

APPROVED

July 25, 2022
East Kingston Public Library
Meeting of the Board of Trustees

Attendance: Robert Minicucci, Sandra Courchesne, Nancy Parker, Louise Barsalou. Don Heselton, Alternate. Tracy Waldron, Director; Zoe Sucu, Assistant Librarian (via Zoom).

Absent: Sarah Courchesne

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

Review of June 27th Minutes: A motion was made to approve the minutes of June 27, 2022. (Robert/Nancy-2nd). All approved.

Treasurer's Report: Not available.

Director's Report: Tracy reported that Karin Ward, Library Assistant, submitted her resignation and gave two-weeks notice. Tracy had prepared a letter for Karin indicating that she did not need to appear for those two weeks and would receive her regular pay for that time period. She was planning to give it to Karin the next day, but Karin called in sick. Tracy has e-mailed the letter to Karin. Tracy does not plan to fill that position at this time. Tracy noted that the library would be closed this Saturday since neither she nor Zoe would be available.

Tracy requested that the pay for Sarah Ricker, our Page, be increased to \$11.07 an hour since she has been doing a large amount of work and has been very helpful. The money is available in the budget. A motion was made to increase her pay per Tracy's request. (Sandy/Robert-2nd). All approved.

Tracy reported that the new cooling system is working well. The older system has been struggling.

The summer reading program is still going strong. Its last day is August 13th. A blown-up whale was set up at the elementary school. The children went inside to hear about whales.

The yoga program has returned and has been well attended.

Planning for the fall diversity programming is continuing and will be the focus once the summer reading program is finished.

Tracy noted that she has been notified that the Exeter Newsletter will no longer be delivered as home delivery will no longer be available. She will check with Jones to see if we can purchase the paper from them.

Tracy mentioned that she will have to take her remaining time off before her retirement on January 2, 2023.

Town Update: The Summer Market was very successful. There was a wonderful response. Tracy heard only positive comments. Tim and Becky Jones should be commended for their hard work in making this Market such a success. The next Summer Market will be held on August 14th. They are hoping to have more produce vendors.

Both the fire and police departments had vehicles and personnel at the Market, which the children enjoyed.

Friends Report: Tracy noted that she, Zoe and Sherry Castle manned the table for the Friends at the Market and did sell a number of chances on the quilt.

Old Business: Discussion continued on the search for a new Assistant Director and for Zoe's promotion. Sarah is finalizing a revision of both job descriptions. After research, it has been determined that we do not need to advertise the director position but are able to proceed with the promotion. We will try to finalize that promotion before the end of August.

We will advertise for the Assistant Director as soon as possible. Although Zoe will be full-time beginning on October 1, a new person would most likely be part time until next March. That situation will need to be addressed in the budgetary process and in the posting of the job.

Robert is establishing a search committee, which at the moment includes Robert, Lou and a community member, Sue Mazur as well as Tracy and Zoe. That group will hold its first meeting on August 2, 2022, at 9:00 a.m.

New Business: Policy on Diversity, Equity, and Inclusion—Discussion of this new policy was tabled until the full board could be present.

Robert adjourned the meeting at 5:50 p.m.

The next meeting will be held on August 22, 2022, at 5:00 p.m.

Respectfully submitted,
Sandra G. Courchesne, Secretary