

October 26, 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; 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 Powwow River Road in East Kingston, NH.

Tracy Waldron, Director, located at 69 South Rd in Brentwood, NH; Zoe Sucu, Assistant Librarian, located at Giles Road in East Kingston, NH; Sherry Castle, Friends' Treasurer, at 70 Sanborn Rd in East Kingston, NH.

Absent: Sandra Courchesne, Trustee, and Deb Hobson, Alternate.

Conrad called the meeting to order 7:02.

REVIEW OF THE SEPTEMBER MINUTES: Motion to accept the minutes as presented (Sarah/Laura 2<sup>nd</sup>). Each member of the Trustees approved this motion on a roll call vote.

TREASURER'S REPORT: Sarah reported that at the end of September each line item in the budget should represent 75% of the budgeted amount.

Building Maintenance	9%
Media	65%
Payroll	68%
Services and Supplies	115%
Propane	133%
Electricity	15% credit from solar panels applied to bill.
Programs	54%
Staff Education	17%

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

An unrestricted donation of \$39 was made. Motion to accept this donation (Laura/Nancy 2<sup>nd</sup>). Each member of the trustees approved this motion on a roll call vote.

Discussion to use the remaining budgeted funds for Staff Education to be given to Zoe for her continuing education because staff is unable to attend programs. Motion to go forward with this (Nancy/Laura 2<sup>nd</sup>). Each member of the trustees approved this motion on a roll call vote.

DIRECTOR'S REPORT: There will be a drive-through for Trick or Treat on Halloween for the town. Story Hour has started on Zoom and is going well. In November there will be a DIY night on Zoom. Materials to be picked up at the library for those attending. There will be a story walk in the front of the library. Stations will be set up with activities. Circulation is going well with patrons in the library and using curbside pick-up.

FRIENDS' REPORT: Sherry reported that the friends will have a Zoom meeting in November. Income has been doing well from gambling nights and the Pound School. The group is looking for ideas for fund raising.

NHLTA: Conrad reported that the awards were sent out. There was a virtual business meeting where a new president was elected. The website has information on racial equality, inclusion, diversity, pay and education. The conference will be in May 2021.

TOWN UPDATE: Justin Lyons was sent an agenda and notification about this meeting. No selectman was at this meeting.

OLD BUSINESS: Library budget is to be submitted by November 9. Format still has not been received at yet. Employee benefits will be handled by the town. There is a hearing with the town on November 16. Motion to accept the budget pending increases in media and supplies (Laura/Nancy2nd) Each member of the Trustees approved the motion on a roll call vote.

NEW BUSINESS: Format for the MOU between the Town and Library was discussed. Further clarification on plowing costs have to be made with the town before the agreement is signed and sent to the Town Office. Thanks to Tracey for trimming outside the Library.

Next Trustee meeting to be November 23, 2020.

Motion to adjourn the meeting at 8:15 (Sarah/Nancy2nd) Each member of the Trustees approved the motion by roll call vote.

Respectfully submitted,  
Laura Branting Trustee