

November 26, 2018  
East Kingston Public Library  
Board of Trustees Meeting

DRAFT

In Attendance: Conrad Moses, Sarah Courchesne, Nancy Parker, Tracy Waldron,  
Sandra Courchesne, Laura Branting

Absent: Deborah Hobson

Conrad called the meeting to order at 7:04 p.m.

**Review of October minutes:** Motion to approve minutes as presented.(Sarah/Nancy-2nd) All approved.

**Treasurer's Report:** Sarah presented the treasurer's report for September and October. At the end of October, each line item should represent 83% of the budgeted amount.

Building Maintenance:	99%
Education	67%
Media	75%
Payroll	73%
Supplies	86%
Electricity	82%
Propane	72%

Motion to accept the treasurer's report (Nancy/Laura-2nd) All approved.

Conscience Jar Donations-\$104.00. Motion to accept donations (Sandy/Nancy-2nd). All approved.

**Director's Report:**

Tracy has reviewed the self evaluations with each staff member. She is planning to hold a staff meeting once a month starting in January.

There is a need for another page as Emerson does not want to increase her hours.

The furnace has been fixed, and the batteries have been changed in the emergency lighting.

There is a need to strip and seal the floor behind the desk.

A mom has approached Tracy about having a birthday party in the library where she would bring in a program for the party. Questions were raised about liability. Tracy will check with the mom.

Thank to the Friends for the centerpiece workshop. It was well attended although a number of participants were not from East Kingston. The Friends covered \$20.00 of the cost for each participant, which was \$45.00. Another workshop is being considered around Easter time.

Nancy Parker's CPR class was well attended.

On December 8th, there will be a Christmas Party. We will be sharing the cost with Brentwood of a local author, Michael Lewis, who will present his Christmas book about pirates and will come dressed as pirate. There will be crafts and snacks. No luck in

locating a Santa.

On December 15th, there will be a Wreaths Across America program outside the library.

**Friends' Report (via -e-mail):**

A couch has been purchased. Delivery is scheduled for early December. The Friends suggest placing the existing couch on the BUY NOTHING Facebook page.

A Levono laptop has been purchased for the library and has arrived.

A rose bush has been planted in celebration and commemoration of all the work the Lloyds invested in their service to the library. A request for information about a plaque of dedication has been submitted to Patriot Trophy.

The Selectman's Office has turned down a request for underage volunteering at the Pound School due to strict labor laws per suggestion of the insurance holder.

The membership drive is in full swing. Several members were recruited for assistance with sending out close to 1200 letters. The drive was much larger than any done in the past and therefore the cost rather significant.

A certificate of good standing has been requested from the state. Granting of this certificate will allow the Friends to continue with the gambling fundraiser.

The Friends will be hosting a Cookie Swap on Sunday, December 16th from 2-4 at the Pound School in an effort to celebrate the holiday season with members.

Those attending need to bring a baked good for swapping. They will get to spend time with Friends and then go home with an assortment of goodies.

**NHLTA Report:**

Conrad reported NHLTA is planning workshops, which might be held in Hooksett.

The spring NHLTA conference will be held on May 29, 2019. The location will be the same, but it is now owned by a different company so arrangements must be worked out with that company.

**Town Update:**

Sarah reported that our budget was approved as presented. Selectman Erin Pettinato indicated that a 1.5% raise is to be given to town employees and that there will be performance reviews starting next year. Sarah has applied the 1.5% to staff salaries for next year.

**Solar Panels:**

Unitil will be preparing for the solar panels, thus the library will have no power on November 27th in the morning and early afternoon.

**New Business:**

Approval of the calendar for trustees' meetings in 2019. (Sarah/Sandy(2nd)).

All accepted

The library will be closed on December 24th and 25th for the Christmas holiday.

There will be no Trustees' meeting in December this year.

The meeting was adjourned at 7:58 p.m. (Nancy/Laura-2nd) All approved.

Respectfully submitted,  
Sandra G. Courchesne