

**Thornton Public Library
Draft Library Trustee Meeting Minutes
Monday, November 9, 2020**

Chairwoman GRAVEL called the meeting to order at 3:40 PM via Zoom Conference as permitted under Governor Sununu's Emergency Order #12

Members Present: Diane Gravel, Chair; Kate Hadaway, Treasurer; Kim Kuchon, Alternate Trustee and Secretary, and Nina Sargent, Library Director

Members Not Present: Anita Ross, School/Library Liaison

ALTERNATE TRUSTEE

Hadaway made a motion to have Kim Kuchon fill in for Anita Ross at this meeting due to Ross's absence (she was double booked with a faculty meeting at TCS). Chairwoman GRAVEL seconded. The motion passed unanimously.

APPROVAL OF AGENDA

All agreed with items on the agenda.

APPROVAL OF MINUTES

After a few adjustments to the minutes were made HADAWAY made a motion to approve the minutes as amended and pending revision in language regarding the "Internet Service Provider" section. KUCHON seconded. The motion passed unanimously.

CORRESPONDENCE

None

REPORTS

Financial

The trustees reviewed the October reconciliation report. Chairwoman GRAVEL asked for clarification on a charge from the "Roaster Room" which HADAWAY explained was for the purchase of two books for the library at \$25/piece totaling \$50. The trustees also reviewed the TPL November Manifest. Everything seemed to be in order and the numbers were adding up on the report. The LD confirmed that phone service will be included with the Spectrum internet package that was chosen. KUCHON made a motion to approve the financial report. HADAWAY seconded. The motion passed unanimously.

Library Director

Now that the library is back to curbside service only the staff was able to continue with projects that they were doing during the COVID shutdown. These include relabeling the back wall of fiction and continuing to take inventory. The LD noted that some patrons did not know that the library was back to curbside and several came to the door hoping to come in but she informed them of the change. Trunk or Treat was a success according to the LD who facilitated parking for the event. There were 150 cars and 480 people who came out for Trunk or Treat. Masks were worn and social distance measures were in place. The Police Department had a visible presence at the entrance which helped everything go smoothly. Classes at the school have been going well. The LD did cancel classes today due to a COVID positive case at her sons' school Campton Elementary. She did not feel comfortable interacting with students until close contacts had been identified in case she or her family needed to quarantine. Sam has been able to substitute in the classroom and has had lots of positive feedback from the school. Marybeth is also back at the library in the afternoons. Cam Lester has been in contact with the staff and is willing to substitute again. The LD reported that Election Day was a very slow day due to TCS being closed and she was able to work at her desk all day and catch up. There are ten students who are returning to TCS from remote learning this quarter. The question was raised if there will be a Light Up Thornton event this year and it was decided that Debbie Duffy would be the contact who could answer that question.

REVIEW PROGRESS ON ACTION ITEMS AND DIRECTIVES

- LD- JJ Silvia was paid the first installment for plowing.
- LD- Will contact Spectrum and sign up for service
- LD- Successfully distributed candy at Trunk or Treat
- LD- The timesheet issue regarding FFCRA leave has been resolved
- LD- Will maintain a log of hours missed due to COVID (FFCRA)
- LD- Will continue to plan for a curriculum with 7th and 8th graders

OLD BUSINESS

Computer Replacement Estimate

The estimate came in from Chris Conway at CEJ Computer Business Systems at \$1974.95 for 5 refurbished Lenovo M93p desktop computers to replace the aging computers in the library. Chairwoman GRAVEL noted that the hardware warranty was only extended for 1 year which seemed short for refurbished computers. There is not a lot available right now according to Chris Conway so the LD believes that he is offering what he has available and that leaves little in the way of choice. The trustees agreed to research the cost and warranty options of new computers from places like Amazon and Staples. If computers were purchased from a major retailer, Chris Conway could still install them and the LD felt comfortable doing the maintenance after that. It was agreed that the LD would hold off on getting back to Chris until further research was done. It was suggested that looking into only replacing the hardware could also be a way to go and that should be looked into as well.

2021 Budget

HADAWAY left the plow bid at \$2700 for 2021 in case prices increase next year. The LD will double check with Deborah at the Town Hall to figure out what the price is for health insurance. It was agreed that the monetary amounts should be rounded up to the nearest dollar in the budget instead of showing cents. The LD will enter the preliminary numbers tomorrow and the time that will occur needs to be confirmed because the LD will be teaching classes tomorrow in the morning. Chairwoman GRAVEL asked the LD if she had received any correspondence on the budget meeting and the LD responded that she had not but would notify the trustees by email when she finds out.

NEW BUSINESS

None

ANNOUNCEMENTS

None

PUBLIC COMMENT

None

NONPUBLIC COMMENT

None

ACTION ITEMS

- LD- Contact Spectrum and sign up for service
- ALL- Look into computer pricing
- LD - Will maintain a log of hours missed due to COVID (FFCRA)
- LD- Will continue to work on coming up with a library program for 7th and 8th graders
- LD- Will notify trustees of information regarding the budget meeting
- LD and HADAWAY- Round up figures to dollar amount on budget
- LD- Will double check with Deborah about health insurance price

NEXT MEETINGS (via ZOOM)

Wednesday, December 9- 3:30 PM

ADJOURNMENT

HADAWAY made a motion to adjourn the meeting at 4:27 PM. KUCHON seconded. The motion passed unanimously.