

Town of Kensington
Public Library Trustee Meeting
Thursday January 11, 2024
Meeting Minutes

Present in person: Susie Gilbert, Director; Susan Bascom, Trustee and Chairperson; **Present online by Google meet:** Lauri Murphy, Trustee and Secretary; Matthew Dow, Trustee and Treasurer. (Meeting held in hybrid due to illness accommodations).

Meeting called to order 4:33 pm

December minutes approved.

Statistics: December 2023 & year-end statistics report:

Visits increased over last month and higher than last year - up 824 for the year. **Physical Circulation** was down for the month but overall increased 1,034 for the year. **Total circulation** was up 1,446 due to the increase in downloaded audio and e-books, especially Hoopla. Inter-library Loan (**ILL**) was up in both borrowed and loaned for the year. **Museum** passes doubled in 2023.

Quick books budget report (December): The library was over in payroll for necessary staff coverage (sick/vac. coverage) but under in operating expenses, so the expense reimbursement check for December was decreased. In January, an expense of \$1800 for new electrical work for the repair and addition of safety lights was incurred. The remaining bills were the customary monthly bills.

Past events: The Boston Tea Party by Zoom had 8 attendees. Treasures in the Sawyer Room, offered in person and by Zoom, had 20 participants.

Upcoming events: The library will be trying out some new time offerings for a few events. Jeffrey Zygmunt: "Walking with Frost," Sunday, Feb. 4th in person at 3:00, sponsored by NH Humanities Council. Steve Hale: "Bird-scaping your backyard" on Wed. Feb. 21st at 5:30 PM

Children's Events: Kristin has scheduled lots of events through the end of May on Thursday afternoons. Dungeons and Dragons, with Matthew and Carter Dow; plus, art projects, movie events, and more. Due to the popularity of children's events, within 3 hours of the library Facebook post listing the events, the slots were almost full. Due to limited in-house children's event space, spots for these events are capped at 6-10.

Personnel policy review: to be continued in February.

Annual report reviewed: shared with the Town Clerk to be posted for the community in the Annual Report.

Library Audit (Annual Town Audit) - February 2024: the Director will be away for vacation, Feb. 13th through Feb. 17th. The Town auditors will visit that week. Kathy Felch, Town Administrator will have all the materials requested in advance and the Asst. Director, Dana will provide the random receipts requested by the auditors on the day of their visit.

Director's schedule change request: The Director proposed a tentative schedule change to allow a half-day or one day off per week, midweek. This would not require salary adjustment as the overall worked hours would continue to average 30 hours. The trustees approved this change pending feedback from the Town Administrator and library staff. The Director will check in with each.

Planning meetings with the architects: the public library trustees are invited to attend the social trustee meetings with the architects to offer feedback on the potential library addition and the architectural drawings.

Adjourned at 5:55pm

Next Meeting: Thursday February 8th at 4:30 pm