

APPROVED

April 26, 2021
East Kingston Public Library
Zoom Meeting of the Board of Trustees

In Attendance: Conrad Moses, located at 47 Depot Road in East Kingston, NH; Sarah Courchesne, located at 1 Stagecoach Road in East Kingston, NH; Sandra Courchesne, located at 8 Blueberry Lane in East Kingston, NH; Laura Branting, located at 16 Country Lane in East Kingston, NH; Robert Minicucci, Alternate, located at 62 Powwow River Road in East Kingston, NH.

Tracy Waldron, Director, located at 69 South Road in Brentwood, NH; Zoe Sucu, Assistant Director, located at 149 Giles Road in East Kingston, NH; Aine Cronin, President of the Friends, located at 94 Giles Road in East Kingston, NH; Sherry Castle, Treasurer of the Friends, located at 70 Sanborn Road in East Kingston, NH.

Conrad called the meeting to order at 7:03 p.m.

Review of March Minutes: Motion was made to approve the minutes of March 22, 2021, as presented (Sarah/Laura-2nd). Each member of the Trustees approved this motion on a roll call vote.

Treasurer's Report: Sarah reported that at the end of March, each line item should represent 25% of the budgeted amount.

Building Maintenance:	18%
Media	20%
Payroll	20%
Services and Supplies	27%
Propane	59%
Electricity	0%
Programs	32%

The percent of total expenses at the end of March was 11%.

There were no donations in March.

Motion was made to accept the Treasurer's Report (Laura/Sandy-2nd). Each member of the Trustees approved this motion on a roll call vote.

Director's Report:

Tracy began her report by noting that this was Conrad's last meeting. She thanked him for his many years of service to the library. Zoe presented a video in which members of the Trustees, Friends and staff expressed their appreciation to Conrad for his contribution to the library. Zoe will be certain to provide Conrad with a copy of the video. Tracy also noted that working with the Community Engagement group several raised beds have been added to the front of the

library. In addition to these beds, Tracy has purchased two Adirondack chairs for the area. One will be dedicated to Conrad and the other one will be in memory of Barbara Williams.

An outdoor story hour was attempted, but was not very successful as there was competition from a long freight train, trash trucks, logging trucks and the cold rainy weather. Another outdoor story hour was cancelled due to cold weather.

Imagarena will again present a program during vacation week but via Zoom this time.

The remote class at East Kingston Elementary School taught by Mrs. Young will be coming to plant in the raised bed gardens as a field trip as part of the Growing Together program. Lowes and Landscape Depot have contributed materials. The library will do a Zoom program for this class highlighting books that are available at the library that are relevant to the class.

Zoe is working on the summer reading program.

Tracy and Zoe attended the Primex program. The topic this time was Managing Leave. They found the program very informative.

Tracy provided an update of the meeting regarding the Employee Handbook. Since only one selectman will meet with the department heads at any meeting, the other departments heads (Fire, Police, Library) and Grace will continue to meet regarding this document. They agree that the paid time off section needs attention and that policies and procedures need to be developed to support the items in the handbook.

Tracy announced that she has formed a committee to save the Pound School. It needs a foundation and some exterior siding. At the moment the committee consists of Tracy, Zoe and Mark Brinkerhoff. More volunteers are welcome.

Tracy noted that both she and Zoe will have their second vaccine shots on Thursday. There is a possibility that the library will have to close on Friday if both have reactions to the vaccine. The story hour has been recorded and will be available.

Several girls from East Kingston have approached Tracy requesting that a section of the garden be used as a memorial to Isabelle Rice who recently died in a car accident. There is a possibility that a section of the front garden could be used for that purpose.

Friends' Report: Sherry presented the first quarter treasurer's report for the Friends. She noted that both the gambling receipts and book store revenue are exceeding projections. She noted that museum passes are confusing because of the pandemic. Tracy noted that paper passes are now being provided, but museums are requiring that those who plan to visit have reservations and follow Covid protocols. Those using the passes can no longer take the pass and go whenever they choose.

The Friends' quarterly meeting will be held on Zoom on Thursday evening. Keri Marshall will be the speaker.

The Friends are planning a book sale on June 19th with a rain date of June 26th. A number of Friends have already offered to help with the sale. The Friends are also planning to replace the old weathervane.

NHLTA Report: Conrad noted that the spring conference will be held on-line on May 12 and May 13. Many East Kingston trustees and staff are planning to attend. He noted that a trustee orientation will be held on-line on June 7th.

Town Update: No one is running for the open selectman's seat. No one at the meeting was sure how many write-in votes are required for someone to be elected. It was also noted that Jaime Saucier has withdrawn his candidacy for the School Committee, leaving two candidates for the two available positions. His name will, however, still appear on the ballot.

The town election will be held on May 11th.

Sherry Castle noted that she is planning to run as a write-in candidate for the available position as Trustee of the Cemetery.

Sarah noted that she has had no response or acknowledgement from the selectmen regarding the MOA that she sent to them. She will follow up after the election.

Old Business: Tracy's evaluation is in process. The Trustees will continue to examine the by-laws for necessary changes.

New Business: No new business this month.

Motion to adjourn at 8:07 p.m. (Laura/Robert-2nd). Each member of the Trustees approved the motion on a roll call vote.

Respectfully submitted,
Sandra Courchesne, Secretary