

Thornton Public Library  
Trustee Meeting  
August 21st, 2019

Trustees of the library met on Wednesday, August 21st, 2019. Meeting was called to order at 3:33PM.

Attendees: Diane Gravel, Chair; Anita Ross, Treasurer; Christopher Wilkie, Secretary

Also attending: Nina Sargent, Library Director; Joyce Jardin, Alternate Trustee

A motion was made by Anita Ross and seconded by Christopher Wilkie to accept the Minutes of previous meeting as corrected. Motion passed.

A motion was made by Christopher Wilkie and seconded by Anita Ross to request \$6000 from the General Operation Fund. Motion passed.

A motion was made by Christopher Wilkie and seconded by Anita Ross to accept the July Financial Report. Motion passed.

A motion was made by Christopher Wilkie and seconded by Anita Ross to accept the April and June Financial Reports. Motion passed.

#### Old Business

Trustees and Director completed the discussion of the Right-to-Know laws.

Director informed Custodial Contractor about 30-day check action policy. (Action item)

Director is reviewing Accountant resumes. She has received one. (Action item)

Trustees instructed Director to maintain accurate account of hours worked to comply with labor laws.

Director advised that new doors have been installed along with a book drop. Contractor will return to install gable vents and finish doors.

Director has contacted Nichole Tatro from Spectrum regarding multiple contracts signed, with no results.

Director reported that a total of 20 children participated in the Summer Reading Program over 6 weeks, with NASA ambassador Sally Jensen coming for three visits.

#### New Business

Director presented the preliminary sketches for the library and said more sketches should follow based on research/input.

Gravel presented the Castleton Public Library Community Survey, which was recommended by David Hallenbeck in response to Gravel's query on the NHLTA listserv soliciting suggestions for building a new library.

Trustees were encouraged to submit agenda items to the Chair or Director prior to each meeting.

A motion was made by Christopher Wilkie and seconded by Anita Ross to provide the Thornton Public Library business card to the local Scout troupe to be used as a one-time complimentary display ad in their upcoming annual calendar. Motion passed.

A motion was made by Christopher Wilkie and seconded by Anita Ross to authorize the library's participation in the Pemi-Baker Spelling Bee. Motion passed.

Motion was made by Anita Ross and seconded by Christopher Wilkie to adjourn meeting at 4:58PM. Motion passed.

Next meeting September 9th, 2019 at 3:30 PM, and the following meetings will be 10/16 and 11/13 all planned for 3:30 PM.

### **Action List**

Trustees asked Director to continue to look into bookkeepers. 8/21

Trustees asked Director to poll other libraries' payment policies and how bookkeepers are paid. 8/21

Director will be following up with Chris/Nichole Tatro from Spectrum. 7/16 continued though 8/21

Chair agreed to create a Google Doc/calendar for recurring events. 8/21

Trustees agreed to review and make notes based on the provided Castleton Public Library survey, with a focus on creating our own survey to gather information and support for possible changes. 8/21

Director will place plow bids in local newspaper and send out post cards to all known contractors. 8/21

Update By-laws.