

Thornton Public Library  
Board of Trustees  
Minutes - October 9, 2024

- A. The meeting was called to order at 3:32pm. Members in attendance: Diane Gravel, Marty Humphrey, Anita Ross, and Vivica Duffield, Library Director.  
Guest: Brian Lasch, CEO of Owl's Nest Resort
  
- B. The following minutes were approved:
  - August 14, 2024 - nonpublic
  - September 18, 2024
  - September 18, 2024 - nonpublic
  - October 4, 2024 (email vote)
  
- C. Brian Lash, CEO of Owl's Nest Resort reviewed the long term building plans of the organization in the area known as Pope's land. Plans include a community center building, theater, river access and more for not just Owl's Nest residents but the entire community. Its location will be from a road that is north of the Transfer Center, Route 175. Construction in this expansion area is probably two (2) years out.
  
- D. Finance Report
  - a. Trustees reviewed the bank reconciliation and Budget vs Actual reports. Marty explained that Quicken Books placed an incorrect amount in the reconciliation report that resulted in an adjustment being needed.
  - b. 2025 Budget figures have been entered into the Town's accounting system.
  
- E. Library Director Report
  - a. Students will return to the library beginning October 14th.
  - b. At the completion of the building project, the Library driveway/parking lot will be regraded by the construction firm.
  - c. Problems with Constant Contact are still being worked out and a newsletter should be coming out soon.
  - d. Vivica will go into the Lenovo website to schedule repair of the computer.
  - e. Community Programs:
    - i. Plein Air painting will be held on Oct 21 at Vivica's house
    - ii. Vivica is working on scheduling a class to review use of the microscope
  - f. Friends of the Library will be hosting Trunk or Treat for the library.
  - g. Scholastic Book Fair scheduled for Oct 28 to Nov 1. Volunteers are needed.
  - h. The Trustees accepted book donations from Heather Baldwin, John Fitzpatrick and Kevin McKenna.
  
- F. Library Liaison:
  - a. Oct 18 is the school's "bowl game". No classes at the library will enable Vivica to attend a conference.

- b. Nov 5 - election day the school is closed but teacher's will be working. The library will open from 9:00am to 1:00pm.

G. Old Business

- a. Trustees will meet with the School Board on October 28 to discuss our contract and our desire to have a storage shed placed behind the library.
- b. 2 Plowing bids were received for the same amount. We will go with J. Silvia who has been doing a great job.
- c. Discussion of activities for the American Revolution Summit is delayed until more information is forthcoming.

H. Nonpublic Session pursuant to RSA 91-A:3 (II) was moved at 5:24 pm.

Anita: Aye Marty: Aye Diane: Aye

Return to the public session was moved at 5:27 pm.

Anita: Aye Marty: Aye Diane: Aye

Next meeting will be November 13 at 3:30.

Meeting was adjourned at 5:28 pm.

Respectfully submitted,

Marty Humphrey

**APPROVED: November 11, 2024**

Thornton Public Library  
Board of Trustees  
Minutes - October 4, 2024

An electronic vote was taken to approve the corrected 2025 Thornton Town Library Budget.

Moved by Anita Ross: Accept the 2025 Library Budget Version 1.3

Anita Ross: Aye   Marty Humphrey: Aye   Diane Gravel: Aye  
Motion Passed.

Respectfully submitted,

Marty Humphrey

**APPROVED: October 9, 2024**

## THORNTON PUBLIC LIBRARY BUDGET - 2025

**2024 Budget increases: Ops: \$1,530 Maint: \$301; Wages: \$2,597 Total: \$4,428**

Per RSA, expenditures are based on the bottom line of the total budget, not individual items (including wages).

INCOME	2024 Approved	2025 Request	Notes
Town & School Appropriation-Wages	86,915.00	91,770.00	
Town & School Appropriation - Operations	17,258.00	16,530.00	FT wage increase in 2024 budget
Town & School Appropriation - Maintenance	8,000.00	8,301.00	
<b>Total Appropriation</b>	<b>112,173.00</b>	<b>116,601.00</b>	
<b>Expenses</b>			
<b>Wages - figures based on 3% increase</b>			
Full Time	38,213.00	41,200.00	2024 Wage increase-in ops figure
Part Time	25,878.00	26,520.00	30 hr/wk @\$17.00
Health Insurance	12,750.00	13,150.00	
NH Retirement System	4,903.00	5,300.00	
FICA/Medicare	5,171.00	5,600.00	
<b>Total Wages</b>	<b>86,915.00</b>	<b>91,770.00</b>	
<b>Operations</b>			
Ads/Communication	350.00	550.00	Incl Constant Contact
Professional development	1,000.00	1,000.00	
Prof Dues/Membership	300.00	500.00	
Public Books/Material	2,300.00	2,300.00	
Inter Library Loan	950.00	980.00	based on population
School Books/Materials	2,300.00	2,300.00	
Museum Passes	600.00	700.00	
Community Programs	800.00	800.00	
Equipment/computer Software/Support/Repairs	250.00	500.00	
Legal Fees	100.00	100.00	
Background Check	80.00	100.00	
Postage	70.00	100.00	
Supplies/Water Cooler	1,300.00	1,500.00	
Supplies - General, paper, ink	1,000.00	1,500.00	
Telephone/Internet	1,700.00	1,700.00	
Thank you & Bereavement	100.00	100.00	
Fuel	1,800.00	1,800.00	Contract price
Full Time Wage increase	2,258.00	0.00	Added at town mtg
<b>Operations</b>	<b>17,258.00</b>	<b>16,530.00</b>	<b>Actual Ops increase: \$1,530</b>
<b>Maintenance</b>			
Interior Maintenance/Plumbing	1,000.00	500.00	
Interior Maintenance - Cleaning		2,000.00	Paid by unexpected maint. in 2024
Heater Maintenance	850.00	850.00	


Outside Maintenance - Mowing-Garden	450.00	450.00	
Outside Maintenance - Driveway, Septic Pump	1,700.00	1.00	Place holder; not needed in 2025
Plowing	3,000.00	3,500.00	
Unexpected Maintenance	1,000.00	1,000.00	
<b>Maintenance</b>	<b>8,000.00</b>	<b>8,301.00</b>	
<b>Total Operating &amp; Maintenance</b>	<b>25,258.00</b>	<b>24,831.00</b>	Wage increase was put in 2024 Ops
<b>Total Appropriation/Expense</b>	<b>112,173.00</b>	<b>116,601.00</b>	<b>Budget increase: \$4,428</b>
Version 1.3 10/4/2024			



Oct 4, 2024, 2:35 PM (4 days ago)



**Diane Gravel**  
<dianeflorencegravel@gmail.com>

to Marty, Anita 

**Motion passes. We're all set.**

Diane



On Fri, Oct 4, 2024 at 2:27 PM Marty Humphrey <marty0849@gmail.com> wrote:

**Marty aye**

*Marty*

On Fri, Oct 4, 2024 at 1:42 PM Anita Ross <[vortex.ross97@gmail.com](mailto:vortex.ross97@gmail.com)> wrote:

**Yes.**

**I would like to make a motion to accept the budget for the 2025 year.**

**Respectfully submitted.**

**Anita Ross**