

APPROVED

October 23, 2023  
East Kingston Public Library  
Meeting of the Board of Trustees

Attendance: Robert Minicucci, Sarah Courchesne, Sandra Courchesne, Louise Barsalou. Zoe Sucu, Director. Conrad Moses, Guest-former Chair of the Board and member of the NHLTA Board.

Absent: Debbie O'Neill; Sherry Castle, Assistant Director.

Robert called the meeting to order at 5:05 p.m.

**Strategic Planning Presentation:** Deb Hoadley of Hoadley Consulting gave a presentation over Zoom of her company's services to libraries that are considering creating a strategic plan for their libraries. She reviewed the steps she uses to help communities develop this strategic plan. These steps include the creation of a steering committee, which would include members of the community, as well as a possible survey of the community. Focus groups would follow as would a steering committee retreat. A final strategic plan would then be created. Deb agreed to provide cost estimates for her services at various stages of this process. After the presentation was over, there was discussion as to whether the Friends might be interested in financing such an endeavor.

**Review of September 23, 2023 Minutes:** A motion was made to approve the minutes of the meeting on September 23, 2023. (Sarah/Robert-2nd). All approved.

**Treasurer's Report:** Sarah presented the treasurer's report as of September 30, 2023. Each item should represent 75% of the budget.

Building Maintenance:	73%
Electricity	165%
Water	143%
Media	62%
Payroll	72%
Services and Supplies	85% (includes Watson's veterinary bills)
Propane	68%
Education	49%
Programs	73%

The percent of total expenditures was 73% . A motion was made to accept the treasurer's report (Robert/Sandy-2nd). All approved. There were no conscience donations this month.

**Director's Report:**

Zoe reported the circulation figures for September:

- Circulation was 2,128;
- Foot traffic was 1,247;
- 37 new patrons received library cards;
- 27 programs were attended by 405 people.

Zoe noted that the number of new patrons reflects the field trip for first and second grades from East Kingston Elementary School which took place on September 28th. The students made bookmarks and got their library cards.

Zoe explained that Kanopy has been purchased by Overdrive and will now have more box office offerings. Starting November 1st, each member will have 30 tickets to use each month.

Zoe indicated her interest in acquiring Hoopla, which is a platform providing e-books, audiobooks, movies and audio selections. Brentwood has the platform and has noted that it is good but costly. The cost is around \$7,000 a year for them. Zoe is planning to add this service to her Friends wish list.

Zoe has created a job listing for the page position and will e-mail it to the high school, hoping a student might be interested.

The Halloween Party will be held on October 28th. The library will be open for trick or treat on October 31st. On November 9th, Rebecca Rule will present her NH stories in a program sponsored by New Hampshire Humanities. On the 16th, a creative writing workshop by Inner Light Writing will be presented.

The library will be closed on November 10th and 11th to celebrate Veteran's Day. It will also be closed on November 23 and 24 for Thanksgiving.

**Budget:** Sarah presented her basic budget for 2024 that will be sent to town hall. That budget reflects the 3% COLA as announced by the town, which has been applied to payroll and media. Since we will own the solar panels, the electricity line item will be almost zero. The propane line item will be less as it is for only one furnace and the hot water. Sarah noted that we can purchase the solar panels with the money from the Friends that has been set aside. She is planning to wait until next year to make the purchase. There will be a maintenance contract for \$600 and a need to purchase insurance for the solar panels through Primex.

A motion was made to accept Sarah's budget as presented. (Robert/Lou-2nd). All approved. Another motion was made to submit a warrant article in the amount of \$10,000 for the maintenance reserve fund (Robert/Sarah-2nd). All approved.

**Town Update:** A pickle ball steering committee has been established by the town. The members are Robert, Rob Caron, Bob Nigrello and Andy Herum.

**NHLTA Update:** Conrad reported that the proposed legislation regarding library governance has now been withdrawn by the sponsors since it is an election year.

**Old Business: Handbook:** A motion was made to approve the Employee Handbook with current edits (Robert/Sarah-2nd). All approved.

**Policies:** Zoe will review and make updates to the Collection Development policy and Child Safety and Unattended Children policy and forward to the Board members before the November meeting.

Robert adjourned the meeting at 7:00 p.m.

The next meeting will be held on November 27, 2023 at 5:00 p.m.

Respectfully submitted,  
Sandra G. Courchesne, Secretary