

September 25, 2023  
East Kingston Public Library  
Meeting of the Board of Trustees

Attendance: Robert Minicucci, Sarah Courchesne, Sandra Courchesne, Debbie O'Neill, Zoe Sucu, Director; Sherry Castle, Assistant Director. Conrad Moses, Guest-former Chair of the Board and member of the NHLTA Board.

Absent: Louise Barsalou.

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

**Review of July 24, 2023 Minutes:** A motion was made to approve the minutes of the meeting on July 24, 2023. (Robert/Sarah-2nd). All approved.

**Treasurer's Report:** Sarah presented the treasurer's report as of August 31, 2023. Each item should represent 67% of the budget.

Building Maintenance	58%
Electricity	157%
Water	109%
Media	56%
Payroll	70%
Services and Supplies	64%
Propane	68%
Education	49%
Programs	49%

The percent of total expenditures was 62%. A motion was made to accept the treasurer's report (Sandy/Robert-2nd). All approved. Sarah noted that we will be able to purchase the solar panels from Revision at the end of 2023 or the beginning of 2024. Sarah also noted that there were no conscience jar donations in the last two months. However, we do have the birthday donation for Jim Rice in the amount of \$200 to be applied as a memorial to his daughter Isabel.. A motion was made to accept this donation (Sandy/Robert-2nd). All approved.

**Director's Report:**

Zoe reported the following circulation figures for July and August.

July

- Circulation was 2,504;
- Foot traffic was 1,501;
- 4 new patrons received library cards;
- 36 programs were attended by 553 people.

August

- Circulation was 1,785;
- Foot traffic was 1,370;
- 5 new patrons received library cards
- 30 programs were attended by 598 people.

Final figures for the Summer Reading Program: 112 children signed up. There were 42 programs attended by 1,058 people.

Zoe reported that Watson, the guinea pig, had passed away. Sherlock is fine. Sarah will handle the \$850 spent by Zoe over the last several months on vet bills for Watson. Another guinea pig will not be added at this time.

Zoe reported that the Summer Market on September 17th had only one vendor not show up. The August market was slower with 8 vendors not showing up. Zoe decided to leave the library open during the September market so patrons could access the bathroom. Kathryn agreed to be at the desk for that time. All involved have suggested that only one Summer Market be held next year as the vendors are the same at each market. There are still questions about the necessity of a police detail and the charge for that service. Evidently, the state police do not charge for outreach programs and the town police in Kingston donate the time for such events. At this time, no bills have been received for the last two markets. The Friends will be paying for any amount over the income from the vendors and the raffle.

The new computer chairs were provided by a Florida woman who came in and saw the terrible condition of the ones we had. Zoe has provided a suitable thank you.

Zoe reported that Alex, the new page, who was hired in June, left in August. Zoe hopes to create a new job description for the page position and possibly send it to the high school to see if there are any students who might have the aptitude and interest in the position. The new job description must include the skills required to create/cut out crafts as well as to shelve books. She does need to fill the position fairly soon.

The PTO's bumper stickers will now be available at the library.

Zoe and Sherry have been eliminating books and DVD's to make room for the new books and DVD's. Six hundred books were eliminated in August.

Zoe noted that she will be on vacation the week of October 6-11. She has been told by Grace that she needs to start using her earned time off.

Several programs had to be cancelled recently because no one was registered. Currently, Let's Get Digital focusing on Kanopy will be held on October 12th, a STEAM program called Sphere Indi will be held in place of the story hour on October 16th, and a DYI program on felted owls will be offered on October 24th. The Halloween party will be held on October 28th at 11 a.m.

**Town Update:** Robert has continued to receive e-mails from Bob Nigrello regarding using our parking lot for pickle ball courts when the library is closed. Robert has responded with our concerns and questions about the project. We must address the schedule for sealcoating the parking lot and for restricting the lot. That will probably happen next year. At that time there would be an option to create pickle ball courts. Evidently, there are actually pickle ball painters.

We are also considering the addition of several charging stations in the parking lot. These would probably be located in the back two spaces in the lot.

**Friends Update:** The Friends will hold their quarterly meeting on October 12, 2023, at 5:00 p.m. in the library. They are planning to hold a holiday social at the library on December 2, 2023, from 2-4 p.m.

**NHLTA Update:** Conrad presented concerns from the NHLTA board about some efforts by some legislators to change the governance of the state's libraries, possibly eliminating library trustees and their legal rights to manage their libraries and replace the trustees with advisory boards with no ability to control their libraries. The NHLTA board will keep trustees informed about the status of this pending legislation so a campaign can be mounted to counter any such legislation.

The NHLTA Spring Conference will be held on June 5, 2024, at the Grappone Center in Concord.

**Old Business:**

Employee Handbook: Zoe indicated that she had heard from Carol and that the information about FMLA is fine. We will vote on the Handbook at the October meeting.

Diversity Policy: Sandy indicated that her records show that we approved that policy on August 22, 2022. Zoe will review all other policies and their approval dates to determine which policies should be reviewed first.

Bylaws: Our records indicate that the by-laws were updated on September 27, 2021.

**New Business:** Robert will contact Deb Hoadley to reschedule her strategic planning program. It will be a virtual program and might be available for the October meeting.

We are still in need of Alternate Trustees. There was mention that Deb Hobson might be contacted as she has served as an Alternate Trustee in the past.

Robert adjourned the meeting at 6:23 p.m.

The next meeting will be held on October 25, 2023, at 5:00 p.m.

Respectfully submitted,  
Sandra G. Courchesne, Secretary