

September 28, 2020
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; Nancy Parker, located at 11 Country Lane in East Kingston, NH; Deb Hobson, Alternate, located at 3 Woldridge 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; and Zoe Sucu, Assistant Librarian, located at 149 Giles Road in East Kingston, NH.

Conrad called the meeting to order at 7:05 p.m.

Review of August Minutes: Motion to approve the minutes as presented (Nancy/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 August, each line item in the budget should represent 66% of the budgeted amount.

Building Maintenance	9%—still waiting for information about cleaning costs
Media	56%
Payroll	57%
Services and Supplies	105%
Propane	133%
Electricity	16%—credit from electric company for solar panels
Programs	46%
Staff Education	17%

Services and Supplies consist of both office and library supplies. A once a year charge for book systems in the amount of \$529 is included.

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

A donation to the Library in the amount of \$250 was received for a Revision referral. It will be placed in the unrestricted account. Motion to accept this donation (Laura/Sandy-2nd). Each member of the Trustees approved this motion on a roll call vote.

Director's Report:

Tracy reported that since water testing has resumed, the Library's water has passed each time.

Tracy reported that the Library opening has gone well. There were only two times that patrons were asked to wait as the 5 person capacity had been reached. Curbside pickup is still popular.

Interlibrary loan has resumed but is taking longer since the books must be quarantined at both libraries.

Several programming opportunities are being pursued. There is a possibility of a Halloween drive by where pictures could be taken of children in their costumes. Those prints could be enlarged and placed in the library windows. Story hour may resume on Zoom and parents could pick up materials for related crafts at the library to use at home. The book club might resume on Zoom. The possibility of DIY being available on Zoom is also being explored.

Friends' Report: Tracy reported for the Friends since the group has not been able to have a meeting in recent months. The Pound School Bookstore is doing very well and is definitely a pleasure to visit. The Atkinson Library approached us about taking the books they had collected for their annual book sale, which has been cancelled. Unfortunately, we have no more room to store books. Carl Johnnen, who passed away in September, has left some funds to the Friends in his will.

NHLTA: Conrad reported that the New Hampshire Library Association is planning a virtual annual conference on May 12 and May 13, 2021. Conrad also informed us of the winners of the 2020 NHLTA awards.

Town Update: Tracy informed the Board of the death of Dick Poelaert, a former selectman and friend of the Library, on September 2, 2020.

Tracy reported on the recent Department Heads Meeting, which was held as part of the Selectmen's meeting. The Department Heads Meeting was only mentioned on the agenda for the Selectmen's meeting so there was no separate agenda for that meeting. The meeting was not productive.

Budget concerns: A new payroll company has been hired to begin at the end of December. Since that company will be using a new system, there will be training in that new system. Each employee will enter his or her hours into the system and Tracy will then approve those hours. The town should continue to maintain the town's benefit data in its system so that employees' personal data remains private. That would be a problem if that data were reported by each department.

Currently, there will be a hearing on our budget with the Selectmen on November 16th. Our budget should be in Becky's office a week before that date. Final approval of the budget will be on November 30th. The budget should now be presented on an Excel spreadsheet, which we have already doing. The categories that have been requested may make the budgets more consistent and hopefully eliminate the problems from last year's budget process. Sarah and Tracy will meet on November 2nd to work on the budget.

The town office has a new hire whose name is Grace. She is from Newton and has worked in both Andover and North Andover. She will be helping Becky.

Sarah reported that the auditor's report was confusing because we do reconciliation reports each month. Unfortunately, the auditors present their findings to the town and do not communicate directly with us.

Old Business: MOU—Conrad provided the Board with a number of Memorandum of Understanding documents from various towns in New Hampshire. Such an agreement with the Selectmen might alleviate some of the misunderstandings that have arisen recently. Sarah will review some of the basic forms and fill in our information so we can review a possible MOU at our next meeting. The finalized document could then be sent to the Selectmen.

The meeting was adjourned at 8:15 p.m. (Sarah/Nancy-2nd) Each member of the Trustees approved the motion to adjourn on a roll call vote.

Respectfully submitted,
Sandra G. Courchesne, Secretary