

APPROVED

November 27, 2023
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.

Absent: Sherry Castle, Assistant Director.

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

Review of October 23, 2023 Minutes: A motion was made to approve the minutes of the meeting on October 23, 2023. (Robert/Lou-2nd). All approved.

Treasurer's Report: Sarah presented the treasurer's report as of October 31, 2023. Each item should represent 83% of the budget.

Building Maintenance	75%
Electricity	190%
Water	135%
Media	73%
Payroll	79%
Services and Supplies	89%
Propane	68%
Education	53%
Programs	73%

The percent of total expenditures was 81%. A motion was made to accept the treasurer's report (Robert/Sandy-2nd). All approved. There were no conscience donations this month.

Director's Report:

Zoe reported the circulation figures for October:

- Circulation was 2,250;
- Foot traffic was 1,330;
- 8 new patrons received library cards;
- 22 programs were attended by 399 people.

Suggestion was made that we might want to add digital usage to our circulation figures. Zoe also noted that she and Sherry have been removing around 700 books a month from the collection in order to make room for current acquisitions. The discarded books have had minimal usage over the years.

Zoe reported that she has contacted four contractors about repairing the fireplace and has received several responses. She does have one appointment in December. She has been trying to find a local contractor. Robert indicated that he would contact his contractor to see if he might be interested.

Zoe will be asking the Friends to fund the first year of Hoopla Digital at their January meeting. She noted that fewer audiobooks and CDs are being made and more of these items are on line. The initial down payment will be \$2000, and the cost will be between \$3000-\$8000 for the first year. We will limit users to 3 items a month. Other libraries in the area are using this platform but are struggling with the costs. Their patrons are very happy with the platform.

The town is looking at its Capital Improvement Plan after an inquiry from a town resident. Zoe will update the current information in our Capital Reserve Fund. We currently have a warrant article to add \$10,000 to that fund, which currently has between \$40,000 and \$50,000 in it. We do need to use it to replace the carpeting and repair the columns in the front of the building.

Our former aide Sarah Ricker would like to work a few hours during her vacations. There should be no problem with her doing so since we do currently have any unfilled aide position in the budget and her name is still in the system. Zoe will make the decision about this request. She will also check to see that those who are no longer employed are not still in the town system as employed.

Zoe mentioned that some elementary students have expressed an interest in helping in the library. At this time, the volunteer policy does not include student volunteers under the age of 14. It is possible they could contribute as part of a program and thus would not be categorized as volunteers. We need to examine our current volunteer policy.

Zoe mentioned several of the programs planned for December. December 2nd is the Friends Open House from 2-4 p.m. On December 14th, there is a felting—pop-up art school. On December 16th is the Wreaths Across America program. On both December 18th and 28th, a Sphero Indi program will be held at 10 a.m. In addition, the Giving Tree is in place, and we are collecting toiletries for homeless vets.

Town Update: The first budget hearing will be held tonight at 6:55 p.m. Robert, Sarah and Zoe will attend. The town budget hearing will be held on January 15th. The deliberative session will be held on February 3rd at 10:00 a.m. at the elementary school.

Robert reported that the Pickleball Committee will be sending a questionnaire to the town to gauge the interest in a pickleball site in East Kingston. The Committee would also be looking for a Director if there is enough interest.

Old Business: The Child Safety and Unattended Children Policy will be discussed at the January meeting. It was noted that the revised by-laws were signed by the Trustees on September 27, 2021.

New Business: A motion was made to approved the 2024 calendar with corrections.(Robert/Lou-2nd). All approved.

A discussion was held about the need to develop a strategic plan and the possible use of the consultant for that process. Concern was expressed that the consultant had provided examples of her work with only large library systems and that the cost of her work was not feasible at this time. We do support consideration of the development of strategic plan in the future.

Robert adjourned the meeting at 6:39 p.m. The next meeting will be held on January 22, 2024.

Respectfully submitted,
Sandra G. Courchesne, Secretary