

November 30, 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; Sandra Courchesne, located at 8 Blueberry Lane, East Kingston, NH; Laura Branting, located at 861 51st Street, Sacramento, CA; 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 Road in Brentwood, NH; Zoe Sucu, Assistant Librarian, located at 149 Giles Road in East Kingston, NH; Sherry Castle, Treasurer of the Friends, located at 70 Sanborn Road in East Kingston, NH.

Conrad called the meeting to order at 7:02 p.m.

Review of October Minutes: Motion to approve the minutes as presented (Laura/Nancy-2nd). Each member of the Trustees approved this motion on a roll call vote.

Treasurer's Report: Sarah reported that at the end of October, each line item in the budget should represent 83% of the budgeted amount.

Building Maintenance	10%—still no information about janitorial services
Media	75%
Payroll	75%—fewer hours worked by pages and Heather
Services and Supplies	120%—includes sanitizing station
Propane	133%
Electricity	50%
Programs	67%

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

Motion to accept a conscience jar donation of \$26.00 (Nancy/Laura-2nd). Each member of the Trustees approved this motion on a roll call vote.

Director's Report: Tracy reported that the story walk is up and families are viewing it. Sturdy political signs were available for the backing when other materials did not work.

On Thursday, December 3rd, Tracy and Zoe will be participating in a workshop on the new payroll system.

Tracy received an e-mail from the town regarding the budget for 2021. She forwarded it to Sarah, who confirmed that the numbers were accurate.

Friends' Report: Sherry reported that the Friends will hold a Zoom meeting on January 14th. The 10 dates for gaming revenue are in place, the first two being January 17 and 18. The target amount for the Pound School Book Store of \$2800 has been met thanks to the efforts of Carol Powers and the volunteers. Sherry is looking for local silk screeners who can do the hoodies and bags that the Friends plan to sell. Sherry mentioned that we might want to consider using volunteers from the Friends to deliver requested books from the library to those patrons who are having difficulty doing curbside pickup.

NHLTA Report: Conrad reported that NHLTA is planning to redo the manual for trustees, which it tries to do every five years. Conference planning is continuing.

Town Update: The snowblower in the shed was started by Joe Cacciatore. Tracy cannot use the snowblower so it is uncertain at this time who will be taking care of the snow.

Sarah met with the selectmen regarding the library budget for 2021. They had no objections to our budget.

Old Business:

Reconsideration of Current Covid Procedures:

The trustees had a discussion about whether the current procedure of allowing five people into the library at a time for browsing and computer use should be continued with the current surge in covid cases in the area. A motion was made to move back to appointments only as well as curbside pickup starting on December 7th. If the schools move back to remote for an extended period of time, the library will again offer only curbside pickup. This plan will be reevaluated at the January meeting. (Sandy/Laura-2nd) Each member of the trustees approved this motion on a roll call vote.

Sherry will talk to Carole Powers about the possibility of also closing the Pound School at this time.

MOU: Sarah has sent the Memorandum of Understanding to the Selectmen. There has been no response at this time.

New Business:

Calendar for 2021: Conrad presented the calendar of meetings for 2021. A motion was made to accept the calendar as written. (Nancy/Laura-2nd) Each member of the trustees approved this motion on a roll call vote.

Election: Conrad indicated that anyone seeking a town position must indicate his or her interest between January 20th and January 30th. The library positions for 2021 are Conrad and Sandy. Conrad announced that he would not be seeking another term on the Board. He has been a trustee for 20 years.

State Emergency Declaration: Conrad indicated that he is expecting that Governor Sununu will extend his emergency declaration on December 11th. That declaration will allow us to continue virtual meetings.

Motion to adjourn at 8:07 p.m. (Nancy/Laura-2nd) Each member of the trustees approved this motion on a roll call vote.

Respectfully submitted,
Sandra G. Courchesne, Secretary