

APPROVED

March 25, 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 7:00 p.m.

Review of February Minutes: Motion to approve minutes of February 25, 2019, as presented. (Laura/Conrad-2nd) All approved.

Treasurer's Report: Sarah presented the treasurer's report for January and February. At the end of January, each line item should represent 17% of the budgeted amount.

Building Maintenance	7%
Education	0%
Media	14%
Payroll	14%
Supplies	21%
Electricity	10%
Propane	80%

Electricity bill was around \$100 instead of the previous \$300 as Revision bills quarterly. Usage is about the same as previous years. Propane was just delivered and should last most of the year.

Motion to accept the treasurer's report (Sandy/Laura-2nd) All approved.

Memorial donations received in the amount of \$175.00 for Marie Paling and Barbara Williams. These will be placed in the unrestricted account until a determination is made as to the best use for this memorial money. Motion to accept the donations (Laura/Sandy-2nd) All approved.

Director's Report:

Tracy advised that Beth Halperin, a representative for the New Hampshire Public Deposit Investment Pool, asked whether the trustees might be interested in investing the library's resources in her company. That would not be possible as the library's money is overseen by the Trustees of the Trust Funds.

Tracy has received bids for carpet cleaning and stripping and waxing the floors. She will be checking other companies to see if these bids are competitive.

Tracy has also discussed with Connected Office Technologies the possibility of renting a copier(s). Our current copiers are not functioning well. A large copier with multiple functions rents for \$250/month. A smaller copier rents for \$99/month. Both rental agreements include installation, ink, toner, and service. The company would also take our current machines and pay us \$1000. Tracy will check that figure again with the company.

Diane and Tracy met with the elementary school principal regarding their concern that fewer elementary school students are using the library. Efforts will be made to encourage students to use the library. Tracy will have a table at the Poetry and Pizza night on April 4th. The principal also agreed to have a bus stop at the library for the Homework Club, which will be held one day a week.

Diane and Tracy will also be meeting with the East Kingston Historical Committee to begin the process of scanning historical documents which could be accessed on the library website.

Tracy met with the chief of police to discuss the parking for the memorial service for Barbara Williams on March 30th. The chief also expressed concern about individuals using the library internet in their cars when the library is closed. The board thinks this is a service which should be provided by the library as it is at many other libraries for those who do not have access to the internet.

Tracy indicated that there are concerns about the size of the crowd for Barbara's service. She will bring over chairs from the Pound School to supplement the library's chairs.

The ladies who are members of the knitting circle have indicated that they would like to make a donation in Barbara's name and apply it to a new fireplace. There is also some interest in dedicating a new free library to Barbara.

Programs: Gardening for Wildlife by Vicki Brown will be presented on April 9th.
Malaria Free World will be presented on April 10th.

Zoe is busy planning the Summer Reading Program. We have received an arts grant and a grant from the Museum of Science for programming. The SPCA will be presenting a program here instead of at its facility. The Center for Wildlife will present a program and the "turtle lady," who appeared at a birthday party at the library, will present her program.

Friends' Report: (via e-mail from Jennifer Tode, Treasurer)
The annual treasurer's report will be filed this week.

The Friends have purchased the following museum passes: Museum of Fine Arts Boston, Museum of Science Boston, The Fells, Seacoast Science Museum, and the American Independence Museum.

The Friends will hold a meeting on April 5th. Tracy will attend.

NHLTA Report:

Conrad indicated that the Spring edition of the newsletter is in the mail. Members should also have received the conference information. Any trustee planning to go to the conference should fill out the registration form and give it to Tracy by April 15th.

Town Update: Robert Nigrello is the new Selectman. Deb Hobson and Dan Davis will be available to residents from 6-7 at the library on Wednesday, March 27th.

Policy: The new East Kingston Public Library Internet Policy was discussed. A motion was made to accept the policy as presented (Laura/Sandy-2nd) All approved. That policy will be placed on the website and posted near the computers.

Officers: Officers of the East Kingston Board of Library Trustees for the next year will be Conrad Moses, Chair; Sarah Courchesne, Treasurer; and Sandra Courchesne, Secretary.

The performance evaluations of the Library Director should be completed by May.

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

The meeting was adjourned at 8:25 p.m. (Sarah/Laura-2nd) All approved.

Respectfully submitted,
Sandra G. Courchesne, Secretary