

June 26, 2023
East Kingston Public Library
Meeting of the Board of Trustees

Attendance: Robert Minicucci, Sarah Courchesne, Sandra Courchesne, Louise Barsalou, Debbie O'Neill. Zoe Sucu, Director; Sherry Castle, Assistant Director.

Robert called the meeting to order at 5:00 p.m. He reported that Nancy Parker has officially resigned from the Board and Debbie O'Neill has agree to take Nancy's place as a member of the Board.

Review of May 22, 2023 Minutes and Minutes of the Emergency Meeting of June 7, 2023:
A motion was made to approve the minutes of the meetings on May 22, 2023, and June 7, 2023. (Robert/Debbie-2nd). All approved.

Treasurer's Report: Sarah presented the treasurer's report as of May 31, 2023. Each item should represent 42% of the budget.

Building Maintenance:	33%
Electricity:	113%—bills from the past 2 years have been posted to this budget item.
Water:	68%
Media:	28%
Payroll:	39%
Services and Supplies:	40%
Propane:	68%
Education:	17%
Programs:	33%

The percent of total expenditures was 39%. A motion was made to accept the treasurer's report. (Sandy/Robert-2nd). All approved. Sarah reported that there were no conscience jar donations this month. She did inform the Board that a birthday donation to Jim Rice in the amount of \$200.00 as a memorial for Isabelle Rice will be coming.

Director's Report:

Zoe reported the following circulation figures for May:

- Circulation was 1,891;
- Foot traffic was 1,131;
- 6 new patrons received library cards;
- 21 programs were attended by 211 people.

Zoe informed the Board that she would be taking vacation from July 21 to July 29.

Zoe recommended a candidate for the open Library Page position. This candidate is Alexandra Pettinato, who has been attending the Sacred Heart School. This will be her first job. She will be working from 3-7 on Tuesdays and Thursdays as well as 2 Saturdays a month. A motion was made to accept Zoe's recommendation and hire Alexandra Pettinato as a Library Page. (Sarah/Robert-2nd). All approved.

The Summer Market on June 18th netted \$474 from the raffle and vendor fees. As a result, the Friends will be covering only \$126.00 of the cost of the police detail. Concern has been expressed about increasing vendor fees to cover the cost of the police detail. There are also still concerns about the necessity for the police detail. Tim Jones is suggesting that there be a request for funds for the detail through Facebook and a possible donation jar at his store. The Board had no objections to either suggestion. The possible option of a town committee to oversee town events was mentioned. The next Summer Market is on July 16th.

Sherry noted that the "Let's Get Digital" program has been a success. The latest program on June 21st focused on the library catalog. Another session of this program will be offered in the fall.

Zoe reported that the Summer Reading Program began this morning and 66 children were registered between the hours of 10 and 12, with 80 registered by the end of the day. Zoe was pleased with the results of the outreach to the community regarding the program which included her visit to the elementary school. There are many programs planned including community story hours, a 3D printing activity each week, a presentation by Mr. Aaron and a program on bees by Pawtuckaway Beekeepers Association. There are also many take-home crafts and activities offered.

There are also summer programs for adults. A few programs include DIY projects and game and trivia nights. The adult book club continues to meet on the last Wednesday of each month.

Zoe reported that the pillars are continuing to deteriorate and that we need to consider possible replacement. She will proceed to obtain bids for this work. The Board will then consider the options.

Zoe and Sherry have been using the Circut machine to create T-shirts. They hope to create t-shirts for library personnel and Board members. Zoe asked that Board members provide their sizes so she can make the t-shirts.

Town Update: Zoe mentioned that she had had a conversation with Grace, who acknowledged that according to the RSA's, the Board of Trustees can determine when the library can be closed. The library will be closed on July 3rd as well as July 4th.

Selectman Nigrello has approached the library with the idea of possibly using the library parking lot as pickle ball courts when the library is closed. This idea is in the early stages of consideration. We agreed that no courts could be provided until after the sealcoating is complete and liability concerns have been addressed. There were also concerns about who would be responsible for the scheduling of participants. We are not averse to the possibility but need much more information.

Friends: The next Friends meeting will take place at 5:00 p.m. in the library on Thursday, July 13, 2023. They are hoping to fill several board positions.

Old Business: The revision of the Employee Handbook is complete, but questions remain as to the section on FMLA, which is the same language as appears in other handbooks for other departments in the town. Zoe will check with Primex to see if they provide any clarification. Once our questions are resolved, a vote will be taken to accept the revision of the Handbook.

New Business: The next policy to be considered for revision is the Hiring Policy. The committee of Robert, Lou and Zoe will work on this policy and present the revision to the full Board.

Robert will contact Deb Hoadley, former director of the Moultonborough Library, about a workshop on strategic planning including costs and scheduling.

Joshua has done drone photography and may be able to help us by providing images for use in the library's media posts.

Some members of the Board are planning to attend upcoming selectmen's meetings.

Robert adjourned the meeting at 6:11 p.m.

The next meeting is on July 24, 2023, at 5:00 p.m.

Respectfully submitted,
Sandra G. Courchesne, Secretary