

APPROVED

June 28, 2021
East Kingston Public Library
In-person Meeting of the Board of Trustees

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

Sarah called the meeting to order at 7:04 p.m. Robert agreed to be the temporary chair.

All approved the following slate of new officers: Robert Minicucci, Chair; Sandra Courchesne, Secretary; and Sarah Courchesne, Treasurer.

Review of April and May Minutes: Motion was made to approve the minutes of April 26, 2021, as presented (Laura/Sarah-2nd). All approved. Since Deb attended the May meeting as the alternate to achieve a quorum and she was unable to attend tonight's meeting, approval of the minutes of the May meeting will be delayed until the July meeting.

Treasurer's Report: Sarah presented the treasurer's report for the months of April and May. Each line item at the end of May should represent 42% of the budgeted amount.

Building Maintenance:	47%
Media	33%
Payroll	39%
Services and Supplies	64%
Programs	60%
Propane	179%—Sarah will check with the town office regarding propane delivery. We received a full delivery in March and again in May. We usually receive one delivery a year.
Electricity:	0%—We had a credit of \$1082 from the solar panels.
Staff Education:	17%

The percent of total expenses at the end of May was 35%.

There were no donations in April or May.

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

Director's Report: Staffing Concerns: Tracy has hired a new page: Malcolm Courchesne. Diane can no longer work in the library so Tracy will be seeking a new library assistant. Diane works 10-15 hours a week. She has been working from home archiving historical records. She will continue to do so. Tracy has applied for and received an ARPA grant for the \$1267 to which we are entitled and will apply that to 50 additional hours of archival work that Diane will complete once a new assistant is hired.

Tracy met with Evelyn Brace and Linda Maclaren of the East Kingston Historical Society regarding the historical records that are stored in the old town hall. There is concern that the records might be damaged and a safe place needs to be found to store them. There might be a possibility that a warrant article could be submitted to raise and appropriate the funds for a safe storage option.

Tracy and Zoe noted that they were fine with opening the library on July first. They are concerned about the issue of masks since some people can be antagonistic about wearing them. We will notify the public that masks will be requested but not required of those who are vaccinated, We will recommend that those who are not vaccinated wear masks for everyone's safety but will not require them. A poster with this information will be posted on the door and the information will be on the library website as well as in the East Kingston Newsletter.

Tracy noted that the hours the library is currently open are fewer than they were before the pandemic. On Monday and Wednesday, the library closes at 3:00 instead of 7:00, and on Saturday, the library closes at 1:00 instead of 3:00. We will keep the current hours until a new library assistant is hired. Tracy and Zoe will then suggest library hours for the future.

Conrad told Tracy that although we must hold in-person meetings now, there is a provision that allows one trustee to participate via Zoom. We would need to update our bylaws to reflect this option. One of our next projects is to review the bylaws and make any adjustments.

Friends' Report: Sherry reported that the Friends will hold their next meeting on July 22nd in the library. Tracy will be doing the research to determine what equipment the library will need for virtual meetings. The Friends may consider funding that equipment.

The next casino dates will be August 17th and 18th.

The book and bake sale on June 19th was very successful thanks to the many volunteers who helped. Many people arrived with baked goods. The sale of books, baked goods, and book bags earned a total of \$685.00. Discover Books came to take the remainder of the books. The next fundraiser will be a quilt.

The Friends are discussing the possibility of adding a community room to the library with the bequest from Carl Johnnen. They are hoping that any project will meet the spirit of what Mr Johnnen wanted for the library and the town.

NHLTA Report: Sarah mentioned that there are several programs on the NHLTA list serve involving gender issues and anti-racism that involve several libraries in the area. Sarah will research these programs to see if they could be of benefit to East Kingston.

Town Update: Sarah noted that the selectmen have read the Memorandum of Agreement. They have concerns about benefits and the matter of snow shoveling. Sarah will follow up with them on these issues so we can get their signatures on the document.

Old Business: Sarah will meet with Tracy regarding her performance review.

New Business: Robert suggested that we nominate Conrad for three separate NHLTA awards. Those awards are the Special Library Service Contribution Award, the Lillian Edelman Trustee of the Year, and the Dorothy M. Little Award. A motion was made to submit these nominations (Robert/Sarah-2nd). All approved.

The meeting was adjourned at 8:40 p.m. (Sarah/Robert-2nd) All approved.

Respectfully submitted,
Sandra G. Courchesne, Secretary