

**Thornton Public Library  
Library Trustee Meeting Minutes  
Thursday, December 23, 2021**

Chairwoman GRAVEL called the meeting to order at 12:51 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, and Vivica Duffield, Library Director

**Members Not Present:** N/A

APPROVAL OF AGENDA

All agreed with items on the agenda.

APPROVAL OF MINUTES

HADAWAY made a motion to approve the minutes from December 7, 2021. ROSS seconded the motion. The motion passed unanimously.

CORRESPONDENCE

HADAWAY reported receiving a 2022 Model Year Fuel Economy Guide from the US Department of Energy. TPL also received an employment verification form for the former library director from the Department of Health and Human Resources which HADAWAY referenced by email to Mary and Debra at Town Hall for direction on how best to proceed.

REPORTS

**School/Library Liaison** Mrs. Chase and the 8th graders are trying to raise money for their class through the public purchasing Waterville Valley Ski area tickets and ROSS was hoping the library could promote the fundraiser. Winter Activity happens on Wednesdays so some of the teachers who have library class on Wednesdays want to switch days if possible so the students don't miss library classes. The LD is getting a great response from the school. Mr. Bownes will get with the LD to review safety procedures.

**Financials** HADAWAY mentioned that she has been training the LD to enter the orders into the computer and that has been going well. The trustees reviewed the reconciliation from November 2021. ROSS made a motion to approve the financial report. HADAWAY seconded. The motion passed unanimously. HADAWAY brought up the question about whose name should be on a new TPL credit card. The trustees agreed it should be under the LD's name. HADAWAY will check into both Amazon and Northway cards to see which would be better.

The trustees reviewed the end of year budget numbers and list of items to be purchased before 2022. The fund request check that was requested by HADAWAY through email after it was approved at the last

meeting has not come through from Town Hall yet. The LD purchased new office desk chairs. HADAWAY made a motion to approve the LD to purchase computers and peripherals up to \$2,500. ROSS seconded the motion. The motion passed unanimously. HADAWAY presented the option of purchasing some modular furniture that can be configured in different ways so that the LD would have the option of opening up the space for public presentations. The trustees agreed that the shelving should have locking wheels for safety. HADAWAY made a motion to approve funding of up to \$5,000 for the purchase of furniture. ROSS seconded. The motion passed unanimously.

**Library Director** The NH Library sent a letter noting that TPL needs to update some things regarding interlibrary loan and a registration form. Chairwoman GRAVEL recommended that the LD leave the question of who TPL's parent organization is blank on the registration form as that is how it has been done in the past. The LD passed around some designs for the new business cards through Vistaprint which offer 100 cards for \$17. The trustees agreed that Vistaprint was offering a great price, but HADAWAY plans to complete the design using the new TPL logo she created. The LD passed around letters TPL received regarding NH State Park passes and NH Historical Society. The trustees agreed to hold off on purchasing summer passes for now. The LD will renew the subscription to the Record Enterprise. NewsBank is an online access site and the LD will check on a subscription to it. The LD brought up starting to use a form that patrons can fill out to offer their ideas and preferences. HADAWAY recommends starting a spreadsheet for tracking employee hours beginning next year.

#### NEW BUSINESS

N/A

OLD BUSINESS The LD will try to locate the emails from FlashForge USA to find the links to the curriculum packs for the new 3D printers. The LD should download the software for the new EPSON printer on the computer. Chairwoman GRAVEL recommends sending any communication to the Town Office through email so that there is an easily accessible record. The LD will contact Spectrum regarding the TPL IP address.

#### PUBLIC COMMENT

N/A

#### NONPUBLIC SESSION

HADAWAY made a motion to exit the public portion of the meeting and enter nonpublic session pursuant to RSA 91-A:3, II (a) . ROSS seconded the motion. ROSS: Yes; HADAWAY: Yes; GRAVEL: Yes. The motion passed unanimously. The trustees exited the public portion of the meeting at 2:22 PM.

The trustees entered the nonpublic session at 2:22 PM.

HADAWAY made a motion to resume the public session at 2:29 PM. ROSS seconded the motion. ROSS: Yes; HADAWAY: Yes; GRAVEL: Yes.

ANNOUNCEMENTS

Every second and fourth Wednesday from 7-8 PM Scouts will be meeting at the library.

NEXT MEETING

Friday, January 21, 3:30 PM

ADJOURNMENT

HADAWAY made a motion to adjourn the meeting at 2:32 PM. ROSS seconded. The motion passed unanimously.

**Approved January 21, 2022**