

TOWN OF KENSINGTON  
Public Library Trustee Meeting Minutes - DRAFT  
Thursday, May 11, 2023  
Kensington Public Library  
4:30 pm

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

Meeting called to order at 4:35 pm.

Final Trustee Minutes for April 2023 – Approved

**Statistics for April:** Total visits down due to fewer events. One event was cancelled due to illness, but circulation was up with audiobooks and Hoopla increased. Museum passes were up and used by ten (10) families. There were no genealogy users this month and the genealogy offerings will be revisited prior to renewal in the fall.

**Holiday closures** for the remainder of 2023 were discussed, approved, and will be posted on the website.

**Budget and Banking:** Monthly bills will be paid next week. All categories are on track and the Trustees and Library Director are working with Citizens Bank to update Trustee signature approvals for the checking accounts and a credit card limit increase of \$500 is being discussed with Citizens for library circulation item purchases due to the recent Amazon business accounts policy change.

**Events report:**

The raptor educational event by Susan Willoughby had excellent feedback from adults and children alike. There was a suggestion if held again to move it to the rear parking area due to road noise.

Still to come in May: Jane Oneail - NE Architecture by zoom; Steve Hale - getting started in birdwatching 5/24 in-person. They will be reviewed at the next meeting.

**Future events:**

June – a barbershop quartet is being planned and many summer reading program events and activities are being planned and scheduled.

**Proposed building addition update:** The Social Trustees are paying for an architectural review. A letter and survey have been drafted and will be sent to all residents to get feedback, ideas and preferences on a potential library expansion.

**Policy Reviews:**

The Personnel Policy is being reviewed a portion at a time, prior to a final legal review and this work continued this month.

**Old Business:**

Email accounts: In consideration of NH Library Association recommendation RE: library and trustee email accounts being solely purposed for library business; Matthew was able to research the options available via Google for Gmail accounts and cloud storage for library business and trustee communications. A couple of options were presented. They include one free option (personal Gmail) with limited features and storage vs. the Google Workspace for multiple users, commonly used in businesses and schools, which offers more shared storage space with a small monthly charge of \$6.00. This Google offering would also include Google Meet, which would replace Zoom, thus eliminating the \$20/month Zoom cost. The topic will be revisited.

**Professional Development:**

May 9<sup>th</sup> Susan Bascom, Trustee attended the New Hampshire Library Trustee Association (NHLTA) Spring Conference Annual meeting and will provide an update on the workshops she attended and the topic of book challenges.

NH Library Association Conference May 5<sup>th</sup> attended by Library Director Susan Gilbert and Asst. Director Dana Delotto.

**Next Meeting:** Thursday June 15<sup>th</sup> at 4:30 pm

**Meeting adjourned** at 6:20 pm

Minutes completed by Trustee-Secretary, Lauri Murphy.

