

MEETING MINUTES
Thornton Public Library
Board of Trustees
Wednesday, July 13, 2022
3:30 pm

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

Gravel called the meeting to order at 3:36 pm.

APPROVAL OF AGENDA

The agenda was approved as submitted.

APPROVAL OF MINUTES

Ross made a motion to approve the minutes from the June 16, 2022, meeting; Hadaway seconded. The motion passed unanimously.

CORRESPONDENCE

Duffield and Hadaway shared an email from Know Buddy Resources regarding an invoice from 2018 in the amount of \$54.78. Their email referenced previous unpaid orders from 2016, mentioning a communication they had received from TPL requesting that the invoices be split so as not to exceed a total of \$300 on any individual invoice. Further investigation is required.

REPORTS

Financial

May report included with June; down to about \$1600 in operating fund. Need fund request.

Audit/bookkeeping processes will be streamlined. Gravel will first review bank statement. Hadaway will come in twice a month.

Plow bid; draft from Hadaway. due August 12; Hadaway will publish with Salmon Press to run once. Trustees will open bids on August 17.

Hadaway passed out draft budget for 2023.move

Ross moved to approve; Hadaway seconded; motion passed.

Remaining balance of \$9010 in operating fund on deposit with Town. Hadaway made a motion to request \$5000; Ross seconded; motion carried.

Hadaway reported that it appears NHRS contribution rate may go down to \$1385 in 2023.

Library Director

Bought flea bombs; possible dust mites or fleas. Carpet may need cleaning. Bought new mailbox. Scraped and touched up the signposts. MaryBeth will be out 3 times in August: 5th, 15th, then 31st through Labor Day, for a total of 5 days. Need to determine how she will be compensated. No additional coverage on the 5th. Half-day sub on 15th and 31st. Vivica will be out on July 22. School starts on August 30. Specials will probably start first full week. Bownes will confirm with Ross.

National Night Out – 5:00-7:00, first Tuesday in August (August 2). If we need tables or chairs, LD should contact Vicky at Thornton PD. Hadaway will check out debit card to LD on 7/25.

Summer Reading Program – 25 people attended the Living Shores event. Squam Lakes Animal Exhibition, 41 attended. Living Shores does not give away gift certificates.

Had a magician/juggler on July 5; 7 attended.

Next program with Susan Gannett, jewelry, making bracelets with story time the next day. No charge.

Book Fair – in October, Scholastic Book Fair. We have leftover Scholastic dollars (\$225.14). If teachers want more science books, that would be a good use of the dollars. Scholastic brings books to the library for purchase.

United for Libraries Virtual Conference, August 9-11. State Library has purchased statewide registration for all library directors, staff, and trustees. LD will check email for registration details.

3D Printers – One has a clogged nozzle. Opened new printer. Still haven't resolved/downloaded curriculum packs. Currently using Tinker Cad program. LD will contact company re solution for clogged nozzle.

Library School Liaison

Principal Bownes will confirm that students will be entering through the entrance to the children's section, unless something changes with COVID. He will confirm class schedule. As of now, the plan is to have classes on election day.

Lynne Campbell says we can't have walkie-talkies in the library due to security concerns. We should provide staff's personal phone numbers to Lynne.

Printer Problems

Gravel was able to print a test page on the Brother printer, but the black ink was very faint. She recommended cleaning the printheads; if that doesn't work, change the black cartridge. If the problem is still not resolved, LD will contact Brother Support for assistance.

NEW BUSINESS

Email addresses. Gravel will set up Gmail accounts for MaryBeth and Vivica. Also post new addresses on website.

NONPUBLIC SESSION

Hadaway made a motion to enter nonpublic session pursuant to RSA 91-A:3 (II)(a); Ross seconded. Roll-call vote: Ross Yes; Hadaway Yes, Gravel Yes. The trustees exited public session at 4:55 pm.

RESUME PUBLIC SESSION

Hadaway made a motion to resume public session; Ross seconded. Roll-call vote: Ross Yes; Hadaway Yes, Gravel Yes. Public session resumed at 5:15 pm.

Hadaway made a motion to seal the minutes of the nonpublic session; Ross seconded. Roll-call vote: Ross Yes; Hadaway Yes, Gravel Yes.

Ross moved to adjourn the meeting at 5:16 pm; Hadaway seconded. Motion passed unanimously.

Respectfully Submitted,
Diane Gravel

Approved September 17, 2022

ACTION ITEMS

- Revolve issue with Know Buddy Resources
- Hadaway to request funds from operating account
- When bank statement comes in, LD to contact Gravel for review
- Hadaway to place plow bid with Salmon Press
- Begin work on 2023 budget
- Determine MB compensation for time off in August
- Hadaway to check out debit card to LD on 7/25 for National Night Out supplies
- LD will follow up on registration process for United for Libraries Virtual Conference, August 9-11.
- LD will contact Flash Forge re solution for clogged nozzle on 3D printer.
- LD will resolve problem with curriculum pack downloads.
- Ross/LD to provide Lynne Campbell with personal phone numbers for staff.
- LD will contact Brother Support for assistance with printer if printhead cleaning and/or new cartridge doesn't work.
- Gravel will set up Gmail accounts for LD and assistant; will post new addresses on website.