

**Thornton Public Library
Board of Trustees Meeting
Wednesday, May 18, 2022
3:30pm**

Minutes

Attending: Diane Gravel, chair; Kate Hadaway, trustee; Anita Ross, trustee; Vivica Duffield, Library Director

The meeting was called to order at 3:32 pm. The agenda was approved.

Ross made a MOTION to approve the minutes from the April 6, 2022, meeting; Hadaway seconded. The motion passed.

Reports

1. Financial; will do Squam Lakes Summer Program for \$270.06; Lynne Campbell asked for budget number; Vivica will contact Mary Conn or Debra Shepard for exact figure. Ross made a MOTION to approve the financial report for March 2022; Hadaway seconded. Motion passed.
2. Library Director
 - NH Historical Society sent two passes. Employees and trustees can attend programs with passes.
 - She attended a NH Fish & Game workshop in April. She learned that they have traveling fur kit and received a wildlife book. They offer adult programs, including a mindfulness and nature workshop. It was an excellent, worthwhile workshop.
 - FamilySearch – Bob Dunlop is very interested in getting the FamilySearch access up and running. We will notify him when that happens.
 - Weeding policy – working on weeding; some books have been overdue since 2018, possibly as many as a few hundred. One ILL book was lost. It was valued over \$100. We will pay the bill to avoid difficulties with the ILL service; then, we will proceed to collect directly from the person who lost the book.
 - Celeste Moreau and Claire White worked in the gardens.
 - Proposed a book sale – from weeded and donated books. Start Friday, June 10-17. Will do a running sale for a week. She purchased a cashbox to have available for such activities.
 - Summer Reading Program -- starts June 20 and will run through July 29; theme “Oceans of Possibilities.”
 - National Night Out – August 2. Hadaway suggested getting prize from new aquarium by Storyland; would be consistent with the theme. LD will call.
 - Science Books – talked to Julia Chase; need to update books for her class. Broad Reach Books doesn’t have all the things Chase needs; quote \$580 (buy one, get one free). But more elementary than middle. Focused on science. Also looking for supplier that has more books on natural disasters for Ms. Perkins.
 - Completed statistics for NHSL; updated square footage.
 - Gardening – a few people have volunteered to help with the vegetable garden.
 - On May 25, LD will go to NHSL for Reimagining School Readiness Program for students getting ready to go to school, preparing their minds and attitude, dispelling fear; getting \$500 worth of free materials. Attended webinar on Monday, left at 2:35.

She was able to clock in so are eligible for the materials. Must go May 26, 9:00-12:00 at NHSL.

- Anything that needs to be posted on the Town website must be sent to Desiree.
3. Library/School Liaison
Covid cases are on the rise. TCS 1 student, 1 teacher.
Schedule for 2022 passed the School Board; no more remote dates; on voting days, lunches will be served in rooms.
Ross talked to Town Administrator about digitizing records. She said it's up to trustees. Correspondence/administrative records, 1 year; policy and program records for applicable period; library cards, 1 year after; user records, RSA 201-d:11; minutes must be kept permanently.
Talked to Steve Switzer about 3D printers; excited about getting involved. LD will download curriculum packs.
LD to contact school reordering a yearbook.

Review progress on Action Items and Directives

1. LD - Check with Town re putting library events on town calendar. DONE.
2. ROSS - Ask Debra Shepherd how long we're required to keep records and whether we can digitize them. DONE
3. ROSS - Follow up with Steve Switzer re 3D printers. DONE
4. GRAVEL - Post credit card query on NHLTA list serv. DONE
 - Hadaway reported that the Auditor said if we have a checkout procedure, and the card is secured, we can keep the debit card.
 - Ross needs to call Staples; her name is on the Staples credit card. Needs to report it lost/stolen.

Old Business

1. GRAVEL reminded everyone that the draft of ideas for the website is in Google Docs
2. Building Plan – GRAVEL and LD met with the architect and went over needs for a new building. They must first determine if the current foundation can be used and include the following considerations.
 - Move the restroom to the back of the building.
 - Bump out the front and the back to create more space.
 - Plan for issues with afternoon sun if we have large windows.
 - Need more storage space, perhaps incorporating current restroom space.
 - Security for student side of the library.

Comments were made suggesting potential plans to separate the school and public libraries.

New Business

No new business was reported.

Nonpublic Session

Hadaway made a MOTION to enter nonpublic session; ROSS seconded.
ROSS Yes; HADAWAY Yes; GRAVEL Yes.

The trustees exited public session at 4:43 pm.

Resume Public Session

HADAWAY made MOTION to resume public session at 4:55 pm; ROSS seconded. ROSS Yes; HADAWAY Yes; GRAVEL Yes. The motion passed unanimously. Public session resumed at 4:55 pm.

HADAWAY made a MOTION to seal the minutes of the nonpublic session. ROSS seconded. ROSS Yes; HADAWAY Yes; GRAVEL Yes. The motion passed unanimously. Public session resumed at 4:55 pm.

Next Meeting

The next regularly scheduled meeting will be on June 15, 2022.

ROSS made a MOTION to adjourn at 5:00 pm. HADAWAY seconded. The motion passed unanimously.

Respectfully Submitted,

Diane Gravel

Approved June 15, 2022