

**East Kingston Public Library
Board of Trustees Meeting
Minutes of September 24, 2018**

Attendees: Laura Branting, Conrad Moses, Sarah Courchesne, Sandy Courchesne, Nancy Parker

Absent:

Alternate: Deborah Hobson

Director: Tracy Waldron

Visitors:

Meeting Opened by Chairperson Conrad Moses at 7:03 pm.

REGULAR REPORTS

Approval of Minutes from Last Meeting:

VOTE: Motion to accept minutes of EKPL August 2018 Meeting with corrections - Sarah Courchesne/Laura Branting 2nd. Motion passed unanimously (Vote 5-0-0)

Treasurer Report (Sarah Courchesne)

Payroll - 58%
Building Maintenance - 49%
Education - 62%
Media - 58%
Electricity - 63%
Supplies and Services - 63%
Propane - 72%
*Major Items - 25%
*Legal Expenses - 6% (Solar Panels contract review)
(*new items)

VOTE: Motion to accept treasurer report - Sandy Courchesne/Laura Branting 2nd. Motion passed unanimously (Vote 5-0-0)

Donations - Conscience Jar Donations \$114.71 - Laura Branting/Nancy Parker 2nd (Vote 5-0-0)

LIBRARY REPORTS:

Director Report: Tracy Waldron

- Closed Friday and Saturday (9/21 & 9/22) for cleaning. It was productive but there is still more to do
- Monday (9/24) windows were cleaned. Tracy like company.
- Handyman came to work on columns in garden area.
- Community service worker washed the side of the building from moisture build up and weeded the Pound School garden.
- Bathroom door handle replaced.

- Air conditioning in the back work room has been fixed.
- Next spring we may need to reseal the parking lot.
- The knitting group would like the fire place and couch replaced. Tracy will call Lou Bellows to service the fireplace.
- Staff evaluations are starting. This year the staff will start with a self-evaluation.
- Zoey and Tracy will be attending a workshop for the Atrium program in New Boston, NH. The program has been giving them trouble.
- Visit Wowbrary.com and sign up for *enewsletter*.
- October 1 - Kanopy pay per view streaming service is starting up. This will replace the need to purchase movies. Library will monitor for a month to see how service works.

Programming:

October 2018

- 10/9 - 7 PM Preston Heller - Mentalist program for ages 12+ (Bring a canned good for local food pantry)
- 10/24 - 7 PM Humanities Course - Marina Hirsch "Flight of Remembrance" World War II presentation. Tracy to forward flyer to Trustee members for promotion.
- 10/30 - Gateway to the Paranormal (time to come)
- 10/31 - Trick or Treat East Kingston

Friends of the Library: Lianne Cozart

Friends meeting was held on 9/14 at 4pm at the UBS. We had a decent turnout, sharing our favorite fall treats- apple bread, cider and pumpkin bread.

Friends approved funding for the WOWLibrary and the payment has already been delivered to the library for Tracy to take to Brentwood.

Tracy wanted to know if the Friends would buy into bulk mailing for our upcoming membership drive. Based on prior knowledge of several members, it is not something that would make sense for the group- we don't have large mailings throughout the year and it is a costly venture.

One of the library patrons, also a Friend, urged that we look into purchasing a new couch because it has become a serious issue, with the fear of someone getting hurt. I have offered to begin leisurely looking for a replacement.

We are still waiting for an invoice for landscaping, and I have reached out to Down To Earth to request it. Heidi, the owner, said she would forward one to the Friend's at the Library. We will pay it upon receipt.

Lastly, Tracy asked about sponsoring a "maker's meeting" for adults that would take place once a month, similar to the children's program that already exists. The Friends are delighted with the thought of drawing in creative adult programming but are unsure of the depths of the "sponsorship." This interest has been relayed to Tracy and the Friends looks forward to working with her on this project. Programs are listed above.

NHLTA: Conrad Moses

- Point of Interest - The Peterborough Library is the first library in the USA is expanding and the expansion project is being run by the 1833 Foundation in order to keep the historical significance intact.
- Regional NHLTA retreat October 11, 2018 @ 6 PM in the Rye Library - survey for discussion questions has gone out to members. Please fill out the survey and submit.
- Atkinson “friends” earned *Friends of the Year*. Conrad will present the award on October 12th at 2 PM.

Things going on in Town:

- Department Head meeting at selectman’s office was successful.

Policy Committee Update:

- Need to review
 - Employee Handbook
 - 3D Printer Materials - review final version
 - Hiring Policy
 - Computer Policy

Public Questions & Comments: None.

Old Business:

- Budget review doesn’t show too much change for next year (approximately 1.1%)
- Only significant changes would be to salaries of staff
- Warrant article for \$11,000 for building maintenance fund

Solar Panels: Sarah Courchesne

- Revision is processing the solar panel install. Unitil has permit to connect the solar panels. The EKPL is just waiting for a date for installation.

New Business: None.

Action Items on last page.

Action Items:

- Conrad to initiate startup of Policy Committee

- Tracy will call Lou Bellows to service the fireplace
- Tracy to forward flyer for Marina Hirsch “Flight of Remembrance” World War II presentation to trustee members for promotion.
- Conrad to write/submit warrant article for March ballot.

Upcoming Events and Programs:

Next EKPL Board of Trustee Meeting - Monday, October 22, 2018 at 7pm

Meeting Adjourn: 8:35 PM

VOTE: Motion made by Nancy Parker/Sarah Courchesne 2nd (5-0-0)

Chairperson - Conrad Moses

Submitted by Deborah Hobson, Secretary

UnApproved 8/27/18