

APPROVED

June 24, 2019
East Kingston Public Library
Board of Trustees Meeting

In Attendance: Conrad Moses, Sarah Courchesne, Sandra Courchesne, Laura Branting
Tracy Waldron
Absent: Nancy Parker

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

Review of April minutes and June special meeting minutes: Motion to approve minutes of April 22, 2019, as presented (Laura/Sandy-2nd) All approved. Motion to approve minutes of the special meeting on June 5, 2019, as presented (Laura/Sandy-2nd). All approved.

Treasurer's Report: Sarah presented the treasurer's report for April and May. At the end of May, each line item should represent 42% of the budgeted amount.

Building Maintenance	26%
Media	35%
Payroll	39%
Supplies	72%
Electricity	32%
Propane	153%

The propane expense represents a delivery in January and April of this year as opposed to the standard delivery dates of December and March with the cost spread over two years instead of in one fiscal year. Motion to accept the treasurer's report (Laura/Sandy-2nd). All approved. Memorial donations in the amount of \$650.00 have been received. Two of those donations mentioned restrictions. If those restrictions can not be accommodated, the donors will be contacted for directions regarding those donations. Motion to accept all donated money (Sandy/Laura-2nd). All approved.

Director's Report:

Tracy reported that she attended a meeting on June 21st regarding the new payroll system for the town. This service is being provided by Fran Walchko of All N1 Payroll in East Hampstead, NH. She clarified the new process for timesheets. The library will continue to submit timesheets for just the library.

The new photocopiers have been installed and are working well.

Tracy met with Mary Claremont, a surveyor from the Drinking Water and Groundwater Bureau of the New Hampshire Department of Environmental Services. Ms. Claremont provided a Site Inspection Report of the library's water system. She also sent a letter to the Selectmen noting several deficiencies that must be corrected. We must "install a source sampling tap on the incoming well line prior to the existing check valve." We must also replace "five missing nuts and bolts from the well cap" in order "to protect the integrity of the well's sanitary seal." Tracy will work with Dick Poelaert on correcting these deficiencies.

Tracy reported that there has been a good response to the Summer Reading Program. Tracy and Zoe did go to the elementary school to promote the program.

The Boy Scouts have requested use of the library for a program presented by On the Wing from Epping. Tracy noted that she approved their request with no charge. She has also received an application for public use from the Seacoast Photographers for their monthly meetings on the third Thursday of each month. Tracy has offered to stay on those nights so there will be no charge to this group.

The library is planning to have a book sale on the library lawn on August 10, 2019, from 10-1. Tracy has located a company that will pick up the remaining books after the sale.

Revision did a walk through to examine the lights are that to be replaced. They will probably be replaced in September. Although the work on the floors can be done sooner, that might be delayed until after the new lights have been installed. Sarah reported that the Trustees of the Trust have approved the expenditure from our Maintenance Reserve Fund for the replacement of the lights.

Tracy reported that a large double-sided wood bookcase has been obtained from the Nottingham Library at no cost. She wants to thank the road agent as well as members of the fire department and police department who helped get this item into the library. It will be a welcome addition to our library.

Friends' Report: No report this month.

NHLTA Report: Conrad reported that a regional meeting at the Newington Library is being planned for September. Planning has begun for next year's conference, which will be held at the same venue in Manchester.

Town Update: See Director's report.

The next meeting of the Trustees will be held on July 22, 2019.

The meeting was adjourned at 8:04 p.m. (Laura/Sarah-2nd) All approved.

Respectfully Submitted,
Sandra G. Courchesne, Secretary