

**Thornton Public Library  
Library Trustee Meeting Minutes  
Monday, March 15, 2021**

Chairwoman GRAVEL called the meeting to order at 3:39 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

After some edits, ROSS made a motion to approve the minutes as amended from the February 12, 2021 meeting as amended. HADAWAY seconded the motion. The motion passed unanimously. HADAWAY made a motion to approve the nonpublic minutes from the February 12, 2021 meeting. ROSS seconded the motion. The motion passed unanimously.

CORRESPONDENCE

N/A

REPORTS

**Financials**

The trustees reviewed the February 2021 Reconciliation report. HADAWAY noted that she and the LD are working on ways to more easily identify the 2020 encumbered funds in the financial records so they are considering changing the notes related to it in the program to make it more searchable. Additionally, Intuit has been placed in a subcategory of taxes/licenses. HADAWAY and the LD are doing well with the audit currently. ROSS made a motion to accept the financial report as presented. HADAWAY seconded the motion. The motion passed unanimously.

**Library Director**

The staff continues to quarantine books for three-day periods. Book Club has been more active. Lynne Tildon discussed coordinating some of ADAPT's summer programming with the library, mentioning specifically that they could help with the garden. More families are coming back in the evening hours. Patrons are needing help with the downloadable library. Museum pass deals are popping up for the season. Amy Ulricson contacted the LD regarding the CARES ACT money reimbursement for Covid purchases. She was wondering if the library

had received any money from the town regarding this, and, if not, she thought that perhaps any CARES ACT monies received by TCS might be able to be used for library projects to compensate for some of the money the library spent on Covid supplies. Dead River had serviced the heater in the kids' room recently and mentioned the need to possibly replace the heater soon because it is 20 years old. Chairwoman Gravel mentioned getting a second opinion on the Rinnai heater since it would cost \$2400 to replace it. The LD noted that the annual Dead River checkup of the heater was tomorrow.

### **School/Library Liaison**

ROSS reported that SAU 48 had over 1,000 teachers and staff sign up for Covid vaccinations. According to Mr. Bowens any intruders, at either the school or library, would result in a 'secure classroom' situation. The LD should immediately notify the school if there is an intruder at the library. Mrs. Perkins is interested in the middle schoolers going to the library to check out books for their book reports. The LD believes that the best time for this would be afterschool. Currently the LD brings books down to the classroom that are checked out under the teacher's name, the students pick their books and then the LD changes the name from teacher to student. This helps to ensure that all books can be accounted for. ROSS was clarified to the staff that the LD needs early warning on books needed for classrooms in case any need to be ordered. ROSS will email the school's photo/video release to everyone. HADAWAY suggested that we might want to incorporate it into the library's signage to clarify privacy policies to the public.

### **REVIEW PROGRESS ON ACTION ITEMS AND DIRECTIVES**

**LD- Contact Tom Sawyer AND check with Mr. Switzer and/or SAU district office re: Microsoft Office Suite-** LD left a message for Tom Sawyer

**LD- Staple copies of dated contracts with bills when encumbering funds-** LD writes on contract and keeps together

**HADAWAY- Maintain a record of encumbered funds in Excel-** HADAWAY is using Quicken (notes & memos)

**GRAVEL- Email the NH Municipal Association about school/library patron privacy re: videotaping-** link to the ALA Blog

**LD- Contact Monday.com to find out if the library can get free, nonprofit access and research other free apps-** continue as Action Item

**LD and HADAWAY- Finalize books for state audit-** Chairwoman Gravel will sign tomorrow and books are ready for March 17.

### **OLD BUSINESS**

**Video/Privacy Policy-** Chairwoman Gravel presented an ALA document detailing Photo/Video policy which the trustees reviewed. Most notable was that a request to photograph or record patrons in the library would need to be approved in advance and written releases of consent of any adult or child would be necessary.

HADAWAY suggested quoting RSA regarding 'Protecting Patron Records and Confidentiality' (RSA 201-D:11). Chairwoman Gravel will look up the policy, add it to TPL policy and email it out for a vote by the trustees.

**Project Management Software-** LD will discuss at the next meeting.

**Reopening-** LD reports that it is going well. There is a lot of action with meeting patron's tax season needs. The parking lot has been muddy so she has sometimes been walking books out to patrons.

### NEW BUSINESS

**Alternate Trustees-** There can be a total of three library trustee alternates. Currently there is Kim Kuchon. Eben Gannett has shown interest. He is currently getting his teaching certificate. The LD, HADAWAY and ROSS know him and recommend him saying that he is personable and would fit right in. HADAWAY made a motion to petition the selectboard to appoint Kim Kuchon and Eben Gannett as alternate trustees. ROSS seconded the motion. The motion passed unanimously.

**Museum Passes-** The LD is interested in buying passes for the season. Castle in the Clouds is \$250. NH State Parks is \$105. Both of these passes pay for themselves and can be purchased immediately. HADAWAY made a motion to purchase both passes for 2021. ROSS seconded the motion. The motion passed unanimously.

Tarpin Gardens also has a pass but it is very specific on how it is used. In the past it has not paid for itself. Also some patrons have had issues with the Tarpin Gardens pass. The trustees agreed to adopt a new policy that would cover patron abuse of museum passes. The language reads "Abuse of any library privilege may result in the loss of the privilege at the discretion of the LD and/or trustees." HADAWAY made a motion to approve the amended TPL policy. ROSS seconded the motion. The motion passed unanimously.

### ACTION ITEMS

LD- Contact Monday.com to find out if the library can get free, nonprofit access AND research other free apps

GRAVEL- 2nd opinion Rinnai heater

LD- Buy passes for Castle in the Clouds and NH State Parks

GRAVEL- Look up, add to TPL Policy and email out RSA 201-D:11

GRAVEL- Petition the selectboard to add alternate trustees

### PUBLIC COMMENT

None

### NONPUBLIC SESSION

N/A

### ANNOUNCEMENTS

The LD is working on getting coverage for taking care of her mom.

NEXT MEETINGS (via ZOOM)

Wednesday, April 21 at 3:30 PM

ADJOURNMENT

ROSS made a motion to adjourn the meeting at 5:08 PM. HADAWAY seconded. The motion passed unanimously.