

TOWN OF KENSINGTON
Public Library Trustee Meeting Minutes
Thursday November 16, 2023
Kensington Public Library
4:30 pm

Present: Susan Bascom, Trustee-Chairperson; Lauri Murphy, Trustee-Secretary, Matthew Dow, Trustee-Treasurer, Susie Gilbert, Library Director.

October meeting minutes were approved.

Monthly statistics report: Visits remained steady from last month and higher than last year. Physical circulation is down from last month, but total circulation is slightly higher than last October. E-books, audiobooks, and magazine downloads have all increased from previous months.

QuickBooks - monthly budgeting: The library remains on schedule for the year except payroll is slightly over due to necessary staff coverage hours. November bills are paid.

Past events:

The Saturday October 21st felting workshop with Julie Cyr had 12 participants. “History and Mystery - a Genealogy Starter Guide with Erin Moulton had 7 participants. The gingerbread house making event hosted by our children’s librarian, held over two weeks, had 8 youth participants. The boxwood tree making event hosted by Felicia Motherway had 19 participants. Both October book clubs had 7 participants.

Future Events:

Wednesday December 6th at 7:00 PM, a virtual event “All that Glitters is Gold: Gustav Klimt will be hosted by Jane Oneail.

Tuesday, December 12th at 6:00 PM - Pajama story time with Santa and hot cocoa.

Saturday December 16th at 2:00 PM, a virtual event “Steeped in Secrecy: the Boston Tea Party, 250 years later.” Hosted by Anglophile and UK resident Claire Evans.

Budget Meeting Report: Discussion to decrease by 5% the proposed 2024 budget, previously submitted to the selectboard. The trustees approved the Director's suggested revisions, which included maintaining the staff salary adjustment/cost of living increase but reduced the director's proposed hours which will now remain capped at 30 per week and removed \$1000 from the heat and electric budget request. With these changes, the Director and trustees were able to decrease the 2024 proposed budget request by 5%. It will be resubmitted to the selectboard for approval.

Donations to the library in Mrs. Brewer's name, made by 6 donors, totaled \$825 at the time of this meeting.

Report on Social Trustee meeting regarding the proposed library addition: the Social Trustees have decided to postpone presenting a warrant article regarding the library addition. Meetings and discussions will continue in 2024.

Google account sign up: Trustee and treasurer, Matthew Dow was able to set up new Google email accounts for library and trustee related communications. The Director and each trustee will have Gmail accounts and will use the Google platform for future documents, emails and communications for library related business. This also allows the library to use other Google workspace features, such as Google meet and others.

Personnel policy updates: will be revisited in December.

Badges for security: The purchase of two new personal security badges were approved for staff to wear while on duty, with a total cost of \$200.

New equipment: a DVD was purchased for movie events in the upstairs Sawyer room and the TV is up and working as well.

Next Meeting: December 14th at 4:30 PM.

Meeting Adjourned 5:35