

**Thornton Public Library
Library Trustee Meeting Minutes
Wednesday, August 11, 2021**

Chairwoman GRAVEL called the meeting to order at 2:00 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; Nina Sargeant, Library Director; Mark Fischler, School Board Representative.

APPROVAL OF AGENDA

After some minor additions the agenda was approved.

APPROVAL OF MINUTES

After several edits HADAWAY made a motion to approve the public minutes as corrected from the July 12, 2021 meeting. ROSS seconded the motion. The motion passed unanimously. ROSS made a motion to approve the public minutes from July 29, 2021. HADAWAY seconded the motion. The motion passed unanimously. ROSS made a motion to approve the public minutes from August 4, 2021. HADAWAY seconded the motion. The motion passed unanimously.

CORRESPONDENCE

N/A

LIBRARY DIRECTOR POSITION

Ad for Posting- Chairwoman Gravel announced that the School Board had requested that the new hire be required to hold a Masters Degree in Library Information Science. FISCHLER was confident that the School Board would support a raise in salary consistent with that credential and said that it could be brought up at the School Board meeting next week.

HADAWAY wondered if students' IEPs can be shared with the library director. FISCHLER suggested that we could contact a school attorney about it. ROSS noted that, in the past, a one-on-one or a classroom teacher would assist a student with an IEP in library class if necessary. Since that is how TCS has done it in the past, the group assumed that it would continue to be done this way in the future.

HADAWAY asked if anyone other than TCS staff were being allowed into the school with the lifting of some Covid protocols and ROSS said she would check on that. Classes will be coming up to the library this year as they had done pre-Covid.

HADAWAY posed the question of background checks, with regards to the new hire, and whether they include, or can include, credit checks as well. The trustees are considering doing a credit check on potential candidates because they will be handling money. FISCHLER stated the concern that it could be considered discriminatory

to perform a credit check but if bad credit came up as associated with criminal charges he suggested that the trustees could make a decision based on that information. It was agreed that the trustees might be flexible with potential hires being in the process of finishing a degree or getting their certification. The group noted that they are hoping for a diverse interview group that includes trustees and possibly one or more of the following people: Mr. Bownes, Debra Shepherd, Eileen Woolfenden, and a School Board member.

Vaccination- The trustees are searching for a legal perspective on whether or not a new hire can be required to be (or become) vaccinated.

Mark Fischler left the meeting at 2:43PM.

REPORTS

Financial

HADAWAY presented the financial reports from July 2021. HADAWAY and MaryBeth worked on the financials together for the first time, since the LD will be leaving the position later this month. HADAWAY shared a recommendation that the TPL parking lot be raked to help in the winter where ice dams are forming in some places. The trustees thought it would likely not have to be done each year and that it could be a separate contract from plowing. Chairwoman GRAVEL suggested adding it to the budget for next year. HADAWAY requested that the LD share the plow bid specs and postcards from last year. HADAWAY suggested posting the bid specs online as opposed to having prospective bidders pick them up at the library as they have done in the past.

The LD said she spoke with Lee from Integrated Office Solutions about the printer/copier/fax machine and discovered that the TPL account has been closed but that TPL could keep the device. The group agreed that we need to look into reopening the account since the machine we have is old and will need to be updated. The new EPSON printer is doing well with copying but does not have a fax feature. HADAWAY noted that patrons use the fax feature on the copier and it may stop functioning at some point without being serviced anymore. GRAVEL suggested using an online fax service.

HADAWAY made a motion to accept an Amazon gift card of \$15. ROSS seconded the motion. The motion passed unanimously. HADAWAY made a motion to accept the ARPA grant for \$2963. ROSS seconded the motion. The motion passed unanimously. 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 she got an email from a patron who wanted to donate a laptop. It was agreed that it would be better not to accept it because of the personal information that may be on it and because it is older (6 years old). TPL is nearing the end of the Summer Reading Program and tonight there is an ice cream party with prizes. The LD started a "How To" binder for the next librarian with directions for various things and several forms. HADAWAY will come in the next couple days to help Marybeth with ordering from Amazon procedures. K-3 library classes are set up through mid-October. The LD has been reviewing the ILL system

with Sam and Marybeth. The LD presented a “Welcome to TPL” letter that will be going out to students soon. The LD printed trustee emails from 2017 to present and put them in public binders. Chris from Ace of Space said monthly rates are going to be raised at the storage facility. The LD received a class list from Mr. Bownes and will put it on Google Drive. HADAWAY wants the LD to add the login information for Barnes and Noble, Thriftbooks, Netflix and other sites ordered from onto Google Drive. Quilt projects will stay in TPL since patrons are working on them. The LD will finish kids’ backpacks for checkouts. HADAWAY asked about items in Destiny Quest. The telescope that was donated will be brought back to TPL by MaryBeth. ROSS confirmed with the LD that the Wii is still in the library and cannot be checked out. The LD will do an equipment inventory. The LD set MaryBeth up with a Cricket digital design space (a digital die-cutter) so that she can start using it to make signs. ROSS asked the LD to add the ‘Secure Classroom’ library directions to the “How To” binder.

