

**East Kingston Public Library  
Board of Trustees Meeting  
Minutes of June 25, 2018**

**Attendees:** Laura Branting, Nancy Parker, Conrad Moses, Sandra Courchesne, Sarah Courchesne

**Absent:**

**Alternate:** Deborah Hobson

**Director:** Tracy Waldron

**Visitors:** Lisanne Cozart, Mary Ryan, Laurel Urwick

Meeting Opened by Chairperson Conrad Moses at 7:04 pm.

**REGULAR REPORTS**

**Approval of Minutes from Last Meeting:**

VOTE: Motion to accept minutes of EKPL April 2018 Meeting - Parker/Branting 2nd. Motion passed unanimously (Vote 5-0-0)

**Treasurer Report (Sarah Courchesne)**

Payroll - 35%  
Building Maintenance - 31%  
Education - 34%  
Media - 39%  
Electricity - 38%  
Supplies and Services - 42%  
Propane - 72%

VOTE: Motion to accept treasurer report - Parker/Branting 2<sup>nd</sup>. Motion passed unanimously (Vote 5-0-0)

**Donations** - Conscience Jar Donations - No donations.

**LIBRARY REPORTS:**

**Director Report:** Tracy Waldron

- Building -
  - Looking for a page
  - According to handyman - the pergola was not installed properly
  - Tracy getting quotes to fix cracks in pergola
- Staffing - Tracy will be on vacation from 7/10-8/1. Extra person to cover summer emergencies may be needed. Tracy still looking for a Page for extra coverage
- Summer Reading Program - Soc Hop was well attended.

- Tracy visited a library coop meeting in Rye, NH and was introduced to Deterra bags. These are bags that you can fill with your old prescriptions and water and it enables you to flush the medication. Nancy Parker mentioned she had some bags, so she will donate to the library.
- Discussion of a possible two day shutdown to clean the library was discussed. No decision yet.
- Unitil asked to remove several trees within 10 feet of power lines. Conrad and trustees walked to curb to look at trees and agreed that some need to be removed. Trustees confirmed that locust trees and pine tree should be taken down.

VOTE: Parker/Sarah Courchesne (5-0-0) Tracy will follow up with Unitil.

- Wowbrary - new releases by email with a digital picture and link. \$500/year.

### **Friends of the Library: Lisanne Cozart**

6/9 - Ladies Self Defense not attended well.

Harry Potter Party on 7/28 - may need volunteers. This marks the end of the summer reading program.

Solar Panel Check to come.

The Friends are having communication issues with a previous board member. Said previous board member does not find satisfaction with current reporting, refuses previously offered assistance and has become demanding. This may have large ramifications when it comes to fundraising as the help offered was with gaming, the largest fundraiser of the Friends. The current board has decided to cut ties with this member when it comes to volunteer status.

UPDATE: Laurel Urwick - everything has been approved by the EK Selectman so EKPL and Friends can proceed with Solar Panels

### **NHLTA: Conrad Moses**

No report - firming up calendar for next year.

### **Things going on in Town:**

Laurel delivered the news that the selectman approved of EKPL Solar Project

Pete from Waste Management came to the selectmen's meeting to discuss the town's bulk pickup. East Kingston had a much higher tonnage for their bulk pickup than would be expected from a town of its size. Based on this, there will likely be changes in the waste management contract in the coming years, with this coming bulk pick up being the last one that's what could be considered a "free for all." There was discussion regarding possible bulk pickup stickers, with one potentially being free per household and any after that being available for purchase through the town offices.

We also briefly discussed in the library meeting the difference between bulky pickup and white goods pickup.

### **Policy Committee Update:**

Next policy meeting will review Employee Handbook - meeting tbd

**New Business:**

Chairperson Conrad Moses' name was added to the checking and savings account. Auditors sent yearly financial questionnaire. Sarah filled out and returned.

**Public Questions & Comments:**

None.

**Old Business:**

Tracy's performance review was completed by Sarah Courchesne.

**Solar Panels:** \_

Revision has signed contract. Engineer coming to double check structure and project terms.

Things are going smoothly, and the solar panels should be installed within the next couple of months.

**New Business:**

None.

**Action Items:**

- Tracy hire a temp for July & August 2018
- Conrad make up a 2018 calendar with policy review
- Getting Rid of OLD Books is still an issue - will keep working on it

**Upcoming Events and Programs:**

Next EKPL Board of Trustee Meeting - Monday, July 23, 2018 at 7pm  
Policy Committee Meeting - TBD

**Meeting Adjourn:** 8:15 pm

VOTE: Motion made by Nancy Parker /2<sup>nd</sup>- Sandy Courchesne (5-0-0)

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Chairperson - Conrad Moses

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Submitted by Deborah Hobson  
Secretary