

May 18, 2020  
East Kingston Public Library  
Zoom Meeting of the Board of Trustees

In Attendance: Conrad Moses, located at 47 Depot Road in East Kingston, NH; Sarah Courchesne, located at 1 Stagecoach Road in East Kingston, NH; Sandra Courchesne, located at 8 Blueberry Lane in East Kingston, NH; Laura Branting, located at 16 Country Lane in East Kingston, NH; Nancy Parker, located at 11 Country Lane in East Kingston, NH; and Robert Minicucci, Alternate, located at 62 Powwow River Road in East Kingston, NH.

Tracy Waldron, Director, located at 47 Maplevale Road in East Kingston, NH; Zoe Sucu, Assistant Librarian, located at 149 Giles Road in East Kingston, NH; Heather Lindsay, Library Assistant and Youth Librarian at Mary E. Bartlett Library in Brentwood, NH, located at 77 Linden Street in Exeter, NH.

Conrad called the meeting to order at 7:03 p.m.

**Review of February minutes:** Motion to approve the minutes as presented. (Sarah/Laura-2nd). Each member of the Trustees approved this motion on a roll call vote.

**Treasurer’s Report:** Sarah reported that at the end of April, each line item in the budget should represent 33.3% of the budgeted amount.

Building Maintenance	9%
Media	27%
Payroll	28%
Services and Supplies	@80%
Propane	76% (Tracy reported that another delivery came when we were not expecting it.)

Motion to accept the treasurer’s report was made (Laura-Nancy-2nd). Each member of the Trustees approved this motion on a roll call vote.

Motion to accept the amount of \$300 in unrestricted donations in memory of Ardith Polletta (Laura/Nancy-2nd). Each member of the Trustees approved this motion on a roll call vote.

Motion to accept the amount of \$100 in restricted funds in memory of Ardith Polletta (Laura/Nancy-2nd). Each member of the Trustees approved this motion on a roll call vote.

**Director’s Report:**

March was our biggest month for circulation. Since the closing, Audio and E-books have seen an increase of 20%. Kanopy has not been used as much as might be expected.

Tracy and Zoe are in the library three days a week when curbside pickup is available. Tracy is present on Tuesdays and Thursdays and offers some curbside pickup on those days also. Zoe is also working on the Summer Reading program while Heather is working on web content. Diane is presenting some online programming.

Zoe discussed some ideas for the Summer Reading program since the program that had been planned can not occur. Aside from a few in person programs probably held outside, the program will be virtual. She is thinking of using a program called Wandoo Reader by Demco. With this program the children can communicate with each other. It also has a kit program where the children can pick up a kit at the library and can do the crafts at home. Zoe is also investigating a pen pal program or possibly a scavenger hunt. She is checking programs from other libraries to see if any of them might work in East Kingston.

Heather indicated that the Brentwood library is not doing curbside pickup. They are planning on line programs for the summer. They continue to collect PPE so there will be enough when the library reopens.

Tracy indicated the frustration with notifying the people in town about the library's programs, especially now that the schools are closed. A newsletter might be a possibility, but the library card information can not be used for any mailings since it is private information. Sarah might have a school directory which could be used for addresses. When the Friends had a membership drive, they used the list of property owners. They found that was very expensive and often went to many people who actually did not live in East Kingston but owned property here. Robert offered to assist with any efforts to produce and send a newsletter, as well as work to get addresses into some sort of working usable database or list for ongoing communication.

Tracy discussed some of the concerns around dealing with the Covid situation especially when we consider reopening. She is planning to pick up some masks from the DMV tomorrow and working to obtain enough sanitizer. She indicated that both the Fire Chief Warren and Michelle Cotton Miller have been very helpful in providing information. Both temperature taking and wearing masks were discussed. Temperature taking presents a number of problems with distancing as well as privacy especially in a library setting. Requiring masks might also present problems if patrons choose not to comply. Tracy noted that we are currently placing the returns from curbside pickup in a box for 72 hours. After that they are wiped down and dried. They are then returned to the shelves.

Tracy will compile some draft regulations for Covid19 for the trustees to consider. Conrad will send copies of the regulations developed by the Jaffrey library for all to consider.

### **Friends' Report:**

Lisanne Cozart has agreed to remain as the President. Carol Powers has taken over the running of the Pound School Used Book Store. A wish list has been presented to the Friends. They have agreed to purchase the software program from Demco for the summer reading program. They will also be purchasing another computer for the library so Zoe does not have to use her personal computer for library planning. Heather will be working on a web site for the Friends.

**NHLTA:** Conrad reported that NHLTA has held roundtable discussions for trustees by Zoom. They have been well attended by library trustees from all over the state. The Board of Directors of NHLTA is accepting nominations for the 2020 annual awards. These awards are given for outstanding service to libraries. The NHLTA website has Covid19 information and resources including the report of the NH Libraries Task Force regarding the reopening of NH libraries.

**Town Update:** Tracy mentioned that a department head meeting will be held on June 15th at 6:30 p.m.

Tracy noted that the town is changing the payroll service again.

Sarah reported that all materials have been submitted to the auditors. The information was picked up at the library so we know it was received.

Questions still exist as to whether the select board can direct the library to mandate certain opening procedures if the Trustees determine that the library building can be opened safely and the patrons can be adequately protected.

Sarah has written a letter to the Selectboard with the library trustees evaluation of the current town administrator, Becky Merrow, as her performance impacts the operation of the library and responsibilities of the Board of Trustees. She should be reaching a time in her employment where a review would be warranted. A motion was made to forward this letter to the Selectboard (Nancy/Laura-2nd). Each member of the Trustees approved this motion on a roll call vote.

The meeting was adjourned at 8:35 p.m. (Nancy/Laura-2nd). Each member of the Trustees voted for the motion to adjourn on a roll call vote.

Respectfully submitted,  
Sandra G. Courchesne, Secretary