

APPROVED

January 25, 2021
East Kingston Public Library
Zoom Meeting of the Board of Trustees

In attendance: 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; Nancy Parker, located at 16 Country Lane in East Kingston, NH; Robert Minicucci, Alternate, located at 62 Powwow River Road in East Kingston, NH; Deb Hobson, Alternate, located at 3 Woldridge Lane in East Kingston, NH. Conrad Moses joined the meeting late because of technical difficulties. He joined from 47 Depot Road in East Kingston, NH.

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

The meeting was called to order at 7:08 p.m.

Review of November Minutes: Motion to approve the minutes of November 30, 2020, 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 December, each line item should represent 100% of the budgeted amount.

Building Maintenance:	31%—have not received information about costs of janitorial services, the lawn service, or the alarm system.
Media:	93%
Payroll:	89%
Services and Supplies:	137%
Propane:	133%—no delivery in December
Electricity:	35%—Sarah has not received any of the Unitil bills.
Programs:	76%
Staff Education:	102%
Total for 2020	86%—Tracy noted that a few bills for 2020 were paid in January 2021.

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

Motion to accept a conscience jar donation of \$55.00 (Robert/Sandy-2nd). Each member of the Trustees approved this motion on a roll call vote.

Director's Report:

Tracy mentioned that a patron had contacted her regarding using the library as a venue for a children's enrichment activity in March. Since the library will not be available for such programming in March, Tracy will suggest that she might consider requesting the use of the Pound School from the town for her program.

Diane has been working from home. Her new project will be identifying the historic homes in East Kingston and with a new software program archiving information about these homes. That information will be attached to the library website and available to the public.

Tracy mentioned new virtual programs which will be offered this month and next.

The cartoonist Marek Bennett will provide a Zoom program on January 28th.

Participants can pick up supplies for this program at the library. This program is being held in conjunction with the Brentwood library, which allows for cost sharing.

The adult book club will resume on January 27th.

The children's book club—The Great Stone Face Book Club—was successfully held on January 23rd. The second meeting will be on February 20th.

Vicki Brown will present Wildlife Habitat and Corridors in East Kingston on February 9th.

Lita Judge, an author and illustrator of children's books, will present a Zoom program for children on February 25th.

Tracy noted that Zoe and Robert have been working on producing an East Kingston newsletter with news about what is happening in town which will be on the library website and sent to those who request to receive it in their e-mails. Several paper copies will be placed at a few places in the town. Residents are encouraged to submit articles. The first edition will be published on March 1, 2021. Tracy and Zoe have been attending Community Engagement meetings at the elementary school and hope they can include some of the information from these meetings in the newsletter.

Friends' Report: Sherry noted that she had shared our concerns about keeping the Pound School open. Carol Powers contacted the volunteers and only one person was concerned with the risk so the bookstore is still open its regular hours.

Sherry thanked Zoe for getting the Friends' website connected to the library page. Their twitter feed is live on this page. The minutes of the Friends' meetings since 2018 are also on the page. There is a Google calendar showing the hours, the meeting dates as well as the gambling dates from which they receive revenue. The next gambling dates are March 19 and 20.

Sherry also reported on the Friends' budget for 2020 and 2021. The group will meet with library staff to determine where the Friends can be of further assistance to the library.

The Friends are planning to hold quarterly meetings, the next one on March 11th. At that meeting, they are hoping to clarify the leadership roles for the membership as well as strategize plans for the future. The agenda for the meeting will be posted 30 days before that meeting according to the bylaws.

The Friends have contacted the American Library Association in hopes of getting ideas from other Friends' groups.

NHLTA: Conrad noted that planning for the virtual spring conference on May 12 and 13 continues. There is a roundtable on January 28th entitled Non-Profit Legal Responsibilities and Requirements. Preregistration is required. Conrad attended an NHLA program about their theme: Equity, Diversity and Inclusion.

Town Update: The Town Moderator and the Selectmen have determined that because of the pandemic, the town deliberative session scheduled for January 30th will be postponed until the spring. The postponement was made possible by an emergency order from Governor Sununu.

The public hearing on the budget was held on January 14th. A number of issues with the budget were addressed as all departments are adapting to the new software.

Old Business: The Board revisited its decision of November 30, 2020, to restrict patrons' access to the library to appointments only as well as curbside pickup. A motion was made to continue this practice for the foreseeable future since the Covid numbers are still high. (Robert/Sandy-2nd) Each member of the Trustees approved this motion on a roll call vote.

New Business: The bylaws will be reviewed at the February meeting and any changes will be voted on in March. The evaluation process will also begin in March.

Sarah mentioned that there may be a way to record the amount of electricity generated by the solar panels and display that on the library website.

Tracy announced that she has filed the necessary paperwork to retire on December 31, 2022.

Motion to adjourn at 8:45 p.m. (Sarah/Robert-2nd). Each member of the Trustees approved the motion on a roll call vote.

Respectfully submitted,
Sandra G. Courchesne, Secretary