

Thornton Public Library  
Board of Trustees  
Minutes - August 14, 2024

- A. The meeting was called to order at 1:09pm. Members in attendance: Diane Gravel, Marty Humphrey, Anita Ross, and Vivica Duffield, Library Director.
- B. Minutes from July 10, 2024 and August 7, 2024 were approved.
- C. Finance Report - Trustees reviewed the bank reconciliation and Budget vs Actual reports.
  - a. We are averaging \$50/month of donations for faxes and copies.
  - b. Diane will research our Constant Contact contract as it appears the cost is high.
- D. Library Director Report
  - a. Summer Reading Program - Attendance has been low. One cause could be that Adapt was held at Campton School as well as the construction at the school. It was suggested to have Kevin McKenna see about posting library activities at the Owl's Nest clubhouse or newsletter/Facebook group,
  - b. The driveway was graded. Lack of a drainage ditch may cause an issue in heavy rain.
  - c. United Way Day of Caring - Sept 20
    - i. Proposed projects: Window washing inside and out; garden clean up/prep for 2025; bookshelf maintenance/cleaning; possibly helping get letters ready for parents regarding late books.
  - d. Meeting with John Bownes, Principal - Vivica reviewed the items on her discussion list with John. It was felt that the Library does not have good support in getting late and damaged books resolved. Vivica will prepare a list of students and items and/or cost of repairs/replacement. If Jon does not assist in resolving the issues, we'll go to the School Board.
  - e. Scholastic Book Fair will be Sept 30-Oct 4. Volunteers are needed.
  - f. Vivica will schedule a Back to School event on Sat, Aug. 24. The goal is to turn in reading book logs.
  - g. Fall Program: Family Heritage presented by Diane. It will be scheduled for after Oct. 19th.
  - h. Letter for school parents explaining students' responsibilities as library patrons. Marty will update the letter. Need to decide if we print 2 copies per child (one for parent, one to be returned) so they have a copy of the expectations.
- E. Library Liaison: There will be no faculty parking in the library lot until after construction is complete. Teacher back to school assembly is on Monday, August 19 at 8:00am.
- F. Old Business
  - a. Construction will continue into September. Students will not be walking to the library for the first few weeks of school.

- b. Vivica will create a “curriculum” that will provide guidance in conducting the students’ time in the library, or what is presented in their classroom during construction.

G. New Business

- a. School Contract: Diane will Email the Board of Selectmen and the School Board that we wish to continue on the current contract amending it to contain a 2025 new contract date.
- b. Library Maintenance
  - i. Plowing/Sanding: a bid must be created and posted with replies by Oct. 1
  - ii. Septic quotes were reviewed. A contract will be made with White Mountain Maintenance.
- c. Library Staffing and Hours of Operation
  - i. A discussion was held about hours for the library as of September
    - Monday 9:00am to 6:00pm
    - Tuesday 9:00am to 4:00pm - Vivica arrives 8:30am
    - Wednesday Noon to 6:00pm
    - Thursday 9:00am to 4:00pm - Vivica arrives 8:15am
    - Friday 9:00am to 4:00pm - Vivica arrives 8:30am
    - Saturday 9:00am to Noon

Ross made a motion to enter a non-public session under R.S.A. 91-A:3(II)a; Humphrey seconded. Ross Yes; Humphrey Yes; Gravel Yes. Nonpublic session was entered at 2:46pm

Public session resumed at 2:48pm

- d. Computer Repair/Warranty - we will get a 3 year warranty for both all-in-one PCs.
- e. Policy Manual will be reviewed at the next meeting.
- f. We reviewed the options for 3D and AR software. The inexpensive options will be purchased (Merge Cube, Quiver Vision, Qulone)

Next meeting will be September 18 at 3:30.

Meeting was adjourned at 3:19 pm.

Respectfully submitted,

Marty Humphrey

**APPROVED: September 18, 2024**