

**Thornton Public Library**  
**Trustee Meeting Minutes**  
**Wednesday, February 14, 2024**

- I. The meeting was called to order at 3:33 pm. In attendance were: Diane Gravel, Chair, Martha "Marty" Humphrey, and Anita Ross, Trustees; Library Director Vivica Duffield.
- II. The agenda was approved.
- III. Approval of minutes from previous meetings
  - A. Minutes from Dec. 13, 2023 were approved
  - B. Minutes from Jan. 20, 2024 were tabled until next meeting
- IV. Friends of the Library has been formed
  - A. 5-Member Board was elected: Kevin McKenna, President; Kelli McGrath, Secretary; Lori Harris, Treasurer; Myrtle Lewis and Catherine Wagner, Members at Large
  - B. They have created Articles and By-Laws, obtained an EIN number and created a membership application. Next steps involve filing with the State and IRS - monetary funds are needed.
    - 📄 Friends Application 2024.pdf**Moved by Anita Ross and Seconded by Marty Humphrey:** Utilize funds from the Library's "Other Financial Sources" savings account for these filings. **PASSED**
  - C. Support needed from the Library:
    1. Coordinate with Trustees to understand what we set as goals in 2024 and how they can help
    2. Assist where applicable in programs Vivica has planned
    3. Assist with the community garden project (spring/summer)
    4. Consider a project to raise funds/get grant for a seating area outside the library building
- V. Reports
  - A. Financial - monthly reports were reviewed as well as the materials being submitted to the Town Report and Auditors.
  - B. Library Director:
    1. Vivica reviewed books she is purchasing for the school. Marty made a motion to approve the purchase of up to \$550 in books from KnowBuddy. Anita seconded. . **MOTION PASSED**
    2. The State Library would like information on active patrons so they can purge inactive accounts from the electronic lending system. They do not need names, just account numbers. Vivica will not be able to submit this until summer.
    3. A discussion was held on how to address books not returned by students. Notification to the teacher as well as a letter that goes to the students for their

parent(s) makes sense. Also, student could be barred from further borrowing until the books are resolved.

4. Vivica is working on the February newsletter and will attempt to give as much advance notice as possible for coming events.
5. Bids for driveway work need to be sent to local dirt contractors; no need to pay for newspaper ad. Bid should ask for a separate quote for leveling the space to the right of the building for a future storage shed.
6. Discussion of how to inform teachers of students' expected behavior at the Library and infractions thereof; communication of "what the library can do for you" and "what you want the library to do for your students." Goal for this is Sept 2024 and hopefully a discussion with the Director and Teachers.

C. Library/School Liaison - Anita confirmed that school is open and will be using the Library on President's Day. She also reviewed the dates of school vacation: 2/24-3/3.

- VI. Old Business - Marty sent out the invoice for the school's portion of the 2023 expenses.
- VII. New Business: Alternates serve for one year. Need to think about potential candidate(s) before June.
- VIII. Next meeting is March 12 at 3:30.
- IX. Meeting was adjourned at 5:25pm.

Submitted by.....

Marty Humphrey

APPROVED March 13, 2024