

June 22, 2020
East Kingston Public Library
Zoom Meeting of the Board of Trustees

In Attendance: Conrad Moses, located at 47 Depot Rd. in East Kingston, NH; Sarah Courchesne, located at 1 Stagecoach Rd., in East Kingston; 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; Robert Minicucci, Alternate, located at 62 Pow Wow River Road in East Kingston, NH; Tracy Waldron, Director, located at 47 Maplevale Road in East Kingston, in NH; Zoe Sucu assistant librarian located at 149 Giles Rd in East Kingston, in NH; and Dianne Sheckells located at Scotland Rd East Kingston, in NH.

Meeting was called to order by Conrad at 7:05pm.

Review of May minutes: Motion to approve 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 May, each line item should represent 42% of the budgeted amount.

Building and Maintenance:	9%
Media	33%
Payroll	35%
Services and Supplies	67%
Propane	133%
Electric	22%

Motion to accept the treasurer's report was made (Laura/Nancy2nd). Each member of the Trustees approved this motion by roll call vote. No donations were received this month.

Director's Report:

Tracy will check with Hartman HVAC as to why so many propane deliveries are being made; should be every six months. Diane Amero is the new janitor for the Public Library and the Pound School. She is not an employee but paid by 1099. At this time no set hours, cleans the Public Library on Tuesday. Summer Reading Program started and is doing well. The Demco software program purchased by The Friends is working well. Zoe has received the computer from The Friends and that is working well. Tracy is looking for a ladder to clean the air ducts. One program from The Center for Wildlife is scheduled for June 30 on Zoom. Curbside pick-up continues to work well on Monday-Wednesday-and Friday. People are very appreciative of the work Tracy and Zoe are doing.

Friends' Report:

Pound School is now open and running well thanks to Carol Powers who has organized the books and is there to open and close.

NHLTA: Status Quo, the website is good for information.

Town Update: Department Head meeting scheduled for Monday June 29.

New Business:

How to open the Public Library was discussed. The EKPL Health Screening Questionnaire for the employees was discussed and amended. Motion to accept the amended form for use, (Laura/Nancy2nd). Each member of the Trustees approved this motion on a roll call vote.

The Covid-19 Screening and Safeguard Measures Policy was discussed as the guide for how the library will be entered and used by patrons. This will also be used for the employees concerning cleaning and interacting with the public when the library opens. No definite date was set for opening which will depend on acquiring the necessary PPE and posting the procedures to be used by the public.

The meeting was adjourned at 8:30pm. (Laura/Nancy2nd) Each member of the Trustees approved the motion to adjourn by roll call vote.

Next meeting to be July 27, 2020.