

**Thornton Public Library  
Library Trustee Meeting Minutes  
Monday, July 12, 2021**

Chairwoman GRAVEL called the meeting to order at 1:05 PM at the Thornton Public Library.

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

**Members Not Present:** N/A

APPROVAL OF AGENDA

After a minor addition the agenda was approved.

APPROVAL OF MINUTES

ROSS made a motion to approve the minutes from the June 3, 2021 meeting. HADAWAY seconded the motion. The motion passed unanimously. After several edits ROSS made a motion to approve the minutes as corrected from the June 28, 2021 meeting. HADAWAY seconded the motion. The motion passed unanimously.

CORRESPONDENCE

See "NEW BUSINESS" below-**Donation of Artwork and books by Suzan Gannett.**

REPORTS

**Financial**

HADAWAY presented the financial reports from May and June. In these reports she noted that an entry was miskeyed for 2020 instead of 2021. Additionally, an odd charge from Amazon was recorded, TPL was billed but then immediately credited for the same amount of \$23.55 which was a mistake on Amazon's part. The balance at the end of June was \$4,242.10. The ARPA grant funds will be included in next month's report. An additional line will need to be added in Quicken to identify grant funds. In the debits column money spent from the ARPA grant will need to be identified and kept track of. HADAWAY believes they will need to make a fund request in the amount of \$5,000. The JLG annual subscription renewal is a big increase (over \$1,000) from last year. The LD reduced our subscription with them to 6 categories, based on what we need on a year to year basis. Sports was a focus for the students this past year, likely because of not being able to participate fully in contact sports due to Covid restrictions. JLG typically sends 72 books that are paid for and 60 for free (averages \$10/book). HADAWAY made a motion to renew our annual subscription to JLG in the amount of \$1,374.90. ROSS seconded the motion. The motion passed unanimously. Another company, Mid-America, usually provides a 30 day window to go through their box of books and send back what we don't need. Their box came right during the Covid crisis last year and the company informed the LD that the books did not need to be returned immediately due to the pandemic. The LD recently sent the unwanted books from this order back in June 2020 and they agreed to credit our account. The invoice total after sending back unwanted books was

\$389.85. Weebly charges TPL for the website in December so we can investigate getting in with the town on their site before having to pay that bill this year. HADAWAY wondered if it was too early to request plow bids but the group agreed to get moving on this. It was decided to run an ad in the newspaper for two weeks with an August 6th deadline. It seemed worthwhile to set up a two year contract if possible. Integrated Office Solutions combo printer/fax/copier is on a rental agreement but we are not being charged and do not know why. This will need to be investigated. HADAWAY would like to begin working on the budget in August this year as was discussed in previous meetings. ROSS made a motion to accept the financial report as presented. HADAWAY seconded the motion. The motion passed unanimously.

## **Library Director**

The LD reported that the audiobook collection has been weeded out and narrowed down to three shelves. The LD envisions eliminating these from the library in the next 3-5 years. LD is also weeding books from the kids room to make room for the 3D printer. The LD is reordering "book one" from many series as these tend to get lost. TPL's Summer Reading Program started last week with five students participating. 'Multicultural Tales' is this week's summer reading program subject. Scavenger hunts during these visits have been fun for the kids. State Parks, Squam Science Center and Castle in the Clouds summer passes have been purchased. The library staff is highlighting directions with the passes and handing them out with the passes. ADAPT came to TPL last week. The ADAPT counselors are having each kid check out a book under the ADAPT account and they are kept in the classroom they use. HADAWAY mentioned that she would like to attract authors to the outdoor classroom and appeal to adult patrons. Mike Dickerman writes historical books and may be interested in presenting at TPL. The group agreed to begin with one event a month. David Sakura might be another good option for presenting as he is a local. Marybeth and Sam can help in the evenings with this plan. The group agreed that reservations would be required and there may need to be a maximum number of patrons who could attend with Thornton residents getting priority. If the event was to be held outside and the weather was bad there could be a rain date or the event could move indoors or to remote using the meeting owl and Zoom. August 8-14 would be the best time to host a TPL presentation if someone is available then. Dan Egan is a local author who has released a new book and could also be a potential presenter.

