

**Thornton Public Library  
Library Trustee Meeting Minutes  
Wednesday, October 22, 2020**

Chairwoman GRAVEL called the meeting to order at 3:42 PM via Zoom Conference as permitted under Governor Sununu's Emergency Order #12

**Members Present:** Diane Gravel, Chair; Anita Ross, School/Library Liaison; Kate Hadaway, Treasurer; Kim Kuchon, Alternate Trustee and Secretary, and Nina Sargent, Library Director

**Members Not Present:** N/A

APPROVAL OF AGENDA

All agreed with items on the agenda

APPROVAL OF MINUTES

ROSS made a motion to approve the minutes as amended. HADAWAY seconded. The motion passed unanimously.

CORRESPONDENCE

None

REPORTS

**Financials**

*Financial Report*-While reviewing the financial report Chairwoman Gravel raised a question about a \$155.40 charge for iPage. She noted that the library's website is through Weebly and that this charge needed to be investigated to determine whether or not we are actively utilizing this service. Chairwoman Gravel also noted that questions were raised in the meeting minutes in 2018 about the charges from iPage and that it needs to be followed up on immediately. The LD clarified that the cleaning woman, Marla, had three payouts this month because of catching up with payments and a recut check to replace one she had lost, not because she was working more than usual. ROSS made a motion to accept the financial report as submitted. HADAWAY seconded. The motion passed unanimously.

*Fund Request*- A fund request of \$6,000 was proposed and reviewed. ROSS made a motion to approve the fund request. HADAWAY seconded. The motion passed unanimously.

**Library Director**

*Staff*-Sam has gotten some experience subbing in the school for the Library Director and the paraeducators at TCS have given her a good report. Marybeth has been back at work for a week and a half but she is still on light

lifting restriction from her recent surgery. Sam worked with Marybeth on her first shift back in order to help her if need be. All went well and Marybeth was able to work her second shift by herself. The LD reports that they have been able to catch up with classes now that Marybeth is back and is able to reshelve the books returning from school and to prepare the books for the classes that will be taught the next day. Overall having all the staff back is helping the library run more smoothly. Classes are being taught for K-6 and the LD is working with Mrs. Perkins to come up with some sort of schedule for the 7th and 8th grade classes. HADAWAY noted that she was concerned with staff closing up the library alone at night and wondered if the Police Department could send someone by during that time. The LD would ask the Police Chief on Monday when she plans to meet with him. The LD has noticed many out-of-state plated cars in the parking lot of the library using the WiFi.

*Purchases*-The LD is putting in more orders for books. The *I Survived* box set of 'historical fiction readers' are very popular so two additional copies of the boxset were ordered along with a few titles that complete the original collection which makes three complete sets. Additional books were purchased for the 8th grade 'explorers' theme. The book cart for the school books is falling apart and the LD is looking into buying a new one. The LD would like to keep the new book cart at TCS and unload the bags of books at the front door then park the car.

*Plow Bid*- Jay Tuck told the LD he planned on submitting a plow bid after he saw the postcard ad. The LD notes that a bid was not yet received from JJ Silvia who plowed the library last year.

*ILL*- Interlibrary Loan has been taking longer than usual, an average of two weeks for books to come in. Deliveries come in on Monday but the staff cannot touch them until Wednesday at 4 PM due to Covid. The LD posted this on Facebook so that patrons would understand about the delay. According to the LD there has been a bit of public grumbling about library hours, how it is closed at midday for classes. However, the schedule is up on the front door and patrons must continue to make appointments to come in during operating hours.

*Winterizing*- Eric removed the Air Conditioning systems, screens and shut off the outside spigot. He left in the one screen where staff would talk with patrons if the library returned to curbside service.

## **School/Library Liaison**

Mr. Bownes met with teachers to let them know that they cannot park in the patrons' parking spots at the library. Thornton Central School staff continued parking there for another week and then the LD put notes on their cars and it stopped after that. There was some confusion about whether or not TCS staff is still allowed to park in the dirt lot at the school. ROSS thinks they are not supposed to park there because it is to be kept open for an emergency. ROSS will ask Mr. Bownes tomorrow in their meeting. The next faculty meeting is November 9 and the LD would be welcome to come to either thank the staff for cooperating with the parking rules or, if there are still staff members who are breaking the rules, to remind them not to park in the library lot. ROSS will remind TCS staff to park down below on snowy days so the library lot can be plowed. ROSS has also heard good reports of the work Sam is doing with the kids through the paraeducators. ROSS is continuing to pick up any extra library books that were returned to the drop off box at the school and bring them up to the library after school.

## **Budget**

The Treasurer wondered, with regards to Covid monies, if the reimbursement the town was getting for Covid related spending was going into a general fund then should the library ask the town for reimbursement? Debra would be the person to contact about it.

The Financial Budget to date for 2020 and proposed for 2021 was analysed and reviewed by the trustees.

