

**Kensington Public Library  
Trustee Meeting Minutes  
Nov 17, 2022  
DRAFT**

**Present:** Susie Gilbert, Lauri Murphy, Susan Bascom, and Heather Ritter via Zoom

Meeting was called to order at 4:30 pm at Kensington Public Library (KPL)

**Previous meeting minutes:** Oct 20, 2022 meeting minutes were unanimously approved

**Statistics for Oct:**

- Total number visits for Oct (462) showed an increase compared to Sep (370).
- Total circulation for Oct (981) also showed an increase compared to Sep (820).

**Budget:**

- Overall 2022 expenses have not exceeded allocated budget (87.5% spent Jan-Oct).
- The 2023 proposed budget, an increase in 2022 budget, was presented by S Gilbert at Nov 14, 2022 Board of Selectmen's meeting. All Trustees attended. H Ritter, Treasurer, assisted in answering questions asked by Selectmen.

**Events Report:**

- 11/9/22 7 pm Paul Wainwright "New England Meetinghouses"; 12 attendees in person
- 11/16/22 7pm, Nancy Steenson, college admissions coach; 5 attendees in person
- Increased interest in Book Clubs (4 attendees at KPL and 10 at Eastman's Corner)
- After school events, 14 attendees
- Upcoming events:
  - o 11/17/22 at 7pm, Boxwood Tree making; 25 signed up. Kensington residents pay \$25 & KPL subsidizes remainder; Non-residents pay full price (\$45)
  - o 12/3/22 9-3, K Berardino, Children's Librarian, will have activity for children at Holiday Mart at Kensington Elementary School
  - o Santa Party 12/13/22 at (time??) – stories, cocoa, and Santa

**Other Business:**

- Amazon line of credit expires in Jan; new business account needs to be set up in order to continue to acquire hard cover books not available through other local venues (e.g. Water Street Bookstore). S Bascom, Chair, will be there to help facilitate, date TBD.
- Report on NHLTA Board Chair/Library Director workshop 11/3/22 & 11/17/22 via zoom. This was worthwhile, and we will focus on the following at KPL:
  - o Training of any future new Trustees (NHLTA is creating updated New Trustee Orientation)
  - o Ensure that at least one Trustee attend annual NHLTA trainings and report back to group
  - o Clarification of roles of Public Trustees, Social Trustees, Friends of the Library for Board of Selectmen and others, as appropriate (S Gilbert will draft written clarification)

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- o Educational piece will be added to Board Meetings (i.e. "Trustees 101")
- Annual evaluation for S Gilbert will be scheduled prior to Jan Trustee meeting
- Need to authorize L Murphy as back-up to sign Citizens Bank checks for KPL; S Gilbert will write letter to authorize, S Bascom will contact bank to confirm required documentation.

**Next Meeting:** Dec 8, 2022 at 4:30pm at Kensington Public Library

Meeting adjourned at 5:15 pm

Respectfully submitted, S Bascom