

Thornton Public Library
Board of Trustees
Meeting Minutes, Draft

September 13, 2023

Attended by Diane Gravel, Anita Ross, Marty Humphrey (trustees) and Vivica Duffield (director)

Diane Gravel called the meeting to order at 3:32 p.m. No changes were made to the agenda.

Marty Humphrey made a motion to accept the minutes of the August 2nd meeting and Anita Ross seconded the motion. The motion passed. Changes were made to the minutes of the August 16th meeting. Marty made the motion to accept the minutes from the 16th meeting and Anita seconded the motion. The motion passed as all were in favor.

Marty presented the financial report. Diane suggested that the check for reimbursements to Vivica should be itemized, which shows as a split in Quicken, and should say miscellaneous for various supplies and furniture items. There are outstanding checks not cashed: NHLA and J. Silvia. Our savings account is listed at \$ 988.00 for August.

Marty suggested that we include enough money in the budget line item for fuel to cover maintenance of the heaters. Marty has been working on the budget for the town selectmen meeting. Marty asked if we should provide a breakdown for them in bold numbers that makes it easier for them to review specific categories. Everyone agreed that it would be a good idea. Marty does not know what the COLA will be for 2024 and will use the 3% used in 2023 for budgeting purposes.

Marty made a motion that we request a check from the town for the remaining \$4660 of the budget for operating expenses for the rest of the year. Anita seconded the motion. The motion passed. Anita made a motion to accept the financial report and Marty seconded the motion. The motion passed.

Marty then presented her proposal for outdoor work to the gardens on September 22nd on the Day of Caring, when volunteers will do work outside the library. The options that Marty proposed included cement blocks, pavers, and rocks from the woods for borders around the front gardens. Marty asked if the school would allow us to take down trees out front in the parking lot and if we could get a chipper for the trees as well. Diane said that she would address a letter to superintendent Kyla Welch if “the school is comfortable with knowledgeable volunteers taking down trees”. Marty made a motion to spend up to \$350 from the budget for outdoor work in the repairs and replacement category. Anita seconded the motion, and the motion passed.

Director’s Report: Vivica shared news about our fall newsletter that was recently sent out via email. She is also looking for volunteers and another substitute library employee in case that Christine St. Laurent is unavailable. MaryBeth will be on vacation at the end of the month and we have a book fair starting three of the days that she is gone. Vivica has spoken to three

possible prospects, but has discovered that they would want to be paid, not just volunteer. Vivica would need to know the pay scale to offer prospective part time applicants. Diane requested a letter of interest and a resume from prospective applicants. Vivica is planning some programs for the fall: an author who is a Holocaust survivor and who wrote a graphic novel. She is also looking for someone to speak about local history. There was discussion about local historians who could be speakers at the library. Diane mentioned that UNH digitized town reports and that we could put a link on our website. Note: The book sale earned \$155.00 over the summer. MaryBeth will be attending a weeding workshop at Meredith library. It will be considered time worked.

The school liaison report was presented by Anita who said that Jon Bownes was happy with the hours that were arranged for the school students. Vivica reiterated that we clarify the scheduled times with the middle school because no middle school students are coming to the library on Tuesdays. Vivica comes in early on Tuesdays, Thursdays, and Fridays, and she is tallying the groups of students who come into the library for the month of September. There was discussion regarding the agreement with the school. There is a school board meeting on September 25th.

Under Old Business: Diane will look at the school agreement to see if we want to add tree removal. Marty discussed adding \$ 5,000 to the budget for tree removal.

Marty made a motion to go into a non-public session, and Anita seconded the motion. Roll call vote: Humphrey Yes; Ross Yes; Gravel Yes. Non public minutes would not be included here.

Marty made a motion to resume public session at 5:16 p.m.; Anita seconded. Motion passed. Public session resumed at 5:16 p.m.

Marty made a motion to adjourn and Anita seconded, and the meeting was adjourned at 5:17 p.m.

Submitted by Vivica Duffield

Approved October 11, 2023