

Approved

August 23, 2021
East Kingston Public Library
In-person Meeting of the Board of Trustees

In attendance: Robert Minicucci, Sarah Courchesne, Sandra Courchesne, Nancy Parker, Laura Branting. Tracy Waldron, Director; Zoe Sucu, Library Assistant; Sherry Castle, Treasurer of the Friends.

Robert called the meeting to order at 6:55 p.m.

Review of July Minutes: Motion to approve the minutes of July 26, 2021, with change of “Review of April minutes:” to “Review of May Minutes:”. (Nancy/Laura-2nd) All approved.

Treasurer’s Report: Sarah presented the treasurer’s report for June and July. At the end of July, each line item should represent 58% of the budget.

Building Maintenance:	77%—Sarah indicated that the figure she received from Grace was not itemized, so she will check with her about these expenditures.
Media:	46%
Payroll:	53%
Services and Supplies:	73%
Propane:	179%—deliveries in January and May. Sarah will check this line item for next year’s budget. The heating and cooling system is 13 years old and is serviced twice a year. It is currently inefficient.
Electricity	0%—We have a credit of \$1000 from the solar panels.
Programs:	85%
Staff Education:	17%

The percent of total expenses at the end of July was 40%.

There were no donations in June or July.

Motion was made to accept the Treasurer’s Report. (Sandy/Nancy-2nd) All approved.

Director’s Report:

Tracy reported that the maintenance agreement for the HVAC system with New England and Heating and Cooling will be \$ 780.00.

Tracy reported that the last two retests of the water system have been clean; thus the boil order has been lifted. Tracy recommended that we hook up to the Hampstead Area Water Company. We would need to pay a \$180 application fee. The company will install a meter; everything else is in place. There will be no installation fee. The library would be billed monthly based on the usage. A motion was made to accept Tracy’s recommendation. (Sarah/Nancy-2nd) All approved.

Tracy noted that she will be posting a Library Assistant position to replace Diane Sheckells. The position is for approximately 10 hours a week including some evenings and Saturdays.

Tracy presented a proposal to change Zoe's part time Library Assistant position to a full-time Assistant Director position noting the increased workload necessary to maintain our virtual presence. We will consider that presentation and discuss that suggestion at the next meeting.

Tracy mentioned that she needs Diane's payroll report from March to the present for the ARPA grant.

Tracy attended a webinar on grants. There are some competitive grants in the amount of \$10,000, for which we might consider applying.

Friends Report: No report this month.

Town Update: There will be a vaccination clinic at the Fire Station on September 4th.

Old Business:

Covid Update: With the increase in Covid cases, the library will again be requiring patrons to wear masks in the library regardless of vaccination status. This action is consistent with current CDC guidelines. A new sign will be placed on the door and the change will be noted on the website as well as on social media. If there are any problems with this protocol, we will return to a situation where the door is locked and patrons are admitted after ringing the bell. Hopefully, that will not be necessary. The current library hours will be maintained until the new library assistant is hired.

MOU Agreement: Motion was made to approve the Memorandum of Agreement with the changes requested by the Selectmen. (Robert/Sarah-2nd) All approved.

Confidentiality of Information and Computer Usage Policy: Discussion on this policy determined that the Confidentiality and Computer Usage policies should be separate. The procedure and form for young patron usage of the computers will be eliminated. It was also noted that patrons do have the ability to clear their accounts of any information about their usage. Sarah agreed to rewrite these policies so we can approve them at the next meeting.

By-laws: There was a discussion about the revision of the bylaws. The creation of a Vice Chair was eliminated and mention of one member participating via Zoom was added. The final version of the bylaws will be considered at the next meeting.

New Business:

Robert presented the schedule for Trustee meetings for 2022. The Board agreed to continue to hold its meetings on Mondays but change the start time to 5:00 p.m. so members can attend a selectmen's meeting if necessary. Selectmen's meetings are held twice a month on Mondays at 6:30 p.m.

Sarah reported that she is investigating a racial justice series in which our library might participate. The PEA diversity director is collaborating with several towns to create such programs.

Sherry Castle attended the Selectmen's meeting earlier in the evening and informed us that the town is creating a new website which will hopefully be connected to department websites. They are also planning to create a shared printer network. We should probably investigate whether it would benefit the library.

Zoe presented a demonstration of the new Meeting OWL provided by the Friends. This device allows someone to join the meeting via Zoom if he or she wishes. The device pivots to focus on the speaker at the in-person meeting.

A motion was made to adjourn the meeting. (Robert/Laura-2nd) All approved.

Respectfully submitted,
Sandra G. Courchesne, Secretary