

The trustees of the Thornton Public Library met at the library on November 19, 2013. Trustees Anita Ross, Laura Laufenberg, and Diane Gravel were present, along with director Nina Sargent. Chairperson Laura Laufenberg called the meeting to order at 3:03pm.

The minutes of the previous meeting were approved as read.

Nina reported that has not yet been notified of the meeting with the Selectmen to present the library budget.

Nina also reported that she has not yet published the RFP for cleaning services. She will take care of the matter immediately, with a deadline of December 2 for response.

The trustees will meet on Tuesday, December 3, at 3:00 pm to work on the 2014 budget.

Nina advised that she should have the library policy revisions completed in the near future.

Treasurer's report: Laura reported that she has reviewed the director's financial report in detail, and the records are current and accurate. We currently have \$16,288.31 remaining in the 2013 operating account.

Nina obtained an estimate from Ace of Space Storage for a 5x5 unit for \$468 per year. Mr. Blackburn has suggested that we use the crawlspace beneath the library for our storage needs. The trustees agreed that the crawlspace, which is on bare concrete and not climate-controlled, is not an appropriate space for most of our storage needs. Laura will speak with Principal Bownes about the possibility of setting aside a closet in the school for the library. She will also ask that the light in the crawlspace be inspected for possible electrical problems.

Until the storage issue is resolved, we must limitation donations of books and other items to the library. Diane made a **MOTION** that no additional donations will be accepted without the prior consent of the director. Anita seconded the motion, and it passed unanimously. Nina will post a notice for the public.

Nina reported that nine people showed up for first healthcare meeting; but no one attended the second meeting.

Nina presented a single plow bid in response to the RFP. The bid was for \$2400, compared to \$1800 for the existing contract with Doug Johnston. Diane made a **MOTION** that we continue with Johnston for the upcoming winter. Anita seconded the motion, and it passed unanimously. Nina will call Johnston to let him know we will stay with him.

There being no further business, Diane made a **MOTION** to adjourn at 3:40 PM. Anita seconded the motion, and it passed unanimously.

Respectfully Submitted,



Diane Gravel

DRAFT