*Salaries-* At times staff was doubled up and at times there was no staff due to the unpredictable Covid pandemic. There should be \$13, 236.00 left for the year. The Federal Fund would cover staff/teachers of school closures due to Covid for 10 days. Municipalities may have to follow it but may not get money from that fund. Would library staff be covered by an extension of the Family Medical Leave Act if they had to miss work due to Covid? Will there be enough money for raises next year? Cost of Living Adjustment? The LD will investigate these questions. Healthcare, retirement and Medicare come from the town.

*Administrative/Professional Development-* Trustee v. Staff. The two should be kept separate so that dollar amounts can be accurately tracked. The LD will adjust the Budget Report to show a line for Ad/Pro Staff and another line for Ad/Pro Trustees. Additionally, "Dues" can be removed from the list.

*Advertisements-* We will hold a meeting next Friday, October 30 at 3:30 to discuss the plow bids so that the LD can submit the finalized budget. ROSS noted that TCS requests an October 13 deadline for the school budget to be submitted. Chairwoman Gravel raised the question of whether the library should plan to prepare the budget earlier in October next year so that we can be in sync with the school. The trustees agreed that they did not want to hold up the budget submission process for the school so preparing it earlier next year would be a good idea. HADAWAY noted that we could place a free advertisement on the municipal website next year in addition to the regular ads. It was agreed that would be a good option.

*Books/Materials-* We are \$10,000 under budget which is a significant amount and likely due to the Covid pandemic. Chairwoman Gravel noted that this year may be a good year to give money that was budgeted but was not spent back to the town to ease some of their burden. The LD brought up the idea that the staff has been considering redoing this past summer's theme for next summer since there was little participation due to Covid which could save money.

*Community-* Community funds were underspent due to Covid restrictions.

*Computers-* The computers are getting older. The LD will have Chris take a look and try to upgrade before the year's end so some extra money can be used for this.

*Furniture-* OK

*Legal Fees-* OK

*Postage-* OK

*Supplies-* The watercooler and coffee machine are rented so they need to be put under equipment.

*Covid Supplies-* Covid Supplies have been left off the Budget Report so they need to be added. Insert a line item titled "Supplies-Covid".

*Storage- OK*

*Telephone/Internet- Continuing.*

*Thank you/Bereavement-* It was agreed that since TCS does some schoolwide thank you gifts the library would keep this budget item but would change the amount to \$100.

*Custodial-* HADAWAY asked if staff or custodian was putting in any extra hours specifically for Covid cleaning (v. normal cleaning) but LD reported that neither Marla (the Custodian) nor the staff is clocking extra cleaning hours. HADAWAY asked if the library puts out a bid for the custodial position (Marla) and the answer was no.

*Background Check- OK*

*Equipment Repair- OK*

*Fuel-* There was money left and it was noted by the LD that a delivery of fuel was due fairly soon.

*Grounds- OK*

*Plowing-* This should be known by the end of next week.

*Maintenance-* The LD noted that the septic is pumped every three years and the heater is cleaned every year. There was discussion to change the amount from \$500 to \$100 but it was noted that with the school expansion on hold due to the Covid pandemic and the library building getting older it would be safer to not reduce this category's budget.

#### REVIEW PROGRESS ON ACTION ITEMS AND DIRECTIVES

**LD-** Will continue to work on coming up with a library program for 7th and 8th graders

**Treasurer-** As fewer people are coming to the library during midday when it is closed, it is harder to justify paying another staff member to keep it open so it will remain closed and patrons can continue to make appointments during open hours.

**LD-** Instead of purchasing a sandwich board or door clock the LD will put a sign up on the door saying "Be Back at (time)".

**LD-** There has not been further communication with Tony. LD will follow up with him 1X/week until we get his quote. Spectrum has followed back up with the LD about their quote and now we are just waiting on Tony's quote.

**LD-** Plow bids were posted in the newspaper but not online. There is no need to post them online now because the deadline is so close.

**LD-** The LD informed the book club of the mask policy

**LD-** The LD sent the budget report to the trustees before this meeting

#### ANNOUNCEMENTS

None

## PUBLIC COMMENT

None

## ACTION ITEMS

- LD- continue working on a library program for seventh and eighth graders
- LD- contact Tony 1X/Week about internet quote
- LD- investigate iPage charge
- LD- discuss a police presence at library at closing with Police Chief
- LD- possibly attend TCS faculty meeting Nov. 9 Re: Parking Spaces
- LD- look into buying a new book cart for the school books
- LD- ask Lynne if library cart can be kept at school
- Treasurer- Check with Debra about Covid reimbursement from general fund
- LD- investigate covid related coverage for missed days
- LD- check on COLA
- LD - make budget adjustments as discussed above
- LD- contact Chris and move forward with computer upgrades

## NEXT MEETINGS (via ZOOM)

Friday, October 30 - 3:30 PM

Wednesday, November 11 -3:30 PM

Wednesday, December 9- 3:30 PM

## ADJOURNMENT

ROSS made a motion to adjourn the meeting at 5:09 PM. HADAWAY seconded. The motion passed unanimously.