

**Thornton Public Library  
Library Trustee Meeting Minutes  
Wednesday, September 8, 2021**

Chairwoman GRAVEL called the meeting to order at 3:30 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; Sam Smith, Library Staff; MaryBeth King, Library Staff

**Public Present:** David Rivers

**Members Not Present:** N/A

PUBLIC COMMENT

David Rivers, a Thornton Public Library patron, attended the meeting to express his interest in keeping the projector and screen available for the public to check out. Chairwoman GRAVEL noted that the trustees were just recently informed that the projector and screen were being loaned out to the public, as those items were purchased for TPL use only. Mr. Rivers suggested he would be willing to be liable for the equipment and sign it out with a strict deadline for return. HADAWAY has researched other libraries' equipment check out systems and concluded that we would have to apply the same check out policy to all patrons if we chose to make the equipment available for checkout. Mr. Rivers said he would appreciate it if the trustees could come up with a policy that allows patrons to check it out but also protects the equipment. Sam recommends requiring a deposit from the patrons because the Lincoln library requires one and that seems to work well. A held check from the patron that could be returned to the patron when the equipment is returned in good condition could be a solution. Rivers stated that projector screens are hard to come by and that he will have to drive an hour north to get one for a presentation he is making tomorrow night. The trustees agreed to come up with a policy that protects the equipment and allows patrons to use it. Rivers added a general suggestion to the trustees about providing copies of student textbooks in the library. ROSS did not believe those would be available for the public to view but could check with Mr. Bownes. Chairwoman GRAVEL thought that a suggestion box at the library for the public could be a good idea. The question came up of whether we would need to use the projector and screen once we receive the ROKU TV? The answer was that we would possibly still need it if we did a presentation outside. HADAWAY suggested that the trustees consider selecting Pemi Baker Literacy Program as the designated charity for TPL's Amazon Smile account. The trustees agreed.

David Rivers left the meeting at 3:46 PM.

APPROVAL OF AGENDA

The agenda was approved.

APPROVAL OF MINUTES

ROSS made a motion to approve the public minutes as corrected from Wednesday, August 25, 2021. HADAWAY seconded the motion. The motion passed unanimously.

### CORRESPONDENCE

There have been no plow bids submitted yet. The next due date will be the Friday before our October meeting, October 8, 2021.

MaryBeth forwarded the iPage emails to Chairwoman GRAVEL.

### LIBRARY STAFF CONCERNS AND DISCUSSIONS

**Class Schedule-** The teachers have been staying in the classroom with Sam, so it has been going well during both reading time and book checkout time. ROSS will check with Mrs. Janowicz about when Mr. Cronin's homeroom will get library class. It may be every other week alternating with white/green weeks. The trustees set up the library staffing schedule with Sam and MaryBeth for the next two weeks. Sam requested the week of October 11-15 off.

### REPORTS

#### **School/Library Liaison**

ROSS said that Tina Anderson suggested that the 4th grade and 1st grade double up with the other class and either the classroom teachers and/or the assistants would stay with Sam. The library staff now have class lists with classified information about students, so it needs to be kept private and needs to be shredded at the end of the year. There have been several Covid cases at the schools in the SAU 48 but not Rumney, Thornton or Waterville Valley yet.

Sam Smith and MaryBeth King left the meeting at 4:15 PM

### OLD BUSINESS

**ARPA Report** The ARPA report is due on 9/30/2021 and we need to check that all the grant purchased equipment is working before submitting that report. HADAWAY believes that a press release may be required as part of the grant. The equipment is still currently boxed.

**Plaques for ARPA grant equipment** Chairwoman GRAVEL has them ready.

**Safety** MaryBeth wants to know if we should have a defibrillator machine at the library. ROSS will ask school nurse Judy and possibly Chief Dan. Chief Dan would also be the one to check the fire extinguisher at the library. MaryBeth checked and saw that the fire extinguisher had been checked recently in August of 2021.

**Building Project** Someone at the building committee meeting brought up a concern that if a new school library was attached to the TCS school building and was also open to the public during school hours, it could lead to safety concerns within the school building because of public access. How would a secure classroom drill work

with the public in that library? How would exits be set up for fire drills? The trustees will rotate on the building committee. The committee will visit Holderness and Rumney schools at the next meeting.

**2022 Budget** HADAWAY thinks the trustees would likely not have to pay the 20% New Hampshire Retirement System (NHRS) compensation rate for a new hire because we are not a school. It could be that we may only need to pay a 14% NHRS rate because we are trustees and not a school.

**Library Director Position** Chairwoman GRAVEL asked if we want to extend the ad for a Library Director opening with the NH Municipal Association?

#### NEW BUSINESS

**Policy re: checkout of electronic equipment** Chairwoman GRAVEL will draft a policy and a form to allow the public to sign out the equipment.

**New Logo** HADAWAY created a logo for TPL and shared it through email. The trustees thought it was great but thought the date should be 1763 when the town of Thornton was founded instead of the year the TPL was founded. ROSS made a motion to approve the new logo as amended. HADAWAY seconded. The motion passed unanimously.

#### ANNOUNCEMENTS

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 (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 4:54 PM.

The trustees entered the nonpublic session at 4:54 PM.

HADAWAY made a motion to resume the public session at 5:20 PM. ROSS seconded the motion. ROSS: Yes; HADAWAY: Yes; GRAVEL: Yes.

ROSS made a motion to seal the nonpublic minutes from September 8, 2021. ROSS seconded the motion. ROSS: Yes; HADAWAY: Yes; GRAVEL: Yes.

#### NEXT MEETINGS

September 22, 3:30 PM

October 13, 3:30 PM

#### ADJOURNMENT

HADAWAY made a motion to adjourn the meeting at 5:34 PM. ROSS seconded the motion. The motion passed unanimously.

### ACTION ITEMS

ROSS- Figure out library class time for both 5th grade classes.

ROSS- Inquire with school nurse about defib machine at the library

GRAVEL- Create a form to sign out equipment

GRAVEL- Scan and email the new LD application to trustees

GRAVEL- Extend ad with NH Municipal Association?

HADAWAY - Contact NHRS regarding Employer Contribution percentage