

East Kingston Public Library

Board of Trustees Meeting

Minutes of August 27, 2018

Attendees: Laura Branting, Conrad Moses, Sarah Courchesne, Sandy Courchesne, Nancy Parker

Absent:

Alternate: Deborah Hobson

Director: Tracy Waldron

Visitors: Laurel Urwick

Meeting Opened by Chairperson Conrad Moses at 7:03 pm.

REGULAR REPORTS

Approval of Minutes from Last Meeting:

VOTE: Motion to accept minutes of EKPL July 2018 Meeting – Sarah Courchesne/Laura Branting 2nd. Motion passed unanimously (Vote 5-0-0)

Treasurer Report (Sarah Courchesne)

Payroll – 53%

Building Maintenance – 44%

Education – 46%

Media – 46%

Electricity – 54%

Supplies and Services – 59%

Propane – 72%

VOTE: Motion to accept treasurer report – Nancy Parker/Sandy Courchesne 2nd. Motion passed unanimously (Vote 5-0-0)

Donations - Conscience Jar Donations – None. (Vote 0-0-0)

Auditor Report: The Town Offices would like for the EKPL Treasurer to reconcile the records every month. Sarah as Treasurer will provide Cheryl Hurteau at the office with the information she has asked for going forward.

LIBRARY REPORTS:

Director Report: Tracy Waldron

- o Staff did an excellent job while Tracy was on vacation.
- o Tracy thanked Nancy Parker for her help with the emergency policy as it helped the staff handle an air conditioner problem while she was on vacation.
- o Tracy has talked to the manufacturer of the columns on the terrace outside. She would like to have them repaired. Sarah suggested if it is cost prohibitive (over the checking account amount) we could take the funds out of maintenance reserve fund.
- o Department head meeting is Sept 10th at 7 PM in the EK Town offices to discuss 2018 and 2019 budgets.
- o “Wowbrary” has enough participating libraries now and \$375 is the cost to EK library
- o Tracy is working to find a 2-day window to clean the library and perform inventory. Tentatively planning on the 3rd weekend in September to perform those tasks.
- o Tracy has a young man in town performing community service for the library.
- o Conversation in town about moving voting to the library.

Programming:

September 2018

- Vicki Brown Furry Mammals of New Hampshire – Sept 18th @ 4 PM
- Flatbread fundraiser – Tuesday after Labor Day (September 4th)

October 2018

- Preston Howard – Mentalist (date to come)

VOTE:

Friends of the Library: Lianne Cozart

“Friends” meeting at the Used Bookstore on 9/14 @ 4pm

August 30/August 31 – Ocean State Gaming Fundraiser

September 4 – Flatbread Pizza Fundraiser in Amesbury

NHLTA: Conrad Moses

Regional Retreat – October 11, 2018 @ 6:00 PM (Rye Library) – Topic to come

Things going on in Town: No Update.

Policy Committee Update:

Next policy meeting will review Employee Handbook

Job Description needs to be worked on

3D Printer Materials – review final version

Hiring Policy (next meeting – September 2018)

Computer Policy

Public Questions & Comments: None.

Old Business: None.

Solar Panels: Sarah Courchesne

- Got approval to connect. Going back and forth between Unitil and Revision. Probably installed in the fall.
- Trees by Library sign will be removed in fall by Unitil as mentioned in a previous meeting.

New Business:

- Budget – September is the month we will focus on budget figures. Nothing unusual from last year.
- Employee Handbook Review

Action Items:

§ Employee Handbook

§ Hiring Policy send out for review of EKPL

§ Review 3D Printer Material – Tracy & Conrad

§ Employee Handbook Insurance Coverage Review – Tracy

§ Tracy & Sarah Attend EK Department Head Budget Review Meeting @ Selectman's office

Upcoming Events and Programs:

Next EKPL Board of Trustee Meeting – Monday, September 24, 2018 at 7pm

Policy Committee Meeting – to be started back up in September

Meeting Adjourn: 7:50 PM

VOTE: Motion made by Sarah Courchesne/Nancy Parker 2nd (5-0-0)

Chairperson – Conrad Moses

Submitted by Deborah Hobson, Secretary