

August 22, 2022
East Kingston Public Library
Meeting of the Board of Trustees

Attendance: Robert Minicucci, Sarah Courchesne, Sandra Courchesne, Nancy Parker, Louise Barsalou. Tracy Waldron, Director; Zoe Sucu, Assistant Librarian (via Zoom). Sherry Castle, Treasurer of the Friends.

Absent: Don Heselton, Alternate.

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

Review of July 25th Minutes: A motion was made to approve the minutes of July 25, 2022. (Robert/Nancy-2nd). All approved.

Treasurer's Report: Sarah presented the treasurer's report as of the end of July. Each item should represent 58% of the budget.

Building Maintenance	60%
Electricity	71%
Water	56%
Media	51%
Payroll	55%
Services and Supplies	62%
Propane	50%
Programs	78%
Education	54%

The percent of total expenses was 55%. Motion was made to accept the treasurer's report (Sandy/Robert-2nd). All approved. Motion was made to accept \$18.00 in conscience donations (Robert/Nancy-2nd). All approved.

Director's Report: Tracy reported that Bodwell's has put the new lid on the septic system. She also mentioned that the memorial tree has been planted, but she is concerned that the current water container is not providing enough water to the newly planted tree. Robert will contact Rowena White with our concerns.

Tracy noted that staffing is a problem without a person in the library assistant position especially since both she and Zoe need to take their owed time off before the end of the calendar year. Sarah will talk to the "town" about covering Tracy's vacation time. Tracy and Zoe will work together to cover the schedule as fully as possible. There may be times that the library will have to close.

Since she could not purchase the computer that the board approved, Tracy asked that we use that money for the purchase of library cards for new patrons, which are available for \$2.25 each. Sarah indicated that the money for that purchase can be used for the cards.

Zoe informed the board of an incident that occurred last week involving a member of the knitting group that meets in the library. This individual took one of the newspapers and

prepared to walk out with it. Zoe told her that she could not do that as the paper was for the patrons and must remain in the library. The woman was very defiant and walked out with the newspaper anyway. The Board was appalled that someone would steal from the library even after she was told that the papers could not leave the library. Various responses were considered—Facebook post, letter to the patron or possible loss of use of the library by the group who appeared to treat the incident as a joke.

Town Update: The second East Kingston Summer Market was well attended. The next one will be held on September 18th.

Tracy mentioned that a sculptor who has opened a studio behind Jones Market has indicated that she is interested in displaying some of her work in the library.

Robert is planning to attend the next Selectmen's meeting.

Friends Update: Sherry noted that the quarterly budget report for the Friends had been completed. The Friends have already met their fundraising goals for the year.. After removing the \$40,000 for the solar panels, the Friends have \$40,000 in the bank. They will receive the profits from the recent Summer Market. They have funded the Summer Reading Program including the additional costs incurred after a larger than expected number of children signed up.

Old Business: Policy on Diversity, Equity and Inclusion: After a brief discussion, a motion was made to accept this policy (Robert/Lou-2nd). All approved.

Search Committee Report: Lou presented what was discussed at the first meeting of the search committee. Both job descriptions were reviewed and a time line for the promotion to Library Director and the hiring of the new Assistant Library Director were recommended.

Sarah presented the revised Library Director job description which she had drafted. A motion was made to accept this version of the job description (Robert/Nancy-2nd). All approved.

Considerable discussion was held regarding the new full-time position of Assistant Library Director. Sarah will update the current job description for discussion at the next meeting.

The next search committee meeting will be held on September 13th at 9:00 a.m. The meeting will be a public meeting so other members of the Board can attend for the discussion of the Assistant Library Director position and the advertising of that position in various sites which list open library positions.

Diversity Programming: Sarah and Zoe are continuing to work with other libraries and are excited about the programming that will be presented this fall. The first program will be presented on September 22nd. Sarah will create a web page where all information about these programs can be found.

New Business: The Board will interview Zoe Sucu for promotion to the position of Library Director effective January 3, 2023, on September 26th in a non-public session during the regularly scheduled meeting of the Board that evening. Robert asked that members of the Board submit questions to him for that interview.

Robert mentioned a virtual NHLTA workshop on Director/Board Chair relationships on November 3 and 17 if anyone would like to attend.

Robert adjourned the meeting at 6:51 p.m.

The next meeting will be held on September 26, 2022, at 5:00 p.m.

Respectfully submitted,
Sandra G. Courchesne, Secretary