

**East Kingston Public Library
Board of Trustees – September 26, 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

Jeanne Furfari left meeting at 8:45 pm.

Meeting Opened by Chair Williams at 7:05 pm.

Barbara Smith talked to us about the auditors report. She is the new town auditor. She is a CPA and has an auditing background – 30 years experience. The library has an internal control deficiency. How do we set things up to make sure there are no errors or fraud. How are they detected?

There are two kinds of controls; Preventative or Detective controls. When the auditors have finished their review of EKPL, they concluded that there is an issue in the segregation of duties; the way the checks are written and signed by Tracy. The EKPL cannot have dual control. The only way to change a standing in the internal controls is to remediate it. EKPL has a audit rating as a “significant” therefore we need a new process of signing checks. Tracy can write the check and treasurer can sign the check. Barbara (chairperson) can sign as well.

The policy committee will develop a new procedure for check writing. Tracy also has to be taken off of the checking account.

Vote: Motion to remove Tracy from the EKPL checking account. Deb Hobson.
Second by Barbara Williams. (5-0-0)

** Action Item for Tracy. Procedures to written at the Policy Committee meeting.

Regular Reports:

Approval of Minutes from Last Meeting:

VOTE: We did not have enough trustees that attended the last BOT to vote to approve the minutes from last month (July 2016). We will present the minutes at September’s meeting for approval.

Barbara motion to approve minutes for July/August 2016. Sarah Courchesne 2nd. (3-0-2) J. Furfari, S. Courchesne both abstained due to absences.

Treasurer Report – July & August

Payroll – 65% ytd
Building Maintenance – 68% ytd. (a little over)
Education – 102% ytd
Media – 70% ytd
Electricity – 52% ytd
Propane – 24% ytd

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

VOTE: Motion to accept Conscience jar donations – \$58.50 Furfari/Williams (5-0-0)

Budget Process: October 11th @ 7:30 - Selectman's Budget Hearing.

Sarah presented the budget

There are some increases this year:

Building expenses – no changes in building maintenance

Electricity – Same

Propane – changed a bit - \$2000 decrease

Director's Performance – no change

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.

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.

**** Action Item – Attend the Budget Hearing October 11, 2016 @ 7:30.

VOTE: Motion to accept the budget as we discussed Hobson/Moses (5-0-0)

Solar Report:

No update this month.

Director Report

Tracy would like to recommend we hire Molly McNeill and Emerson Emerson Trimmer as library pages. Emerson has performed community service at the library. Molly seems responsible and loves to read. Bringing two kids on at the same time alleviates the scheduling confusion. They each work 1 day a week and split Saturday shift occasional.

Vote: Motion to create two new library page positions. Furfari/Moses (5-0-0)

Vote: Motion to accept new hires. Furfari/Williams – (5-0-0)

Outside Tree has a bark bug and Tracy is getting an estimate for treatment. Programming – Diane did 2 sewing programs as Maker Space
3 adults/4 kids - Trying to make it an ongoing program.
Sewing machines can be checked out.

Early release 2 days in October:
Seacoast Science Center – “How to Deal with Seals on the Beach”
30 kids allotted for each slot

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 keep us updated on this issue.

Pound School Update: No update

Friends of the Library: (Nancy Parker)

\$269. Made on quilt raffle at the polling center.

Friends Programs:

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

Town Update: None

Public Questions & Comments: None

Old Business:

Action Items from Previous Meeting:

Building Maintenance:

Vote:

Policy Committee:

Next Policy Meeting scheduled for September 27th @ 3 PM.

Library Usage Policy
Service Animals Policy

***** Action Item: These policies need to be approved but will have to be brought to the next

IT Committee Update: None

Other Old Business: None

Action Items:

***** Action Item: These policies need to be approved but will have to be brought to the next

***** Action Item – Attend the Budget Hearing October 11, 2016 @ 7:30

***** Action Item for Tracy. Procedures to written at the Policy Committee meeting.

Upcoming Events:

Meeting Adjourn: 9:00 PM

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

Next Trustees Meeting – October 24, 2016 7 PM.

Signed by Barbara Williams
Chair

Submitted by
Deb Hobson
Secretary