

APPROVED

January 30, 2023
East Kingston Public Library
Meeting of the Board of Trustees

Attendance: Robert Minicucci, Sarah Courchesne, Sandra Courchesne, Nancy Parker, Louise Barsalou. Zoe Sucu, Director; Sherry Castle, Assistant Director. Aine Cronin, President of the Friends (via Zoom). Debbie O'Neill, visitor.

Robert called the meeting to order at 4:59 p.m.

Review of November 28, 2022 Minutes: A motion was made to approve the minutes of the meeting on November 28, 2022. (Robert/Nancy-2nd). All approved.

Treasurer's Report: Sarah presented the treasurer's report as of December 31, 2022. Each item should represent 100% of budget.

Building Maintenance:	86%
Electricity	176%
Water	115%
Media	89%
Payroll	101%
Services and Supplies	112%
Propane	50%
Programs	150%
Education	62%

The percent of total expenses was 97%. Sarah noted that the percentage for electricity and propane combined was 78%, which is significant since we installed the heat pumps this year. Sarah also noted that for areas in which more than 100% of the budgeted amount was used, adjustments have been made to the budget for 2023. A motion was made to accept the treasurer's report. (Sandy/Robert-2nd). All approved. Sarah reported that \$10.00 was received as a conscience donation. A motion was made to accept that donation. (Sandy/Robert-2nd). All approved.

Robert thanked all board members who attended the budget meeting with the selectmen.

Director's Report:

Zoe noted that at the November 28th budget meeting our budget was approved by the selectmen. At the additional meeting with the selectman on January 3, 2023, the budget was again approved after clarification of some items in the budget. The warrant article has been submitted and will be considered at the deliberative session on February 4th.

Zoe noted that there is still some confusion as to the procedure for reporting hours worked. Sherry was given different directions than the ones Zoe has been using. Zoe will continue to work with Grace so that both she and Sherry are using the same reporting procedures.

Zoe noted that the library's theme for 2023 is community. We hope to strengthen our relationships with other town groups. She and Sherry have determined that there are 28

groups, of which seven are groups of focus. The library hopes to use the newsletter and outreach to show these groups that there are ways that the library can help them achieve their goals for the town.

The state mandates that the Supervisors of the Checklist must meet on Saturdays midday from 11-11:30 a.m. for voter registration. The next dates are March 4th and April 29th. They have been doing this at the Pound School, which is not a good experience for either the new voters or for the book store patrons. The board indicated that using the library for voters is a preferable option.

The following programs will be presented at the library:

Yoga will be held at 9:00 a.m. on Thursdays and at 4:30 p.m. on Fridays
February 23, March 23 and April 20—Garden Design by Asa Scudder
February 28—Maker's Meeting on Geometric Design
March 2—Wildlife Encounters by the Ecology and Wellness Center with live small creatures

The possibility of having a candidates' night either in person or on Zoom was discussed. A decision will be made once the slate of candidates is determined.

Zoe and Sherry provided the library usage figures for 2022. They are working on a more readable format. Since we do use an automated counter, Sherry actually validated these figures so we know we can rely on them. There was some discussion about obtaining usage figures of the Pound Used Bookstore. Since that endeavor is a program of the Friends, it was determined that the Friends should decide how to collect information about usage.

Town Update: It has come to the attention of the board that a person from the town has sent an e-mail to those who wish to cut the town budget to come to the deliberative session. We must also attempt to inform supporters of town services to be present at that session.

The last date to put one's name on the ballot is February 3rd. If no one comes forward for the open Trustees' position, Nancy Parker will place her name on the ballot.

Debbie O'Neill has indicated that she wishes to become an alternate trustee. A motion was made to appoint Debbie to that position. (Robert/Nancy-2nd). All approved. Robert will file the necessary paperwork. Once the selectmen have approved the appointment, Debbie can take the oath and become an official alternate.

Friends' Report: Aine reported that the Friends have approved the library's request for funds for programs. Sherry reported that Cara Gray has been selected to be the next treasurer. The Friends have raised \$35,305. The bookstore earned \$4700 this past year and the gaming revenue was \$24,000. We currently have 10 dates throughout the year when we receive a portion of the gaming site's revenue. The Friends have also agreed to provide the funds to update the fireplace.

Old Business: Policy Review—Zoe shared a Community Health and Safety Policy from the Jaffrey Public Library. The advantage of this type of policy is that each time the library has a situation when the library might close, the policy can be the guide not e-mails among trustees and staff.

In order to move forward with policy review and creation, the policy committee has been revived. That committee would review and revise these policies and present them to the Board for comment and action. The members of the committee will be Robert, Lou and Zoe.

New Business: Sarah has now put Robert on the library's accounts so there are now two people who can sign checks.

Sarah, Zoe, and Janice from the Brentwood Library will be doing a presentation at the NHLTA conference in May about the Courageous Conversations program series.

Juneteenth-June 19th—The day has been declared a federal holiday. A motion was made to observe that day and close the library. (Robert/Sarah-2nd). All approved. Sarah will check the NHLTA list serve regarding adding a holiday to the established list.

Robert adjourned the meeting at 6:20 p.m.

The next meeting is February 28, 2023.

Respectfully submitted,
Sandra G. Courchesne, Secretary