

**East Kingston Public Library
Board of Trustees – October 24, 2016**

Attendees: Barbara Williams – Chair, Deb Hobson, Jeanne Furfari, Conrad Moses, Sarah Courchesne

Alternate: Nancy Parker

Director: Tracy Waldron

Absent:

Visitors: Barbara Smith – Town Treasurer

Meeting Opened by Chair Williams at 7:00 pm.

REGULAR REPORTS

Approval of Minutes from Last Meeting:

VOTE: Motion to approved Sept 2016 minutes: Barbara Williams/Sarah Courchesne

Treasurer Report – July & August

Payroll – 72% ytd
Building Maintenance – 87% ytd. (a little over)
Education – 107% ytd
Media – 78% ytd
Electricity – 75% ytd
Propane – 24% ytd

VOTE: Motion to accept Treasurer report - D.Hobson/J. Furfari (5-0-0)

VOTE: Motion to accept Conscience jar donations -NONE (0-0-0)

Budget Process: Selectman's Budget Hearing.

This section outlines the information from Sept 2016 minutes as presented to the EK selectman.

*There are some increases this year:
Building expenses – no changes in building maintenance
Electricity – Same
Propane – changed a bit - \$2000 decrease
Director's Performance
Library Staff – Asst librarian - \$18.55/hr to \$20/hr
Library Aide – 11.50 to \$15.00
Addition of 2 Library Pages – 12/hr week \$8-9/hr.
Total Increase of approx. \$10,000. (30,000-40,000)
Include an increase of FICA and taxes.
32.42 % increase in part-time wages
Library Services & Support Expenses*

*Media Increase - 3% increase to \$22,850
Education Budget Professional Development - Increase to \$1,300.
Overall increase of approx. 4.2%
Warrant Article - \$11,000. For building reserve fund
Library Director Salary increase discussed.
Total Public funds budget \$210,341.*

The budget was presented and approved by the selectman October 18, 2016 by Sarah Courchesne. This budget should go to the deliberative session.

*******ACTION ITEM: EK Deliberative Session Date tbd (Deb or Sarah)**

VOTE: (0-0-0)

Solar Report: Sarah Courchesne

Solar Company rebate check came back \$2500 back to the Friends - \$500 went back into Public Funds or dispersements.

Director Report : Tracy Waldron

Sept 2016 minutes:

Electricity problem - Cheryl got a bill from Unitil for approx. \$800. This doesn't make sense because the library has solar panels. The cost should not be so high. Seems to be a problem with all of unitil's solar customers. Tracy will keep us updated on this issue.

10/24 update: Tracy called Tori @ SunRay. Until was back charging us and our costs haven't changed even with the solar panels.

History: 9/9 - Tracy contacted Tori at solar company - because the solar company is a "facilitator" Tori said she would contact Unitil and find out what was going on.

10/13 - Tracy contacted Tori to check on the issue and had to begin the process started all over again.

10/14 - Tracy contacted solar company again. Having done nothing, Tori @ Sunray gave Tracy the contact at Unitil - Valerie.

10/14 - Valerie @ Unitil will research and get back to Tracy.

Sarah Courchesne- Kilowatt hours have gone down so \$ should be down also.

****** Tracy Action Item** - follow up with Unitil and get a solar rep to our meeting.

EKPL Programs:

Early Release Day 10/19 - Seacoast Science Center event:
“How to Deal with Seals on the Beach” Part I

Early Release Day 10/27 – Same Seacoast presentation, but this is the second group of children to view – Part II

Building:

A/C's and heaters were serviced last week.
Carpets will be cleaned next week.

Professional Development:

Zoe is going to the CHILIS conference in Tracy's place.

Pound School Update:

Tracy is continuing to clean the space.

Friends of the Library: (Nancy Parker)

Nancy Parker is having a cake for Sarah Bell at the EK Voting Area (EKES) 1 PM – She is a longtime “EKPL Friend” and is moving.

Friends Programs:

No representation this evening and no programming meeting as of yet.

NHLTA: NHMA (Municipal Meeting) November 18,19 ?

Town Update: None

Public Questions & Comments: None

Old Business:

Action Items from Previous Meeting:

- ✓ Check writing procedures
- ✓ Policy Meeting

Policy Committee:

Library Usage Policy – more edits

- ✓ Service Animals Policy
- ✓ Gift Policy
- ✓ Photography & Videotaping Policy

VOTE: Motion to accept Service Animals Policy, Gift Policy and Photography & Videotaping Policy - Jeanne Furfari/Barbara Williams (5-0-0)

Library Usage Policy – Edits to made from Trustee Courchesne

Library Director Evaluation:

******* Action Item: Barbara Williams will be in touch with Tracy**

IT Committee Update: None

Other Old Business: None

New Business:

Jeanne researched the liability insurance issue for Library Use Policy. Primex is our insurer since July 1, 2016. Director of Member services at Primex, Carl Webber is the director of member services. Two Coverage Tool Kits are being prepared to discuss risk and coverage. They do not insure bounce houses.

Action Items:

- ***** Library Director Evaluation**
- ***** Tracy to research Unutil billing problem.**
- ***** Barbara Williams to give Tracy her evaluation.**
- ***** Deb or Sarah to provide date of EK Deliberative Session**

Upcoming Events:

Next EKPL Policy Meeting – Friday, October 28, 2016 @ 10 AM
Discuss Bulletin Board Policy
Next EKPL Board of Trustee Meeting – November 28th 7 PM
EKPL Trick or Treating – Sunday October 30th.

Meeting Adjourn: 8:40 PM

VOTE: Motion made by Deb Hobson/2nd Nancy Parker – unanimous consent.

Signed by Barbara Williams
Chair

Submitted by
Deb Hobson
Secretary

UNAPPROVED