

TOWN OF KENSINGTON  
Public Library Trustee Meeting  
Thursday, December 14, 2023  
Kensington Public Library  
Agenda  
4:30 pm

- **November statistics report:** visits remain steady from last month and have increased since last year. Physical circulation remained steady with magazines and audiobooks seeing a high increase. Hoopla had an increase in youth books borrowed. Inter-library loan was less due to no December book club events.
- **QuickBooks report and budget:** the library is over in payroll hours but under in operating expenses. This has occurred in the past due to necessary coverage hours. The Director will consult with the town.
- **Report on past events:** the October books clubs each had 8 participants. The boxwood tree event with Felicia Motherway had 20 participants although 30 to 35 residents asked for admission and the library could have accommodated more if we had the additional space. The event with Jane Oneil by zoom had 15 participants and the Santa party had 43.
- **December:** The staff dinner and gift swap was celebrated on December 7<sup>th</sup> with take out meals by Otto, Exeter.
- **Upcoming events:** the “Boston Tea Party” by zoom, a shared event with Tewksbury library and 40 others, to be offered on December 16th at 2:00 PM. “Treasures in the Sawyer Room” courtesy of our UNH History Studies intern, Mikayla Tilden scheduled for Tuesday December 19th at 5:30 PM. The library staff have booked events for January through April 2024.
- **Personnel policy:** the director and trustees began reviewing the legal changes made to the personnel policy, pages 1 – 8, and will continue this review next month.

- **Donation funds:** An additional \$75 was contributed in memory of Becie Brewer this month.
- **Annual report pending:** The library annual report is due January 19th. The Director will work on that throughout the month with final approval at the next trustee meeting.
- **Electrical and security items update:** An electrician was consulted for the following items in need of repair: timers for the outdoor lamps which are no longer working; interior security lights that no longer work; modifying or replacing the back door floodlight to include a motion sensor for safety when staff are entering or exiting the building in the dark.

Next trustee meeting: Thursday, January 11th at 4:30 PM.