

October 25, 2021
East Kingston Public Library
In-person Meeting of the Board of Trustees

In attendance: Robert Minicucci, Sarah Courchesne, Sandra Courchesne, Nancy Parker, Laura Branting. Tracy Waldron, Director; Zoe Sucu, Library Assistant. Conrad Moses, former Trustee.

Prior to the official meeting, Katrina Pellecchia, Past President of the New Hampshire Library Trustees Association, presented Conrad Moses, the former chair of the East Kingston Public Library Trustees, with the Dorothy M. Little Award. This award “is presented to an individual who has demonstrated extraordinary, sustained public library advocacy and activism on a local, regional and state level.” Several of Conrad’s friends attended the presentation.

Robert called the official meeting to order at 7:14 p.m.

Review of September Minutes: Motion to approve the minutes of September 27, 2021. (Nancy/Sarah-2nd) All approved.

Treasurer’s Report: Sarah presented the treasurer’s report for September, where each line item should represent 75% of the budget.

Building Maintenance:	113%—Sarah indicated that this number represents the costs of the new town lawn service.
Media	66%
Payroll	71%
Services and Supplies	96%
Propane	179%
Electricity	0%—Still have credit from solar panels
Programs	99%
Education	20%

The percent of total expenses at the end of September was 73%. Motion was made to accept the treasurer’s report (Robert/Nancy-2nd). All accepted.

Motion was made to accept the conscience jar donations in the amount of \$20. (Robert/Laura-2nd). All accepted.

Director’s Report:

A new round of interviews will be held for the new position of Assistant Librarian. Four new applicants will be interviewed, and a decision will be made by Friday, the 29th. A special meeting of the Trustees will be held on Monday, November 1st at 9:00 a.m. at the library to approve the hiring of the selected candidate.

The Halloween party will be held on October 30th from 1-3 p.m. It will be a drive-by event and goody bags will be given to the children.

Tracy reported that the Friends will have their quarterly meeting at the library on October 28th at 7:00 p.m.

Tracy and Sarah noted that plans are moving forward for a Zoom program about diversity and inclusion with several other town libraries. Newfields and Brentwood have shown interest. Sarah is consulting diversity professionals from Phillips Exeter Academy, Black Lives Matter Seacoast and SAU16 about content.

Town Update: The scheduled Department Heads Meeting was cancelled because of a Covid case at Town Hall.

NHLTA: Robert reminded everyone of the virtual Trustees Roundtable on November 10th. Those interested can register on the NHLTA website.

Friends: Tracy noted that the Friends will be holding their membership drive in November. They are preparing to use some of their fundraising to help purchase the solar panels.

Old Business: East Kingston Public Library Internet and Computer Policy—Motion was made to approve this policy as presented with the elimination of the sentence “Public use of Library devices by non-residents is subject to availability and discretion of the Library staff.” (Robert/Laura-2nd). All approved.

New Business: Budget for 2022—Sarah presented the proposed budget for 2022. Grace has indicated that Excel Spreadsheets must be submitted by November 10th, Department Heads will present their budgets on November 15th, and the final date for approval is December 21st. With the elimination of a Library Assistant position and the addition of the Assistant Library position, the budget for 2022 will be 8.9% higher than 2021. Other items adding to this amount are an increase in lawn maintenance because of the company the town has chosen to use and in propane costs as we are now receiving two full deliveries each year. Sarah will rework this proposal using a 3% COLA. Motion was made to approve this budget with the edits as discussed. (Robert/Laura-2nd) All approved.

Committee for the Pound School: Tracy is hoping to have a meeting of the Pound School Committee soon. The aim is to create a maintenance fund for the Pound School to address the serious issues such as asbestos removal and foundation and siding concerns. The establishment of such a fund would require a warrant article.

Motion to adjourn the meeting at 8:33 p.m. (Robert/Nancy-2nd). All approved.

Respectfully submitted,
Sandra G. Courchesne, Secretary