

Thornton Public Library  
Board of Trustees  
Minutes - April 17 & 22, 2024

- I. The meeting was called to order at 3:36. Members in attendance: Diane Gravel, Marty Humphrey, Anita Ross, and Vivica Duffield, Library Director.
- II. The agenda was approved.
- III. New Business
  - A. The scope of work that is currently known about the school addition was discussed.
    1. Week of April 22-26 the pathway to the school will be widened.
    2. The library will keep its usual hours on Monday, April 22nd
      - a) The Trustees will continue this meeting on Monday April 22 to determine what hours the library can be open while the construction is taking place.
    3. Friends group will meet as planned on Monday evening.
    4. No story time on Wednesday, April 24.
    5. Vivica will coordinate with Scholastic for picking up the book fair cases.
  - B. New Hours
    1. The Library will close on Monday and Wednesday at 6:00pm for the remainder of the school year. This is due to the current staffing level at the library.
    2. At the May Trustees' meeting a discussion of the hours to be open during the summer will be determined. Hopefully the scope of work for the school construction will be known, e.g. the use of the library parking lot.
  - C. The Constant Contact newsletter will go out on Friday with details about the construction, hours, etc.
- IV. At 3:45pm the meeting was tabled until Monday, April 22 at 1:00pm.  
The meeting was called to order on April 22 at 1:00pm.  
Guest: Josh Gold, Project Manager, Lacewood Group, Inc.
- V. School Construction Project - Josh gave an overview of the scope of work and its impact on the library. Construction begins June 17 and ends when school starts.
  - A. Truck traffic will occur from 7:00am to 9:00am and 2:30pm to 3:30 pm  
From time to time there will be deliveries of materials
  - B. An overall scope of work will be available June 1.

- C. We will receive a 2-week look-ahead of the project so that planning around deliveries and other major activities will be known in advance.
  - D. A sign can be placed on the parking lot divider/fence pointing to where library patrons should park.
  - E. We will remind residents/patrons that “Library hours may be altered throughout the building project. Our concern is to maintain patron and staff comfort while the school building project is taking place.”
- VI. Library Hours will remain as they are currently: M-W 9:00 to 6:00 and T-Th-Fri 9 to 4:00.
- A. Sandia will work up to 20 hr/wk including Mon/Wed/Fri
  - B. Saturday hours will be considered for the summer with shortened hours on Thurs or Friday.
- VII. Friends are meeting tonight
- A. Vivica will ask them about idea for the 250 US anniversary celebrations being planned around the State.
- VIII. Cleaning - Vivica will check with M&M to see if they are willing to do an every-other week schedule at \$75 per visit.

Meeting was adjourned at 1:52pm

Respectfully submitted,

Marty Humphrey

**APPROVED: May 8, 2024**