

August 24, 2020
East Kingston Public Library
Zoom Meeting of the Board of Trustees

In Attendance: Conrad Moses, located at 47 Depot Road in East Kingston, NH; Sarah Courchesne, located at 176 Evergreen Drive in North Conway, NH; Sandra Courchesne, located at 8 Blueberry Lane in East Kingston, NH; Laura Branting, located at 16 Country Lane in East Kingston, NH; Nancy Parker, located at 11 Country Lane in East Kingston, NH; Deb Hobson, Alternate, located at 3 Woldridge Lane in East Kingston, NH; Robert Minicucci, Alternate, located at 62 Powwow River Road in East Kingston, NH.

Tracy Waldron, Director, located at 47 Maplevale Road in East Kingston, NH, and Zoe Sucu, Assistant Librarian, located at 149 Giles Road in East Kingston, NH.

Sherry Castle, Treasurer of the Friends, located at 70 Sanborn Road in East Kingston, NH; Sharman Cohen, Secretary of the Friends, located at 19 Maplevale Road in East Kingston, NH; Carol Powers, Pound School Book Store Manager, located at 6 Partridge Lane in East Kingston, NH.

Conrad called the meeting to order at 7:07 p.m.

Review of July minutes: Motion to approve the minutes as presented (Sarah/Nancy-2nd). Each member of the Trustees approved this motion on a roll call vote.

Treasurer's Report: Sarah reported that at the end of July, each line item in the budget should represent 58% of the budgeted amount.

Building Maintenance	9%—waiting for information about cleaning costs
Media	44%
Payroll	50%
Services and Supplies	86%
Propane	133%
Electricity	45%
Programs	41%
Staff Education	17%

There were no donations. Motion to accept the Treasurer's report (Sandy/Nancy-2nd). Each member of the Trustees approved this motion on a roll call vote.

Director's Report:

Tracy reported that the water in the Library became rusty. She contacted Doug Barker and his son who replaced the hot water heater. They will bill the town. Sarah indicated that the cost could come out of the Trust, and she would look into that possibility.

Tracy reported that the water testing has resumed now that the Library is seeing more use.

Tracy noted that the west side and the front of the library need to be cleaned. Since she has a power washer, she will clean those areas.

There have been people who welcomed the appointment opportunity, but fewer than we might have thought. Many people are still requesting curbside pickup.

A hand sanitizer with stand has been purchased for the foyer at a cost of \$300.00. That bill has been forwarded to Michelle Cotton Miller who is in charge of Covid funding for the town.

The newest advisory is that the virus lasts longer on DVD and Audio cases than on other surfaces. We are thus keeping those items in quarantine for a longer time than the books.

Tracy reported that Heather will not be starting until the end of September since she holds two other positions at a school and in another library and does not want to risk possibly infecting someone.

Tracy recommended reopening the library on September 8th to no more than 5 people at a time. The door will be kept locked and patrons can use the doorbell. A sign will be posted when the limit has been reached so people can wait if they choose. Changes will be made to this protocol if necessary. Masks will still be required as will social distancing. Areas that are used by patrons will be sanitized when they leave. A question was raised about the possible use of an ultra violet wand for sanitizing more quickly. More information is needed about this mode of sanitizing.

Tracy is concerned that if people get out of the habit of coming to the library, fewer people will actually drop in to the library once it is safe.

Tracy gave the Wowbrary bill to the Friends, who have agreed to pay for that service again.

Tracy commended Zoe for the amazing job she has done over the last months including the Library's social media presence and the successful summer program.

Friends' Report: Conrad and Tracy thanked the three members of the Friends who were present for this meeting and for the work they are doing for the Friends of the Library.

Sherry Castle, the Friends' treasurer, presented and explained the current budget. She noted that the main source of income in the last several months is the gambling revenue of \$6700 since our date was July 4th this year. Our dates of May 15, 16 and 17 could not be used because of the virus. The other source is the Pound book store in the amount of \$900.

Zoe is working with the Friends to give them access to the Friends' section of the Library website so the officers can post minutes and information.

Carol Powers is now the manager of the Pound School Used Book Store and has done a wonderful job rearranging the store and making it a welcoming place for the patrons. She mentioned that the cards that were part of the Summer Reading Program have increased the number of children coming to the book store. There was discussion about the current panic button in the bookstore, which is no longer working. There is also an alarm system in the

building, which also does not work. There is a question about the whether the town is continuing to pay for that service.

The Friends reported that membership has increased significantly over the past twenty years. In 1999, there were 22 members of the Friends and currently there are 89 members. Tracy and the Trustees want to thank the Friends for the wonderful work they do to provide assistance to the Library and its programs.

Zoe asked whether we can use the list of the members of the Friends for publicity. Sharman Cohen, Secretary of the Friends, said that she would get that list to Zoe as soon as possible.

NHLTA: Conrad reported that the nominations for awards have all been received. There will be a meeting of the Board later in the week to make the decisions about the award recipients.

Town Update: The Board had hoped that a member of the Board of Selectmen could have attended this meeting to clarify the situations we asked to be addressed in our May letter. Sarah had asked that a written response addressing these situations be available for this meeting if no one from the Board of Selectmen could attend. No response was received.

The Board clarified that the Library cannot legally have 100% autonomy from the town since the Library cannot raise and appropriate funds independently per New Hampshire's RSA's. Conrad and Sarah may attend future Selectmen's meetings to address the Library's concerns.

Conrad will check libraries' use of MOU's in the state. The town of Milton does have such an agreement citing RSA's 31 and 202. He will see if there are other examples.

Old Business: A motion was presented to approve the document entitled Covid-19 Screening and Safeguard Measures Policy, which accompanies the Covid-19 Screening Questionnaire, which was approved on June 22, 2020. (Sarah/Laura-2nd). Each member of the Trustees approved this motion on a roll call vote.

The meeting was adjourned at 8:40 p.m. (Sarah/Nancy-2nd) Each member of the Trustees voted for the motion to adjourn on a roll call vote.

Respectfully submitted,
Sandra G. Courchesne, Secretary