

APPROVED

January 14, 2022
East Kingston Public Library
Special 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.

Robert called the meeting to order at 8:32 a.m.

The purpose of this meeting was to evaluate the bids to replace one of the furnaces, which is no longer working. This meeting, which was originally scheduled for January 21st, is being held on January 14th because of the urgency of addressing the heating situation in the library.

We received bids for a replacement heating unit from Kearney HVAC, Inc; Climate Zone; and MacKenzie Heating and Cooling, Inc.

Discussion was held regarding the use of either propane or electricity for the new unit. Current units operate on propane at a cost of approximately \$7000 a year. Units using electricity would be able to make use of the electricity generated by the solar panels. We have just been informed that the Friends have offered to purchase the current solar panels so our electricity will be free.

We also discussed whether to replace one of the units in the library area or both. The propane unit in the office area would remain. The advantages of replacing both units now are that the fuel costs would be lower and the costs of replacing the second furnace in the library area will only increase. Either choice would require that we submit warrant articles to the town in future years to replenish the Maintenance Reserve Fund, which we will be using to pay for the unit(s).

After thorough discussion, Robert made a motion that we replace both heating units in the library area at a cost of approximately \$45,000 plus the cost of removing the drop ceiling and then putting it back once the work is done. The contract will be awarded to Kearney HVAC, Inc., which provided the most detailed bid and which will provide us with heat pumps which are certified to work in all kinds of weather. Sandy seconded the motion. All approved.

Tracy will work with the company to provide us with a bid for the two units and will have that information for the regularly scheduled meeting on January 25th.

Motion was made to adjourn at 9:15 a.m. (Robert/ Sandy-2nd) All approved.

Respectfully submitted,
Sandra G. Courchesne, Secretary

APPROVED

November 22, 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.

Sarah called the meeting to order at 7:04 p.m. Motion was made to appoint Sarah as chair until Robert arrived. (Laura/Nancy-2nd) All approved.

Review of October 25th and November 1st Minutes: Motion to approve the minutes of October 25, 2021. (Sarah/Laura-2nd) All approved. Motion was made to approve the minutes of both the public and non-public meetings on November 1, 2021. (Sarah/Laura-2nd) All approved.

Robert assumed the chair at this time.

Treasurer's Report: Sarah presented the treasurer's report for October, where each line item should represent 83% of the budget.

Building Maintenance:	87% (includes electricity)
Media	73%
Payroll	78%
Services and Supplies	113%
Propane	179%
Programs	99%
Education	20%

The percent of total expenses at the end of October was 61% Motion was made to accept the treasurer's report. (Laura/Nancy-2nd) All accepted. There were no conscience jar donations in October.

Director's Report:

Tracy noted that Diane Sheckells has retired after 20 years of service to the library. Tracy requested ideas to honor her service to the library. Some suggestions were an article in the East Kingston Newsletter as well as some recognition in the yard or garden. Tracy will consider these ideas.

Karin Ward, the new Library Assistant, has begun her training and her 3 months of probationary status. The library will thus start the new hours of operation on December 6, 2021.

Tracy requested that a new computer for the staff be purchased because of the age of the current computer. The cost would be less than \$1600 and be funded by the media line item. A motion to that effect was made (Sarah/Nancy-2nd). All approved.

Tracy expressed concern that foot traffic has dropped off and that we need to reevaluate our programming since people appear to be tiring of Zoom presentations. We are currently offering a DIY program on Zoom to create a Christmas ornament with materials available at the library. Some ideas were to possibly offer programming in the library for 10 or fewer people. Concern was particularly focused on the middle school students who can no longer come to the library after school because of the Covid bus regulations. Some thoughts are to possibly offer a game night or Saturday book club in person. Tracy will check with the SAU regarding bus regulations.

Tracy also mentioned that the PEA Robotics students are willing to offer a program to a small group of children.

Robert suggested that on Santa's Christmas Eve ride around town, Santa could pass out books from the library. We do have enough books to do this. Robert will contact the Fire Department regarding the feasibility of this idea.

Town Update: Sarah, Robert and Tracy met with two selectmen regarding the budget and heard their thoughts, but further conversation will be had at the selectmen's meeting on Monday, November 29th.

Friends: The Friends have begun their membership drive. They have also purchased a new computer for patron's use so we again have two computers available. We appreciate their continued support of both needed items as well as programming.

Old Business:

Budget Planning 2022: Concern was expressed that the two selectmen present at the first meeting did not understand that, according to NH law, the Board of Trustees has control of the line items in the budget. The selectmen can approve or not approve the entire budget but not individual line items. They indicated that the COLA for town employees will be 4.6%. Sarah has reevaluated the budget and brought it down to a 7% increase. A motion was made to approve the revised budget (Robert/Laura-2nd). All approved.

Diversity Programming: Sarah reported that Diane Hathaway of the Goffstown Library provided good advice about how to create this type of programming using her library's model, which has been successful. There will be a session the week of the November 29th to start the planning. The libraries of Newfields and Brentwood have agreed to participate. Newmarket has expressed interest. Hopefully diversity programs at UNH and Phillips Exeter will also participate. Unfortunately, the new diversity and inclusion person for SAU16 has not responded.

New Business:

2021 Recap of successes: Robert asked that we consider the successes of 2021 as NH continues to contend with Covid. In general, we used a positive approach to the pandemic. We used curbside pickup successfully. We developed many virtual programs to maintain our patrons' connections to the library. The East Kingston newsletter was restarted. Throughout the pandemic, the library has focused on keeping our patrons and our staff safe.

Robert suggested a survey to assess patrons' impressions of the library services. He also mentioned the possibility that he, as chair of the Board, could have office hours in the library to answer patrons' questions. Both ideas will be considered in the future,

The next meeting will be held at 5:00 p.m. on January 24, 2022.

A motion was made to adjourn at 8:30 p.m. (Robert/Nancy-2nd). All approved.

Respectfully submitted,
Sandra G. Courchesne, Secretary