School/Library Liaison

ROSS reported that the first day of school is August 31, 2021. Drop off and Pick up will be regular (no Covid regulations) but kids will have to wear masks on buses. Masks are optional on school grounds at this point. TCS has gone “green” which means that everything will be done through the parent portal instead of paperwork. There will be no pets allowed on school property or in the school at any time. The LD mentioned the library needs a sign referring to the no pets rule. The LD will see if Lynne can make TPL’s “Welcome to TPL” letter digital on the Parent Portal through PowerSchool.

REVIEW PROGRESS ON ACTION ITEMS AND DIRECTIVES

LD - *Digitization of Thornton Memories book*- Approved, ROSS is waiting for her signature

ROSS- *Ask the police chief to contact LD re: secure classroom drill*- LD to contact Chief

ROSS- *Find out who texts LD during a drill if Lynne is absent*- Mr. Bownes

LD/ROSS- *Test acoustics of outdoor classroom*- In progress

ALL- *Policy on donations*- Updated on the website

HADAWAY- Contacted several authors who are all busy, in progress

OLD BUSINESS

Update Covid restrictions; mask policy- ROSS will inform Mr. Bownes that students will need masks in the library.

ARPA Grant Funds- They were formally approved today. The equipment related to those funds has been ordered.

Trust Fund Disbursements- These will happen at the end of the year.

NEW BUSINESS

Boy Scout Troop/Crew Project- It’s calendar time which is their one and only fundraiser. HADAWAY made a motion to donate \$35 for a business card size space to the Boy Scout Troop/Crew Project. ROSS abstained from voting due to role for the scouts. KUCHON seconded the motion. The motion passed unanimously.

3D Printer Policy- HADAWAY sent some 3D printer policies via email and thinks that they cover all the concerns that we have previously talked about.

Library Inventory- The LD will compile a list of computers, when they need to be replaced, when they are disposed of and how.

2022 Budget- HADAWAY presented a budget that takes into consideration a new hire and other expenses.

Staff Reviews- The LD will get these done by next Wednesday, August 18, 2021.

Ace of Space Storage- Do we need it? Can space be made in the library to accommodate the storage items? After checking out the contents of the storage unit and looking into the library closet the trustees concluded that, with some rearrangement the storage unit items can fit into the library. The plan is to move storage items out of storage and into the library by the end of August.

ANNOUNCEMENTS

ROSS announced that August 20-22, 2021 is the Boogie and Blues and advised that staff and patrons be extra cautious with increased traffic around the library.

PUBLIC COMMENT

N/A

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 (1) . HADAWAY seconded the motion. ROSS: Yes; HADAWAY: Yes; GRAVEL: Yes. The motion passed unanimously. The trustees exited the public portion of the meeting at 4:00 PM.

The trustees entered the nonpublic session at 4:00 PM.

ROSS made a motion to resume the public session at 4:31 PM. HADAWAY seconded the motion. ROSS: Yes; HADAWAY: Yes; GRAVEL: Yes.

HADAWAY made a motion to seal the nonpublic minutes from August 11, 2021. ROSS seconded the motion. ROSS: Yes; HADAWAY: Yes; GRAVEL: Yes.

NEXT MEETINGS

September 8, 3:30 PM

October 13, 3:30 PM

ADJOURNMENT

HADAWAY made a motion to adjourn the meeting at 4:33 PM. ROSS seconded the motion. The motion passed unanimously.

ACTION ITEMS

LD- Ask Lynne about digitizing the “Welcome to TPL” adding it to the Parent Portal

LD- Complete staff reviews by Wednesday, August 18, 2021

LD- Add to Google Drive: Class lists, Login information, Equipment inventory

LD- Complete kids’ backpacks

LD- Add “Secure Classroom” and other TPL safety direction to the “How To” binder

HADAWAY- Plow bid

HADAWAY- Research credit check legality for a new hire

GRAVEL- Research legality of requiring Covid vaccine for a new hire

ROSS- Check on non staff on TCS grounds policy

ALL- School Board Meeting Monday, August 16, 2021

ALL- Remove items from storage unit

ALL- Research a new copier company and/or an online fax company