

April 24, 2023  
East Kingston Public Library  
Meeting of the Board of Trustees

Attendance: Robert Minicucci, Sarah Courchesne, Sandra Courchesne, Nancy Parker, Louise Barsalou. Debbie O'Neill, Alternate. Zoe Sucu, Director; Sherry Castle, Assistant Director.

Robert called the meeting to order at 5:00 p.m.

**Review of March 27, 2023 Minutes:** A motion was made to approve the minutes of the meeting on March 27, 2023. (Robert/Nancy-2nd). All approved.

**Treasurer's Report:** Sarah presented the treasurer's report as of March 31, 2023. Each item should represent 25% of the budget.

Building Maintenance:	14%
Electricity	40%
Water	26%
Media	13%
Payroll	20%
Services and Supplies	26%
Propane	68% — Sarah believes there is an error in the billing.
Programs	58%
Education	2%

A motion was made to accept the treasurer's report. (Sandy/Robert-2nd). All approved.

Sarah reported that \$25.00 was received as a conscience jar donation. A motion was made to accept this donation. (Robert/Nancy-2nd). All approved.

Sarah also noted the audit materials have been delivered and any requested additional information has been provided.

**Director's Report:**

Zoe reported the following circulation figures for March:

- Circulation was 2,708;
- Foot traffic was 1,341;
- 9 new patrons received library cards;
- 12 programs were attended by 272 people.

Zoe noted that the company that installed the heat pumps came for the first year service call, which is free, and found that there was a gas leak from the remaining propane furnace. That company is now handling the maintenance for that furnace. The leak was fixed and the furnace was serviced for a cost of \$300.

Sherry has completed work on the library page on the town website.

K and B Landscaping has completed the spring cleanup of the beds surrounding the library. Volunteers will provide any fall cleanup that is needed.

Summer Reading Program: A suggestion was made for community readers to participate in story hours during this time. One suggestion was for the selectmen to participate and read about an activity that they enjoy. One selectman's hobby is hunting. A discussion was held regarding the appropriateness of mentioning guns and/or bows in an activity for very small children. Sherry did find a book that might work for that group. The options for this part of the summer reading program will continue to be explored.

The NHLTA spring conference will be held in Concord on May 9th. Zoe and three trustees will be attending.

Zoe noted that the following programs will be held in May:

- May 6: In celebration of Earth Day, the gardens in front of the library will be planted. Children are encouraged to assist with the planting.
- May 13: The Great Stone Face Book club will meet at noon.
- May 16: Makers Meeting about Catapults at 3:45 p.m.
- May 25 Sherry will present Let's Get Digital—an explanation of the digital services offered at the library. 10 a.m. and again at 7 p.m.
- May 29: The library will be closed for the holiday.
- May 31: The East Kingston Book Club will meet at 5:00 p.m.

Zoe has been working with Brandon French, the principal of the elementary school to plan a fall field trip for the 1st and 2nd graders to come to the library. Their applications for a library card will be completed before they come so they can get their library cards during their visit.

**Town Update:** Robert has inquired about gaining access to the Trustee section of the town website so he can put in the necessary information. He is waiting for a response.

**Friends:** Zoe provided the following information:

The Friends will hold their quarterly meeting on May 3rd at 5:00 p.m. at the library.

The Friends will be holding their book, bake and plant sale on the library lawn on May 20th from 10-2. Setup will be on Friday afternoon. Arrangements have again been made to have the remaining books taken at the end of the sale.

Robert asked if we might consider resubmitting our nomination for this year's Sue Palmatier award from NHLTA for the Friends Group. Sarah will locate and forward last year's nomination letter for our consideration at the next meeting.

**Old Business:** Employee Handbook—Zoe, Robert and Lou have met twice and are fine-tuning the changes to the Employee Handbook. They will have a draft for the board to review at the next meeting. We agreed that we should consult a lawyer before finalizing the Handbook.

**New Business:** The next policy to be considered should be the hiring policy, which will need to be integrated with the new version of the Employee Handbook.

Robert adjourned the meeting at 5:38 p.m.

The next meeting will be on May 22, 2023, at 5:00 p.m.

Respectfully Submitted,  
Sandra G. Courchesne, Secretary