

**Thornton Public Library  
Library Trustee Meeting Minutes  
Friday, January 21, 2022**

Chairwoman GRAVEL called the meeting to order at 3:38 PM

**Members Presents** – Diane Gravel, Chair; Kate Hadaway, Treasurer; Anita Ross, Library/School Liaison and Vivica Duffield, Library Director

APPROVAL OF AGENDA

All agreed on agenda items

APPROVAL OF MINUTES

Minutes from last meeting were reviewed and minor changes were made. ROSS made a motion to approve the minutes December 23, 2021, as amended. HADAWAY seconded. Motion passed unanimously.

CORRESPONDENCE

Note from Christine St. Laurent. HADAWAY will complete DHHS forms. LD has a thank you card for Sellingham donation Trustees will sign.

CORRESPONDENCE

**Financials** – Trustees reviewed financial statement for December 2021. ROSS made a motion to approve the December 2021 financial report. HADAWAY seconded. Motion passed unanimously.

**Director's Report**

School visits. Going well. New schedule during winter program.

Suggestion – DVD cleaner. Amazon \$64.00. Had one in Lincoln and it worked very well including scratched DVDs.

New Mailbox. Per LD, mailbox is broken and keeps getting blown open. GRAVEL asked if a new post was needed as well. Advised LD that her spending limit is \$300, so go ahead and purchase items.

LD met with events committee last Tuesday. Discussed Sugar on Snow at school. Events Committee very interested in having a book walk possibly through the woods at the same time. March 19<sup>th</sup> (third Saturday).

LD is willing to do Saturdays for hosting events, etc. Has ideas for local authors, etc.

Craft kits with kids to do for story time.

LD has been organizing shelves, especially to clear out near router. New computers have been received. LD is working on setting them up. Need a Microsoft email in order to set it up.

Email issue has been resolved with purchase of additional space for \$9.95/year.

LD handed out sample survey sheet. Start with book clubs to get feedback on programs, services, etc. All the Trustees thought it looked great.

### **Library/School Liaison**

Reviewed current COVID numbers throughout the SAU. COVID tests have been ordered for staff.

### OLD BUSINESS

HADAWAY needs to contact credit card companies. Northway, Amazon; ask Debra who the town uses.

3D Printer Training – Vivica needs to add the 3D curriculum packs now that the new computers are in.

FamilySearch access is still not functioning. LD and Gravel will follow up.

### NEW BUSINESS

Auditor's request for the books. HADAWAY and LD will work together to provide requested items. Trustees will review and discuss financial controls at next meeting now that we have a new LD.

Chairwoman GRAVEL discussed possibly moving emails to GMAIL. GRAVEL will also check with TA Shepard regarding potential to move email addresses to the town and retain the domain. Continue exploring possibility to move library website over to a town page.

Labor Law Posters – Need to get updated posters. HADAWAY works with a company in Concord – Checkmate Payroll – that has labor law posters. They may have one they could donate. HADAWAY made a motion to accept a gifted poster, if available. ROSS seconded. Motion passed unanimously. ROSS made a motion that If one is not available as a gift, purchase for \$35 from Checkmate. GRAVEL seconded. HADAWAY recused. MOTION passed.

### PUBLIC COMMENT

N/A

### NON-PUBLIC SESSION

ROSS made a motion to enter nonpublic session Pursuant to RSA 91-A:3, II (a) at 4:13PM. HADAWAY seconded. ROSS: Yes. HADAWAY: Yes. GRAVEL: Yes.

Trustees entered non-public session at 4:13PM.

ROSS made a motion to exit Non Public at 4:35 pm. HADAWAY seconded. ROSS: Yes; HADAWAY: Yes and GRAVEL: Yes.

HADAWAY made a motion to resume public session at 4:35PM. ROSS seconded. HADAWAY: Yes; ROSS: Yes and GRAVEL: Yes.

HADAWAY made a motion to seal the non-public minutes. ROSS seconded. HADAWAY: Yes; ROSS: Yes and GRAVEL: Yes.

ANNOUNCEMENTS

None

NEXT MEETING

Next meeting February 16<sup>th</sup> at 3:30pm

ADJOURNMENT

ROSS made a motion to adjourn at 4:40pm. HADAWAY seconded. Motion passed unanimously.

RESPECTFULLY SUBMITTED BY KATE HADAWAY

**Approved February 16, 2022**