East Kingston Public Library  
Board of Trustees Meeting  
Minutes of May 21, 2018  

Attendees: Laura Branting, Nancy Parker, Conrad Moses, Sandra Courchesne  
Absent: Sarah Courchesne  
Alternate: Deborah Hobson  
Director: Tracy Waldron  
Visitors: Jennifer Tode, Lisanne Cozart, Mary Ryan, Laurel Urwick  

Meeting Opened by Secretary Conrad Moses at 7:04 pm.  

REGULAR REPORTS  

Approval of Minutes from Last Meeting:  

VOTE: Motion to accept minutes of EKPL April 2018 Meeting - Branting/Sandy Courchesne 2nd.  
Motion passed unanimously (Voted 5-0-0)  

Treasurer Report (Sarah Courchesne) - No report as treasurer absent  

Payroll -  
Building Maintenance -  
Education -  
Media -  
Electricity -  
Supplies and Services -  

VOTE: Motion to accept treasurer report - N/A  

Donations - Conscience Jar Donations - Motion to accept by N/A (0-0-0)  

LIBRARY REPORTS:  

Director Report: Tracy Waldron  

o Building -  
  • Windows need to be cleaned. Tracy getting quotes from Sparkling Concepts and Run In - tbd  
  • Tracy getting quotes to fix cracks in pergola  

o Staffing - Tracy will be on vacation from 7/10-8/1. Extra person to cover summer  
  Emergencies may be needed. Tracy would like approval for temporary worker for July & August in the event there is an emergency.  
  **** Action Item  

o Summer Reading is planned out: potential options are Read to a dog at SPCA  
  Check Out A Human
Meditate/Reiki

- Zoe’s Magic Tree House - Food for Thought program had extremely good turn out

VOTE: Motion to approve an additional temporary worker for July & August Parker/Hobson - (5-0-0)

Friends of the Library: Lisanne Cozart

- 6/9 - Ladies Self Defense
- Creating Smart Spaces for Active Learners
- Lisanne wanted to know when EKPL needs a check for Solar.
  UPDATE: Laurel Urwick - everything has been approved by the EK Fire Department so EKPL and Friends can proceed.
- Volunteer Changes will be coming to the Pound School Used Book Store

NHLTA: Conrad Moses

- NHLTA Conference was in May 24, 2018
- Conrad urges all to submit feedback on their workshop selections.

Things going on in Town: (No Report)

- Laurel delivered the news that the Fire Dept approved of EKPL Solar Project

Policy Committee Update:

- Volunteer Contract/Agreement/Code of Conduct - accept as amended Parker/Hobson (5-0-0)
- Policy for Library Volunteers - accept as amended Parker/Hobson (5-0-0)
- Next policy meeting will review Employee Handbook - meeting tbd

New Business:

- Review promotional material for 3D Printer and How To Print

VOTE: Motion to accept material Parker/Hobson (5-0-0)

Public Questions & Comments: (None)

Old Business:

Solar Panels:

- No new information at this time.

New Business:
Action Items:

- Tracy hire a temp for July & August 2018
- Conrad make up a 2018 calendar with policy review
- Getting Rid of OLD Books

Upcoming Events and Programs:
- Next EKPL Board of Trustee Meeting - Monday, June 25, 2018 at 7pm
- Policy Committee Meeting - TBD

Meeting Adjourn: 8:23pm

VOTE: Motion made by Nancy Parker /2nd- Sandy Courchesne (unanimous)

Chairperson - Conrad Moses

Submitted by Deborah Hobson
Secretary