

**KIMBALL LIBRARY BOARD OF TRUSTEES
SPECIAL MEETING MINUTES
10/4/19**

Attendance:

Tom Kelley, Chair

Marnie Finn, Treasurer

Karen Trasatti, Secretary

Lara Cross, Trustee

Wendy Doughty, Alternate Trustee (10:24)

Julie Hammond, Alternate Trustee (10:26)

Diane Heer, Director

Call to Order: 10:16am

The purpose of today's meeting was to discuss the retirement announcement of Diane Heer, library director, and discuss the qualifications of her replacement and prepare a job posting:

- Candidate(s) must have a Master of Library Science (MLS) or Master of Library and Information Science (MLIS) from an institution accredited by the ALA. Seeking candidate who is current on library information technologies, principles of cataloging and librarian skills.
- Candidate must have budget experience and strong communication skills to effectively communicate with staff, the community and all departments in town.
- Candidates may send cover letter, resume, and references (3) electronically to trustee email.
- Job to be posted until filled to:
 - NH Library Jobline
 - NE Library Association
 - Simmons College

Diane will update job posting to include comments/suggestions made by trustees.

Diane's last day will be 12/31/19. She has 77.50 vacation hours remaining.

2020 budget included expenses for Diane to attend a public library conference in Nashville in February of next year. Trustees approved allowing Kathy Watson the option to attend for professional development.

Search committee to be formed. Committee will consist of:

- 2 trustees (Tom Kelley and another TBA)
- 1 staff member (Kathy Watson)
- 1 Friend of Kimball Library (TBA)
- Town Administrator or Alan Phair

Other Business:

Retirement reception for Diane being planned for December.

Preliminary engineering plans for the parking lot expansion are done. A soil engineer examined the retention hole in the proposed expansion area and confirmed the hole is not wetlands and no filing with EPA required. Stephen Keach will meet with the trustees in the next week or so to review his plans and proposal.

Meeting Adjourned: 12:00 pm

Respectfully submitted,
Karen Trasatti, Secretary