

**Thornton Public Library  
Library Trustee Meeting Minutes  
Tuesday, December 29, 2020**

Chairwoman GRAVEL called the meeting to order at 1:04 PM via Zoom Conference as permitted under Governor Sununu's Emergency Order #12.

**Members Present:** Diane Gravel, Chair; Kate Hadaway, Treasurer; Anita Ross, School/Library Liaison; 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 from the November 9, 2020 meeting. HADAWAY seconded. The motion passed unanimously. After minor edits, ROSS made a motion to approve the minutes from December 11, 2020 as amended. HADAWAY seconded the motion. The motion passed unanimously.

CORRESPONDENCE

None

REPORTS

**Year End Expenditures**

The Library Director updated the 2020 Budget Spreadsheet to reflect the payments of both a Dead River bill and a Consolidated bill. The LD figured that there was \$6,153.62 remaining in the 2020 operating budget. This figure was determined by subtracting all monies spent in 2020 from the total budget allowance of 2020. HADAWAY noted that there is currently \$8,551.77 in the Northway Bank account but that the difference of \$2,398.15 ( $8,551.77 - 6,153.62 = 2,398.15$ ) was money already spent but not collected yet. At this point, the LD shared a spreadsheet she had prepared listing needed items that we had postponed purchasing during the pandemic. After discussing the current and future needs of the library with the LD, several items were determined by the trustees to be necessary purchases in addition to the items already listed by the LD. The original list included: a UV wand, 2 air purifiers and a filter subscription, an amplified PA system and 2 computer laptops. The additional items determined to be necessary were: an additional UV wand, a wireless printer (especially helpful during COVID so that patrons can send items to the printers from their cars), printer ink cartridges, printer paper, Scotch laminating pouches, a roll of book jacket covers, an office swivel chair, Microsoft Office Suite (which LD will investigate if the library can get this for free due to our non profit status), and accidental damage warranties on both new computer laptops. The LD added these items and their costs to the spreadsheet (see attachment). After doing the math and determining that leaving some wiggle room in the

budget would be beneficial, we agreed to these purchases. It was also agreed that, if Microsoft Office Suite was free, the LD would add several subscriptions for 2021 (amounting to \$1,241) into the spreadsheet and make those purchases before the new year with the remaining money that was made available by acquiring Microsoft Office Suite at no cost. HADAWAY made a motion to approve spending \$4,514.65 on the items listed, and, assuming the Microsoft Office Suite was free, also to approve spending \$1,241 on 2021 subscriptions: Ancestry, Heritage and Downloadable Library. ROSS seconded the motion. The motion passed unanimously.

### ANNOUNCEMENTS

The LD announced that the new Plexiglass Barriers are being installed tomorrow. The Spectrum installation has been moved to January 12. Sam will be subbing for the LD tomorrow as she was out sick today and wants to be sure that she is feeling better before returning to work. If she does not feel better tomorrow she will consider getting a Covid test to be cautious.

### ACTION ITEMS

- LD- check on status of Microsoft Office Suite cost for non profits
- LD- update 2020 spreadsheet according to status of Microsoft Office Suite
- LD- make all purchases approved of on the 2020 spreadsheet by 12/31/20
- LD- Attach the final 2020 spreadsheet to this document
- LD- send Chairwoman Gravel the Spectrum emails

### PUBLIC COMMENT

None

### NONPUBLIC COMMENT

None

### NEXT MEETINGS (via ZOOM)

Regularly-scheduled January meeting

### ADJOURNMENT

ROSS made a motion to adjourn the meeting at 2:36 PM. HADAWAY seconded. The motion passed unanimously.