

Thornton Public Library
Library Trustee Meeting Minutes
Wednesday, April 15, 2020

Chairwoman GRAVEL called the meeting to order at 3:04pm via Zoom Conference as permitted under Governor Sununu's Emergency Order 12.

Members Present: Diane Gravel (Chair), Anita Ross (Treasurer), Nina Sargent (Library Director) and Kate Hadaway (Acting Secretary)

Members Not Present: N/A

Public Attendees: Kim Kuchon

APPROVAL OF AGENDA

HADAWAY made a motion to approve the agenda. ROSS seconded. Motion passed unanimously.

APPROVAL OF PRIOR MEETING MINUTES

Trustees reviewed minutes from March 11, 2020. HADAWAY made a motion to approve the minutes as amended. ROSS seconded. Motion passed unanimously.

CORRESPONDENCE

Trustees reviewed an email from TA Shepard. Staffing during coronavirus was discussed. Plan to continue discussions at future meetings based on upcoming decisions by state and federal governments and based on funding. Library is providing printing services for residents. Printer is set up with an email address that can be used from the parking lot. The Library Director is working a full day at the Library on Wednesdays.

FINANCIALS

Quicken has known issues with reconciliation creating a different opening balance even after prior months have been balanced. This occurs when Quicken adjusts the bank balance carried forward. It is a known bug even when adjustments have been made.

The Library Director noted that the Amazon business account is working well and providing the desired reporting. Director presented the March financials.

ROSS made a motion to approve the reconciliation for March 2020. HADAWAY seconded. Motion passed unanimously.

LIBRARY DIRECTOR REPORT

When the library went to limited services with curbside pickup, the CDC sent out guidance for sanitizing. TPL was going above and beyond that prior to its release. The staff had a great system in place for dealing with pickups. The Library Director noted it seems that some patrons may have been trying to put returns in the book drop. Library Director has re-secured the book drop. On the last day prior to ending curbside service, 15 boxes were checked out by patrons . Lots of patrons have continued to call and make use of technology including printing and requesting computer assistance.

The Library Director has been reaching out to some patrons each week to check in and determine neighbors. Also touching base with Chief Miller on Good Morning program calls. A patron had reached out to the Library Director to request assistance in helping to make donations to support the community. Patron will be directed to contact Town Hall directly, as they are best suited to handle accepting the donation and disbursing.

Library Director and staff have been participating in a number of webinars offered through the State Library. There have been some conflicts with timing with all the offerings.

The Library Director and staff put together “Fun Boxes” for patron families, which included activity items donated by the community that were packaged and wrapped up. Director and staff are working on replanning Summer Reading so that the program can be held online, but has flexibility to change should things reopen. There is some anticipation that if it is solely online, there may be a higher enrollment. Discussion is taking place about the potential to expand to 10 weeks instead of the usual 6 weeks, if it must be online. Bags would be put together for participants with books for each week. May plan a specific time for the reading program based on interest levels. Some ideas include Pandora’s Box, Universe of Stories. For Pandora’s Box, families could put together their own Pandora’s Box and discuss what was included and why and present as a slideshow on Facebook.

The Library Director noted wanting to add a digital services tab to the website to provide an overview of offerings.

ACTION ITEMS

Work on the building has been postponed. Eric Tyrell at TCS has shortened hours along with the rest of the custodial staff.

Chairwoman Gravel noted that LGC Center wrote back advising they do not review Bylaws. The Library would either need to hire its own attorney or have the Town Attorney review them.

OLD BUSINESS

Under the Bylaws a position of School Liaison was created due to the library's dual role as Town and School Library. It was noted that Trustee Ross would be great for this position given her service at the school and as a Library Trustee.

ROSS made a motion to adopt the Bylaws for the Thornton Public Library. HADAWAY seconded. Motion Passed Unanimously.

NEW BUSINESS

IMLS - HADAWAY noted potential funding coming through from Federal CARES Act.

SUMMER READING - Covered in Director's Report

MUSEUM PASSES - There are questions whether museums will be open and if patrons will want to visit.

ELECTION OF OFFICERS

Kim Kuchon - The Trustees discussed the appointment of Kim Kuchon as an alternate if she was interested. She noted interest and her service as treasurer of PTO and experience as a teacher, which she believes would be beneficial to the Library. Appointment would be for 1 year. Alternates fully participate in discussions, but only are appointed to vote if a Trustee is absent or must recuse. Cannot serve as Chair or Treasurer.

HADAWAY made a motion to appoint Kim Kuchon as an Alternate Trustee. ROSS seconded. Motion passed unanimously. Trustees signed a petition to present to the Selectboard to make the appointment.

Discussion took place on Trustee roles.

HADAWAY made a motion to elect GRAVEL as Chair, ROSS as School Liaison, HADAWAY as Treasurer and leave Secretary position temporarily open. ROSS seconded. Motion passed unanimously.

Kim Kuchon left the meeting at 3:52 PM.

NON-PUBLIC SESSION

ROSS made a motion to go into Non-Public session under RSA 91-A:3(a) and (c) at 3:53 PM. HADAWAY seconded.

ROLL CALL VOTE: ROSS (Y), HADAWAY (Y), GRAVEL (Y). Motion passed unanimously.

ROSS made a motion to resume Public session at 3:58. HADAWAY seconded.

ROLL CALL VOTE: ROSS (Y), HADAWAY (Y), GRAVEL (Y). Motion passed unanimously.

ROSS made a motion to seal the Non-Public minutes. HADAWAY seconded.

ROLL CALL VOTE: ROSS (Y), HADAWAY (Y), GRAVEL (Y). Motion passed unanimously.

A quick discussion took place on the process to reopen. It will likely be similar to when the library first closed with limited services offered and a gradual reopening based on recommendations from CDC for social distancing, cleaning, etc.

HADAWAY made a motion to adjourn the meeting. ROSS seconded. Motion passed unanimously. Meeting adjourned at 4:02pm