

Thornton Public Library  
Board of Trustees  
Minutes  
Wednesday August 2, 2023

**Members present:** Chairperson Diane Gravel; School Liaison Anita Ross; Marty Humphrey Treasurer; Jackie Belanger, Alternate; Library Director Viveca Duffield.

The meeting was called to order at 1:00. A motion to approve the amended minutes was made by Marty Humphrey and seconded by Anita Ross. The minutes were approved.

**Old Business:** Diane will check if the contract for driveway grading was discussed at the BOS meeting.

**New Business:** The Library will support an ad in the Boy Scout calendar for the month of June which will include a reminder about the summer reading program. Marty Humphrey moved to support the calendar by purchasing an ad; Diane Gravel seconded; and Anita Ross recused herself. Anita as Scoutmaster, thanked the Trustees for their support of Troop 58.

Anita presented a request from Principal Bownes that the library open early for middle school students during the school year. The trustees agreed that they would like to accommodate the students. Vivica will explore how staff hours can be adjusted to make the accommodation.

Jackie Belanger attended the annual NH Library Trustees Workshop and reported on the use of email for decision making. No deliberations or decisions other than meeting dates can be made through email. Public Right To Know law allows citizens to request emails by subject or date.

Library Director, Viveca Duffield, will attend a school library media specialist conference next Wednesday.

Administrative Matters: Discussion of By-laws Article 4. Discussion and update of Policies and Procedures Manual. Anita Ross made a motion to accept Policies and Procedure as amended and Marty Humphrey seconded. Motion passed.

Library Director Job Description discussion will be tabled for another meeting.

Next meeting: August 16, 2023 at 1:00p.m.

Marty Humphrey moved to adjourn and Anita Ross seconded. The motion passed and meeting was adjourned at 3:26 p.m.

Respectfully submitted,  
Jackie Belanger

**Approved September 13, 2023**