

THORNTON PUBLIC LIBRARY  
Board of Trustees  
Minutes - Wednesday April 10, 2024

- I. The meeting was called to order at 3:38. Members in attendance: Diane Gravel, Marty Humphrey, Anita Ross, and Vivica Duffield, Library Director.
- II. The agenda was approved.
- III. Minutes were approved.
- IV. Reports.
  - A. Financial reports were reviewed and accepted.
  - B. Library Directors report.
    1. Two interviews have been conducted for the Assistant's position; 1 more interview will take place next week.
    2. Two companies have put in bids for cleaning the library. Both quote "weekly" - they will be asked to quote on "monthly".
    3. No bids have been received for the driveway. Marty mentioned that the construction company doing the work on the school should be asked to quote, especially since damage to the driveway/parking lot may occur due to heavy truck traffic this summer.
    4. Community Program - Vivica is in discussion with Daniel Heyduk about a program on local history during May. A start time of 4:00 or 7:00 pm seems the best options.
    5. Scholastic Book Fair is next week. A discussion was held about how to handle vouchers for those children who need assistance in purchasing books. Two people have stepped forward to donate the vouchers.
    6. Eclipse glasses - \$15 in donations was collected from people who picked up eclipse glasses. This has been placed in the Scholastic fund for student vouchers.
    7. 2023 statistics have been submitted to the State. A copy will be sent to Desiree.
    8. Vivica will be attending a "Working Together" workshop on Thursday. She will also be attending a CLIF workshop addressing an activity they sponsored for students "write a two sentence story".
    9. Vivica is working on deleting duplicates and undeliverable addresses in Constant Contact. The subscription rate will be reviewed and checked against the cost to purchase via Tech Soup.

10. Library Hours: Until we are fully staffed, the library will close at 6:00pm on Mon/Wed. The Trustees will review summer hours at our June meeting.

C. School liaison.

1. The Principal has stated that the library driveway/parking area will be used by the construction trucks this summer - "It's our land". Anita and Vivica will request that the Principal and the SAU Facilities Director attend our meeting on May 8 to discuss access to the library during the summer construction.

2. ADAPT will not be running a program at the school this summer due to construction. We are unsure how this will impact our garden area.

V. New Business.

A. Friends of Library meeting is scheduled for April 22nd.

B. Motion was made and Trustees accepted book donations from Allan Stern.

C. NH Library Trustees Assn Annual Conference is June 5th. Marty and Diane and planning to attend.

D. How to handle cemetery records for other towns located at our library was discussed. Marty communicated with two members of the State Cemetery Assn and learned that the record books should go to the Town the cemetery is located in so they can destroy the book if it's a duplicate. Any persons from Thornton that are buried in another town should be recorded by our Cemetery Commission.

E. Cooperation between the School and the Library was discussed in light of a project that was undertaken for the eclipse. The Trustees will discuss creating an addendum to our School Contract that outlines the areas of collaboration with specific information about lead times for obtaining materials needed for classes.

VI. Public comment. None.

VII. Non-public Session. None.

VIII. Next meeting. May 8, 2024 at 3:30.

IX. Adjournment. Marty moved and Anita seconded to adjourn. Motion passed. Meeting adjourned at 5:07.

Respectfully submitted,

Marty Humphrey

**APPROVED May 8, 2024**