## **School/Library Liaison**

ROSS reported that the police chief will contact the LD after National Night Out regarding the fire safety walkthrough. Lynne Campbell said they are still hiring a secretary and until then they will not know exactly who LD's contact during drills will be if Lynne is absent. The contact person may be ROSS but that will be determined in the near future. Rosalie Pendoley has approved donating a copy of her book to the library. The LD would like to know if she is going to be required to travel down to the school again next year for classes or not but that has not been decided yet.

## **ANNOUNCEMENTS**

None

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

**LD - Ask permission to digitize Thornton Memories book- Approved, see above.**

**ROSS-** *Ask the police chief to contact LD re: secure classroom drill-* In progress, see above.

**ROSS-** *Find out who texts LD during a drill if Lynne is absent-* In progress, see above.

**GRAVEL-** *Contact Deborah at Town Hall re: website-* In progress.

**ALL-** *Policy on donations-* In progress.

## OLD BUSINESS

**Update COVID Restrictions and Mask Policy-** Chairwoman GRAVEL noted that as of 6/23/21 the town of Thornton is only 55.2% vaccinated and the group agreed that ending the mask mandate at TPL does not seem safe until the community is at least 70% vaccinated. We need to be clear with the public about this TPL policy going forward. When school resumes, we will need to post any adjusted hours due to having to close TPL temporarily while there may be students in the library without additional personnel to serve the public.

**Community Building Project-** Lynne Campbell sent out an email asking for community members to represent Thornton Central School in the building project. The group agreed that a rotating group of library representatives will attend these meetings. HADAWAY wonders if we should look at the storage unit, document it in photos or videos and present it to the board to be clear that we would need storage in the new building so we can eliminate the need for a costly, external storage unit.

## NEW BUSINESS

**3D Printer Policy-** We will need to post a liability statement regarding “No weapons or tools of violence” and “No Violations of trademark or copyright law”. There should also be an age requirement of 18 to operate it alone but under 18 with the supervision of a library trained staff member. The 3D printer will be within eyesight of the library front desk.

**Donation of Artwork and books by Suzan Gannett-** ROSS made a motion to accept the artwork and books donated by Suzan Gannett. HADAWAY seconded the motion. The motion passed unanimously.

**Asset and Maintenance Inventory Sheet-** HADAWAY has asked the LD to document any maintenance on or purchases for the TPL building in a living document.

**Amazon Credit Card-** The LD would need to apply for the card but the group is still investigating options.

## ANNOUNCEMENT

The LD reminded the trustees that they will need to budget the LD an additional week of vacation due to the 10 year employee mark. The trustees will also have to consider Juneteenth into next year’s calendar.

## PUBLIC COMMENT

None

## NONPUBLIC COMMENT

ROSS made a motion to exit the public portion of the meeting and enter nonpublic session pursuant to RSA 91-A:3 (II)a. HADAWAY seconded the motion. ROSS: Yes; HADAWAY: Yes; GRAVEL: Yes. The motion passed unanimously. The trustees exited the public portion of the meeting at 2:37 PM.

The trustees entered the nonpublic session at 2:37 PM.

HADAWAY made a motion to resume the public session at 3:39 PM. ROSS seconded the motion. ROSS: Yes; HADAWAY: Yes; GRAVEL: Yes.

HADAWAY made a motion to seal the nonpublic minutes from July 12, 2021. ROSS seconded the motion. ROSS: Yes; HADAWAY: Yes; GRAVEL: Yes.

HADAWAY made a motion to make a fund request for \$5,000. ROSS seconded the motion. The motion passed unanimously. HADAWAY requested the LD forward her the last two fund requests that were made so that she has the accurate account numbers because HADAWAY will be initiating the fund requests in the future.

## NEXT MEETINGS

August 11, 2:00 PM

September 8, 3:30 PM

October 13, 3:30 PM

## ADJOURNMENT

HADAWAY made a motion to adjourn the meeting at 3:47 PM. ROSS seconded the motion. The motion passed unanimously.

## ACTION ITEMS

LD - Contact Adam regarding Rinnai heater

LD - Contact Integrated Office Supplies re: printer/monthly charges

LD and ROSS - Test out acoustics of outdoor classroom

HADAWAY - Check on an author to present at TPL in August and/or September