

The trustees of the Thornton Public Library met on January 22, 2013, at the library. Attending were Anita Ross, Laura Laufenberg, Diane Gravel, and Library Director Nina Sargent. The meeting was called to order at 3:03 p.m.

Diane read the minutes from the meeting of December 11, 2012. On **MOTION** by Laura Laufenberg, seconded by Anita Ross, the minutes were approved as read.

Treasurer Laura Laufenberg reported that she had examined the financial records and found them to be current and in order. Nina has called an accountant to come in again and review the new software program and setup of our 2013 financial records.

Nina also reported that she had learned that the “Tech Support” item in our budget is also in the school’s budget. Therefore, that line item will be eliminated from the 2013 library budget.

Diane raised the issue of our need to finalize our procurement policy. Diane shared the policy manual for the Langdon Public Library as a possible model for our use. All agreed that the model was a good one, and Nina will begin working on a similar manual for the library. The trustees examined the Financial Policy and determined that it was more appropriate for our use than the current town’s policy. Diane will put the policy in final form for the next meeting.

ADT installation is going well. They will return to finish the installation. They will also instruct Nina in its use, including remote access. *The security cameras will record only video, with no audio.* Laura made a **MOTION** that the trustees also have remote access. Diane seconded the motion. It was approved unanimously.

Diane reported Personnel Manual is complete and will be ready for final approval at the next meeting.

Nina is in contact with the New Hampshire Retirement System and will secure all the necessary paperwork for the trustees to approve in order to add the director to the town’s plan.

Claudia Malo is interested in becoming a substitute for the library. She has been employed by the school, so her background check has already been done. Laura made a **MOTION** that we hire Ms. Malo as a substitute. Diane seconded the motion, and it carried unanimously. Nina advised that Christine St. Laurent is also willing to become a substitute. Diane made **MOTION** to expend the funds for a background check, seconded by Laura, and carried unanimously.

Nina reported that the Friends group will be sponsoring babysitting course up to \$200. Nina will contact Red Cross for further information.

Diane reported that she had received correspondence from Sears regarding an extended warranty on the air conditioners. Laura made a **MOTION** that we approve payment of \$270.62 for a three-year warranty. Diane seconded the motion, and it was approved unanimously.

Nina advised that the water cooler came in with a two-foot crack in it. Staples will replace it.

Nina reported the difficulty with a recent delivery from Demco, and FedEx Freight’s refusal to bring the item inside. Nina will follow up with FedEx Freight regarding the policy and will also advise Demco that if they cannot guarantee inside delivery, we will not do any future business with them.

Nina pointed out uneven floor seams in three areas. Anita will talk to Jon Bownes and ask that John Francis inspect the floor.

The trustees discussed the conflict of school holidays versus town holidays, particularly the upcoming Civil Rights Day (or Martin Luther King Day). All agreed that Civil Rights Day is an important holiday and should be observed, as set forth in the Town's Personnel Manual, as well as in the current draft of the library's Personnel Manual.

There being no further business, Diane made a MOTION that the meeting be adjourned, seconded by Laura Laufenberg, and approved unanimously. The meeting adjourned at 4:05 p.m.

Respectfully Submitted,

Diane Gravel