

TOWN OF KENSINGTON
Public Library Trustee Meeting Minutes- **DRAFT v.2**
Thursday March 16, 2023
Kensington Public Library
4:30 pm

Present: Susie Gilbert - KPL Director, Susan Bascom - Trustee and Chairperson,
Matthew Dow - newly elected Trustee, Lauri Murphy – Trustee and Secretary

Meeting called to order at 4:30 pm.

Final Trustee Minutes for February 23, 2023 - Approved

Welcome newly elected Trustee, Matthew Dow

Statistics: Physical visits, physical events and circulation all increased from last month. Audio and magazine downloads are down, perhaps as more folks visit in person. Museum pass use is increasing. Plan: Next month, compare Jan-March 2019 (pre-pandemic stats) to Jan-March 2023 (present stats) to see if we have returned close to pre-pandemic baseline.

Events Report:

Books Clubs: 2 occurred - KPL and Farm at Eastman's Corner
Jane Oneil – Women Impressionists - postponed to March 29th.

Terrarium workshop - also to be held March 29th.

Mary Kelly – History of Ireland Rebellions – 16 attended and follow-up resources for added research were shared.

Julie Cyr – Felt Making—8 attended, including 5 youth – a cross-generational creative arts activity.

Upcoming: Erin Moulton – Finding Women through Community Cookbooks, sponsored along with the Historical Society – to possibly be held at a historical community location. Director and Susan Bascom, Trustee to explore use of community space at KCC.

Future Planning: Human Library Project is next offered locally in Goffstown in August. Trustee and/or Director to attend to evaluate as a possible future offering in Kensington. Discussion and review of this project for new trustee.

National Library Week - April 24, 2023 – special event for staff and other to be announced, pending confirmation.

Policy Discussions:

1. Do we change the age of library card applications? Do we lower the age for youth wishing to have a library card? How would we obtain parent/guardian signature for library policy agreements, which can include return or lost book fees and other guidelines? KPL Director exploring with local and state libraries for added guidance and examples. Plan: research and discussion to be continued.
2. Library card expiration dates are a standard practice among libraries across the state. Adding expiration/renewal dates will help keep patron statistics accurate. Discussion and agreement that 3 years seemed a reasonable time frame to request renewal. The Library Director will investigate best ways to update this with existing card system.
3. Policy Review: As a Trustee board, we attempt to stay aligned with New Hampshire Library Association (NHLA) guidelines and best practices to keep policies updated, as recommended. The April policy to be reviewed, Personnel Policy, was previously edited by Trustee Board but was awaiting legal review. With the new budget passed, legal fees for this review to ensure compliance with local and state law can now be supported. It has been some years since this policy was reviewed and updated.

Budget:

The budget spreadsheets to be updated pending the changed or newly approved town budget vote on 3/14/23.

Expenses: Until electric was up significantly, approx. \$1000 in Feb and \$1300 in March, similar to homeowner and other utility user increases in the area.

Planning: April and May- Trustees and Director will look at past line-item allocation estimates to better align with actual expenses over the previous months/year due to change in costs and actual expenditures.

Planning: Trustees and KPL Director to visit Selectboard to inquire about separating salary line-item payment from expense allocation for ease of bill payment, budgeting, and accounting.

Social Trustees - Building Committee: The Library Director gave a brief update on recent discussions/meetings with the Social Trustees and a previously selected architect regarding the planned library addition. This process was halted during the pandemic and is resuming.

Upcoming Conferences:

New Hampshire Library Association (NHLA) 5/5/23 - expected that Director and Assistant Director/Inter-Library Loan staff will attend.

New Hampshire Library Trustee Association (NHLTA) 5/9/23 – expected that the Director and one or two trustees will attend.

New Hampshire Library Trustee Association (NHLTA) July 17- offerings and attendees to be determined.

Meeting Adjourned at 5:40pm

Next Meeting: April 13, 2023, at 4:30 pm at KPL

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