the authority to act on behalf of the entire Board, it was voted to enter into a contract with Diane which would give her an annualized salary of \$63,908.00 for the year starting Jan 1, 2015 and ending Dec 31, 2015 and an annualized salary of \$67,132.00 for the year starting Jan 1, 2016 and ending Dec 31, 2016. All other benefits remain the same as outlined in the contract and in line with the Town's Current policies with the understanding that there is a possibility that the Health Insurance could and most likely will change. This shall have no effect on the numbers negotiated and as stated above. Chairman Phair would draw up the contract for Diane's review and signature.

On a motion by Chairman Phair & seconded by Marnie Finn, with Jim Cobb also approving, the meeting was adjourned at 2:25PM