

March 27, 2023
East Kingston Public Library
Meeting of the Board of Trustees

Attendance: Robert Minicucci, Sarah Courchesne, Sandra Courchesne, Nancy Parker.
Zoe Sucu, Director; Sherry Castle, Assistant Director. Debbie O'Neill, Alternate Candidate.
Absent—Louise Barsalou.

Robert called the meeting to order at 5:01 p.m.

Review of February 27, 2023 Minutes: A motion was made to approve the minutes with a change to the reporting of the circulation figures in the Director's report so they would be more prominent in the minutes. (Robert/Sarah-2nd). All approved.

Treasurer's Report: Sarah presented the treasurer's report as of February 28, 2023. Each item should represent 17% of the budget.

Building Maintenance:	12%
Electricity	32%
Water	26%
Media	8%
Payroll	11%
Services and Supplies	7%
Propane	95%
Programs	30%
Education	0%

A motion was made to accept the treasurer's report. (Sandy/Robert-2nd). All approved.

Sarah reported that \$27.00 was received as a conscience jar donation. A motion was made to accept this donation. (Sandy/Robert-2nd). All approved.

Director's Report:

Zoe reported the following circulation figures for February:

- Circulation was 2,079;
- Foot traffic was 963;
- 6 new patrons received library cards;
- 12 programs were attended by 84 people.

Zoe explained that the low expenditure for media was that JLG had not billed us since that company is switching to monthly billing rather than billing based on each order.

The results of the election supported our requests for the library.

The NHLTA conference will be held on May 9th. Zoe needs to know who will be attending within the next two weeks so she can send the registrations.

Zoe noted that our page, Sarah, will be going to college in the fall. Zoe is hoping to find someone to take that position who will be available for training this summer.

Zoe has met with the Joneses regarding the three summer markets to be held on June 18th, July 16th and August 20th from 10 a.m.-2:00 p.m.. They will be held outside the library again. The Joneses would prefer that we take over the planning. Last year they paid \$525 for the Port-a-Potty and \$1,100 for the police detail. The proceeds from the market did not cover those costs. They did give the proceeds from the food they sold to the Friends. They will continue to have food available in their parking lot.

There was discussion about the use of our bathrooms for vendors and possibly attendees instead of obtaining a Port-a-Potty. Volunteers might be asked to direct people to the bathrooms.

Becky will continue to coordinate with the vendors. Zoe wishes to coordinate the planning for the vendor locations.

Summer programming: The dates are June 26th to August 12th. This year's theme is All Together Now. Our library will be focusing on bees as an example of community.

Current programs: A New Hampshire Humanities program entitled Banjos, Bones and Ballads will be presented on April 18th and the last Garden Design program will be held on April 20th. The first Garden Design program, which was rescheduled, had only 4 attendees, but the second program had 9.

School Vacation Week programs consist of a Makers Meeting on April 25th entitled Pizza Gardens where participants will prepare to grow the ingredients for pizza as well as enjoy a pizza snack and a STEM workshop by Buildwave on April 26th.

Zoe is still trying to find someone to do yoga as well as chair yoga as some have requested. There is a possibility that we could charge participants which would allow us to pay someone for offering the classes.

Town Update: Sherry has been working with Grace to populate the library's section of the town website. There is also a section of the website for the Trustees, which Robert will address.

Nancy made a suggestion that the fire chief present the program that he did for the Maplevale/Cricket Hill residents at the library for the rest of the town. Zoe will check into that option.

Zoe noted that there was some discussion about the town newsletter not offering editorials as some had been submitted. Others were concerned about having copies of the newsletter with information about the candidates at the polls especially since the explanation of Article 4 might be interpreted to be in favor of the article. The Board agreed that the newsletter should remain journalistic in nature going forward.

Friends: The Friends are hiring K and B Landscaping to clean up the gardens and trim the bushes this spring at a cost of \$1600. They will use 4-5 people and complete the clean up very quickly. In the fall, volunteers will weed and mulch.

The next Friends meeting is May 3rd at 5:00 p.m. at the library. They will be holding the book sale on May 20th.

Old Business: Robert, Lou and Zoe have begun working on the Employee Handbook and have been integrating it with the town employees' handbook. They will present their work at a future meeting for the full Board's consideration.

New Business: Continued work on the employee handbook and other policies.

Robert adjourned the meeting at 6:26 p.m.

The next meeting will be on April 24th at 5:00 p.m.

Respectfully submitted,
Sandra G. Courchesne, Secretary