

**Thornton Public Library  
Library Trustee Meeting Minutes  
Monday, March 16, 2020**

Gravel made a motion to call the meeting to order at 3:13pm.

**Members Present:** Diane Gravel (Chairwoman), Anita Ross (Treasurer), Kate Hadaway (New Trustee – Taking Minutes), Nina Sargent (Library Director).

**Members Not Present:** Chris Wilkie (Secretary), Joyce Jardin (Alternate)

**Public Attendees:** None

**Approval of Agenda**

Approved with no recommended changes.

**Approval of Prior Meeting Minutes**

Minutes from February 12, 2020, were reviewed.

***Motion to approve by Ross. Seconded by Gravel. Passed by Ross and Gravel, Hadaway Abstained.***

**Correspondence**

None

**Financial Report**

Everyone agreed the new format looks great! Around \$3,300 currently in available funds. An email will soon come to alert of dropping below established threshold. Discussion took place to request an additional \$5000.

***Ross made a motion to make a funding request in the amount of \$5000 from library maintenance budget. Hadaway seconded. Passed unanimously.***

**Library Budget for 2020**

Budget approved Saturday at Town Meeting.

**Status of Audit**

Chairwoman Gravel noted Library financial records passed town audit. She had contacted Debbie Bell as potential auditor, who indicated she cannot help. Chairwoman Gravel then went back John Carpenter to ask if he knew anyone else. He indicated an audit of significant magnitude would likely cost \$5000 or more. The Trustees all agreed that after Carpenter's audit from September to December 2019, and with new procedures for bookkeeping and Director's continued financial training, it is not cost-effective to pursue an audit for the entire year at this time, considering the discrepancy is less than \$100. Carpenter has flagged the amount in the Quicken file. .

Director noted she has converted to Amazon business account with much better reporting. Business Account prime is a different rate - \$79, not as high as personal. Will go up next year. Director has also purchased a copy of the Library Financial Book for the library to keep.

### **Library Director Report**

- Library Staff is Dementia Certified
- Worked on Developing Plans / Procedures for COVID 19

### **Library Survey**

Tabled – Jardin not present

### **COVID 19 Pandemic Response**

Selectwoman and Health Officer, Marianne Peabody joined the meeting. She indicated that there was a BOS meeting tomorrow at 11am to discuss town response to COVID-19. They will be the ones to determine closure of all municipal buildings. Going to discuss keeping services available such as how people can still register cars and dogs. Director Sargent indicated she will be discussing with Trustees ability to do curbside pickup utilizing a table outside that people can pickup from to limit interactions. Anything being returned through book drop to be handled with surgical gloves, put in bag for 72 hours before cleaning and checking in and re-shelving. Everyone can access Wi-Fi from parking lot with password to be posted in window. If building is closed to the public, it will still be staffed with phone access. FD and PD are closed to public. Town Hall will be staffed. If any town employees are out with the virus, they will get paid. Selectwoman Peabody left the meeting.

Director confirmed with town offices that time cards will still be submitted in the same manner. Discussion took place on keeping same Monday – Friday hours at TPL? Yes. Put sign on door with phone number to call if they would like to pick something up. Trying to do everything to prevent social interactions and spread.

Reviewed and made changes to Pandemic Policy and added Appendixes with outline procedures.

***Ross made a motion to accept Pandemic policy as read. Hadaway seconded. Motion passed unanimously.***

Discussion ensued on closing building. Offer curbside services, but closed to the public pursuant to the Pandemic Policy. Post the policy on the website.

Explore potential purchase of an Ultra Violet Sanitizing Wand similar to what is being used by the school. Currently none available.

### **Action Item List**

Tabled

### **Trustee Liability Insurance**

Gravel reconfirmed with Town Administrator Shepard that Trustees are covered under D&O policy for mistakes.

### **Museum Passes**

Tabled

### **Town Audit Questionnaire**

All Trustees reviewed and signed the Questionnaire.

### **Non-Public**

***Ross made a motion to go into Non-Public session pursuant to RSA-A:3 II (a) and (c). Hadaway seconded. Motion Passed Unanimously.***

***Motion to go out of Non-Public made by Ross pursuant to RSA 91-A:3 II (a) and (c). Hadaway seconded. Motion Passed Unanimously.***

***Hadaway made a motion to seal the non-public meeting minutes. Ross Second. Motion Passed Unanimously.***

### **Bank Account**

Wilkie and Ross are current signers on the Bank Account, which will need to change.

***Motion to have check signer changed from Wilkie to Hadaway by Ross because of the election results. Hadaway seconded. Motion passed unanimously.***

### **Future Meeting Dates**

Wednesday, April 8<sup>th</sup> at 3:30pm

Wednesday, May 13<sup>th</sup> at 3:30pm

Wednesday, June 10<sup>th</sup> at 3:30pm

### **Other Business**

Ross mentioned that Scouts are very thankful for use of Library Facility.

Keep hours during closure for 9-7 on Monday.

Bylaws sent to NHLTA for review.

Next month have first annual meeting per ByLaws. Gravel suggested potential to add a position of Town / School Liaison.

***Hadaway made a motion to Adjourn meeting. Ross seconded. Motion passed unanimously.***

Adjourned at 5:20pm.