

The trustees of the Thornton Public Library met on December 11, 2013, at the library. Trustees Anita Ross, Laura Laufenberg, and Diane Gravel, alternate trustee Carolyn Piantedosi, and Nina Sargent were present. The meeting was called to order at 3:00 PM.

The minutes of the previous meeting were approved as corrected, changing "limitation" to "limit" in paragraph 9. Anita made **MOTION** that the correction be made. Diane seconded the motion, and it passed unanimously.

Nina reported that she is still having a problem with unsolicited donations. She will post a notice advising patrons that all donations must be approved in advance by the director.

Nina also reported that no deductions have been made for her retirement. The papers were submitted to the state in May, but the retirement office has been unable to locate them. She will follow up tomorrow on this issue and find out if we can make a lump-sum payment before year's end.

Nina reported that we have \$3926.89 remaining in the operating budget; \$1500 is still with the town. She requested approval to purchase from Demco two more steel shelving units (\$899.98), four end covers (\$759.96), 15 stackable chairs (\$539.85), restroom sign (\$56.99), and 4 Headphones (\$41.59). Without shipping, the cost would be \$2298.34. Diane suggested Nina do comparative shopping at Staples for items available there. Diane made a **MOTION** that the remaining \$1500 be requested from the town, and that the purchases from Demco and Staples be approved. Anita seconded the motion, and it passed unanimously.

Nina advised that the budget meeting with the town is scheduled for January 22. Also, the balance of the amount due for snow removal was sent to Johnston Construction.

Diane inquired about the status of the Request for Proposals for cleaning services for 2014. Nina apologized for the ad not being placed to date, and promised to draft it right away and forward to all trustees for immediate response and approval. It will be placed in the *Record Enterprise* and the *Citizen*.

Nina reported that the start date for meetings with the state auditor is March 24, 2014.

Nina is drafting a report for Town Meeting and will forward it to everyone.

Nina presented a request from Mountain River Condominiums to host meetings at the library on Saturdays. Because of the cost and liability issues involved, Diane made a **MOTION** that meetings outside normal business hours not be approved. Anita seconded the motion, and it was approved unanimously.

All agreed that the library will close at 5:00 pm on December 16 so that the staff can attend the town holiday party.

Nina reported that the Social Studies and Science Sections in the children's room need to be weeded. The Literacy Empowerment Foundation's Reading Resource Project sponsors Read Across America Day. The program will allow us to select a 100-book set. We will pay only for shipping and handling; the books are free. Nina recommended the Social Studies set. Anita made a **MOTION** that we participate in Read Across America Day, and that the Social Studies Set be requested. Diane seconded the motion, and it passed unanimously.

Diane and Laura shared Joel Freeman's email regarding the availability of property near Town Hall, currently owned by Stephen Shaughnessy. Joel suggested that it would be suitable for a permanent

library, and could also be the beginning of a “town center.” Carolyn discussed her work on the Planning Board, when they were considering the Master Plan. The main concern of questionnaires completed and submitted by Thornton residents was there is no town center. The trustees agreed that, because the library serves the school, it is probably not physically or economically feasible to consider pursuing the property. Our director serves as the media specialist’s assistant and must be on-site. It would require a satellite library at the school and additional personnel to serve both locations. Because the trustees are not familiar with the Selectmen’s vision for the town, Diane made a **MOTION** that a letter to the Selectmen be drafted advising them of additional factors to be considered in the event the matter is brought before them. Anita seconded the motion, and it passed unanimously.

Nina requested direction with respect to the space allotted to the state statute books. Diane referred her to the Town Administrator’s email of August 8 advising she has no objection to our trying to sell the books or donating them to another library.

There being no further business, Diane made a **MOTION** that the meeting be adjourned. Anita seconded, and the motion passed unanimously. The meeting adjourned at 4:05 pm.

DRAFT