

The trustees of the Thornton Public Library met on August 8, 2013, at the library. The meeting was called to order at 9:38 am. Attending were trustees Laura Laufenberg and Diane Gravel, and library director Nina Sargent.

Minutes of the previous meeting were approved with corrections.

Laura checked the June and July bank statements, and all is in order. We currently have \$3590.09 remaining in the checking account, and \$34,454.58 remaining in the operating account on deposit with the town. Nina also provided a copy of the Town Ledger report, which shows we have \$31,026.55. She will find out what the discrepancy is.

Nina is in the process of updating the library policy manual, using the Langdon Library's manual as a guide. She expressed the following concerns:

- The ADA policy requirements must be investigated.
- Diane made a **MOTION** that we adopt a general circulation reserve policy of two weeks; one week on new bestsellers for the first year of publication. Laura second the motion, and it was passed. Patrons will notified by phone or email of reserve materials; if can't after one week, go to next person or return to lending library.
- Community bulletin board will include local business material.

The trustees agreed that if unanticipated repair or general handyman work is needed, she may contact Jay Dickson.

Nina will prepare a Request for Proposal for snow removal service and sanding to be published in the Record Enterprise and on the library website. Nina will talk to Jon Bownes regarding a barrel for sand.

Nina reported that the Summary Reading Program had a minimum of eight participants each week, with 15 for Touch-A-Truck, Fossil Dig, Scavenger Hunt, and Wild Animal Encounter for the last week. Seasonal patrons have participated. Children who completed everything will receive a free book and goody bag.

Nina reported that Susie Bigl is making good progress in reorganizing the children's room.

Nina would like to have an annual staff meeting to discuss policies and procedures. Diane made a **MOTION** to approve up to 2 hours of compensated time with refreshments. Laura seconded the motion, and the motion passed.

Nina is communicating with libraries in Gilford, Nashua, and Stratham regarding the non-Dewey shelving system, or "Dewey Light" (within the genre, but still using numbers).

Nina reported that the old air conditioner was given to a patron.

Nina will order new toilet from Lowe's and make arrangements for installation.

Diane raised the issue of the need for an alternative trustee. Currently, if one trustee is absent, a tie vote could result. The alternate trustee would attend meetings and participate, but could only vote in the absence of an elected trustee. Carolyn Piantedosi has indicated her willingness to serve in this capacity. Nina will also find out how to get an alternate trustee appointed.

Diane made a **MOTION** that we go into closed session at 10:45 to discuss personnel matters. Laura Laufenberg and Diane Gravel voted YES.

The meeting resumed public session at 11:45 am. Diane made a **MOTION** to adjourn. Laura Laufenberg seconded, and the motion passed. The meeting adjourned at 11:46 am.