

APPROVED

January 22, 2024
East Kingston Public Library
Meeting of the Board of Trustees

Attendance: Robert Minicucci, Sarah Courchesne, Sandra Courchesne, Louise Barsalou, Debbie O'Neill; Zoe Sucu, Director; Sherry Castle, Assistant Director.

Robert called the meeting to order at 5:00 p.m.

Review of November 27, 2023 Minutes: A motion was made to approve the minutes of the meeting on November 27, 2023. (Robert/Lou-2nd). All approved.

Treasurer's Report: Sarah presented the treasurer's report as of December 31, 2023. Each item should represent 100% of the budget.

Building Maintenance	81%
Electricity	203%
Water	161%
Media	87%
Payroll	94%
Services and Supplies	117%
Propane	68%
Education	55%
Programs	83%

The percent of total expenditures was 95%. A motion was made to accept the treasurer's report (Sandy/Robert-2nd). All approved.

Sarah noted that the agreement for the purchase of the solar panels has been signed and the check sent.

There were conscience jar donations in the amount of \$502.00. A motion was made to accept these donations (Robert/Lou-2nd). All approved.

Director's Report:

Zoe reported the circulation figures for November, December, and the year 2023.

	November	December	Year 2023
Circulation	1,907	2,006	26,986
Foot Traffic	1,046	1,206	14,810
New patrons	2	4	110
Programs/Attendance	28/161	30/232	307/13,913

These figures are a little less than last year when the pandemic had just eased and people were eager to go places.

Zoe noted that she will be interviewing a candidate for the Page position. This person would be commuting from Derry.

Two bids were received for the fireplace repair. The one for \$4000 from Jamie Cook was selected and work will be done soon. The other bid was for \$16,000.

Zoe noted a leak near the back door which needs to be fixed.

Zoe is part of the Community Engagement Committee which is writing a grant to create an outdoor classroom at the elementary school.

Zoe reported problems with snow removal in the recent storms. The snowblower is broken so Zoe had to shovel the walks. Although the town does plow the parking lot, the drivers cannot get out of their trucks to do any shoveling. Zoe noted that Joe Cacciatore had kept it working in the past. Robert will contact the selectmen to indicate that the machine needs repair and ask them to facilitate that repair. The library will plan to fund the repair.

The first Silver Social was held on January 18th. Seventeen people attended. Sherry presented an introduction to library services. Comments were positive. This program will be held quarterly. The next Silver Social will be held on April 11, 2024.

The library has purchased a coffee pot and cart for \$150. For now, tea will be available each day.

The library is planning a Mardi Gras party on February 10th. Regular programming continues with another meeting of the Magic Tree House Book Club for 5-9 year olds, which was successful this month. Zoe and Sherry are currently planning the programs for school vacation week.

Town Update:

The deliberative session is scheduled for February 3rd. The school session will be held at 8:00 a.m. and town session at 10:00 a.m. Registration for the election will occur from January 24th to February 2nd. Robert and Sandy need to register for the two three year terms and Debbie needs to register for the two year term.

Those who attended the budget hearing on January 15th said that it was straightforward and that there were no problems or major issues with our budget.

The Pickleball Committee is still doing a survey. There is currently no deadline to complete the survey. It appears the actual survey may be no longer available on line. Robert will check the status of the survey. There is still some concern about the availability of bathrooms especially with the use of the library parking lot. The elementary school may have some availability.

Old Business:

A motion was made to approve the Hiring Policy with the recommended changes. (Robert/Sarah-2nd). All approved.

A motion was made to approve the the Collection Development Policy: Selection and Withdrawal of Materials with edits. (Robert/Lou-2nd). All approved.

A motion was made to approve the Child Safety and Unattended Children Policy with the recommended changes. (Robert/Sarah-2nd). All approved.

New Business:

The next policies to be considered for revision are the Public Use policy, the Volunteer policy, and the Circulation policy.

Zoe reported that she has a planned vacation for July 1-16, 2024.

Lou has agreed to assume the position of secretary of the board. Sandy has been in this position since 2018. She will serve as Lou's mentor as she begins the position in March.

Robert adjourned the meeting at 6:23 p.m. The next meeting will be held on February 26, 2024 at 5:00 p.m.

Respectfully submitted,
Sandra G. Courchesne, Secretary