

February 26, 2018  
East Kingston Public Library  
Board of Trustees Meeting

Present: Conrad Moses, Sarah Courchesne, Nancy Parker, Sandy Courchesne, Tracy Waldron  
Visitors: Jennifer Tode, Lisanne Cozart, Mary Ryan

**Meeting called to order 7:05pm**

Motion (Sarah) for Moses to chair the meeting; Nancy 2<sup>nd</sup>. All approved.

Sarah agreed to serve as Secretary.

**Review of January's minutes.** Motion (Sandy) to approve minutes. Nancy 2<sup>nd</sup>. All approved.

**Treasurer's Report (Sarah):**

YTD--would expect to be approximately 8% through budget.

Building Maintenance: 6.5%

Payroll: 7%

Media: 11%

Electricity: 7%

Supplies and Services: 11.5%

Motion to accept Treasurer's Report (Nancy); 2<sup>nd</sup> (Sandy). All approved.

Motion to accept \$15 in conscience donations (Nancy); 2<sup>nd</sup> (Sandy). All approved.

**Director's Report (Tracy):** Some lighting in parking lot has been replaced. Bob Nigrello stopped by library to look at possibility of replacing lighting with LED. Waiting to hear back.

FEKPL has purchased a new projector for the Library. Thank you!

Upcoming programs:

- Candidates' Night is Monday, March 5<sup>th</sup> at 7pm
- March 7<sup>th</sup>: "Alice's Ordinary People"
- Vacation week programming: Makers' Meeting on February 28<sup>th</sup>

Possible changes to banking procedures (auto pay for bills) and Amazon account (switch to corporate account?) Sarah to help look into.

**Friends Report (Lisanne):**

New email address for FEKPL

Some issues with book storage at Pound School; Lisanne addressing.

Next Friends meeting (March 9<sup>th</sup>, 4pm at Pound School) will be a party for St. Patrick's Day  
Nancy Parker volunteered to staff the quilt raffle table on election day.

**NHLTA Report (Conrad):**

No recent meeting. Newsletter with information on spring conference has been mailed out. Friends are encouraged to join NHLTA and attend the conference. Workshops and new Trustee orientation are in the works.

**Town Report (Tracy):**

- Candidates' Night: one RSVP so far from the candidates themselves. All candidates were invited via Facebook.
- At Deliberative Session—there was much discussion about our solar PPA warrant article; Sarah to work on getting info on it out to the town so they will be educated when voting on it.

**Old business:**

Solar PPA to be voted on in March

Conrad sent letter of thanks to Jeanne Furfari for her service to the Board

Sandy and Laura Branting have taken out papers to run for the Board this year.

Board signing off on revised By-Laws tonight

**Policy Committee Updates:**

Gift Policy review:

- First paragraph: change comma to colon after “including, but not limited to”
- change “mind” to “bind” in 2<sup>nd</sup> to last paragraph on page 1

Library Art Display Application:

- move the line requesting artist's website down lower rather than the first item on the application

Public Art Display Policy:

- Change “lenders discretion” to “lender's discretion”

Motion (Sarah) to approve art display policy, art display application, and gift policy; 2<sup>nd</sup> (Sandy). All approved.

**New business:**

Next policies up for committee to review

Tracy to print Trustee handbooks for newer Trustees

Tracy's annual review to be shifted to April, with six-month review done in September.

**Action items:**

- Conrad to distribute Tracy's performance review materials to all Trustees
- Conrad to update edits to policies approved tonight
- Sarah to distribute Solar PPA information to town/newspaper/Friends
- Tracy and Sarah to discuss banking and Amazon changes
- Tracy to print handbooks for new trustees
- All Trustees encouraged to attend candidates' night whether or not they're on the ballot this year

Motion (Sandy) to adjourn; Nancy 2<sup>nd</sup>. All approved.

**Meeting adjourned at 8:22pm**

