

The trustees of the Thornton Public Library met on March 25, 2014. Trustees Anita Ross, Carolyn Piantedosi, and Diane Gravel attended the meeting, along with director Nina Sargent. The meeting was called to order at 3:04 pm. The minutes of the previous meeting were corrected to reflect Cynthia Smock's proper surname, previously recorded as Smialek, and the correct spelling of Joël Freeman's first name. The minutes were accepted as corrected.

After discussion, the trustees agreed that Anita Ross will serve as treasurer, Carolyn Piantedosi as secretary, and Diane Gravel as chair.

Anita made a **MOTION** that Carolyn Piantedosi replace Laura Laufenberg as a signatory on the checking account. Carolyn seconded the motion, and it passed unanimously. Anita will make arrangements with Carolyn to go to the bank.

Nina reported that expenses to date total \$11,022.46, including salaries. Her meeting with the auditor went well. He recommended that Nina use the reconciliation form on back of bank statement each month to balance the account. The auditor also recommended a strong credit card/debit card policy. He shared the policy of the library in Conway, and Nina will adapt it for our policy manual to be presented at the next meeting. The auditor advised that the record retention requirement is seven years, so Nina is discarding the older records dating back to the early 1990s.

All agreed that the next meeting will be devoted to review of the policy manual.

Diane read questions from the audit form and signed on behalf of trustees.

Nina will call other libraries and/or towns to determine the timing for plow bids.

Nina has been communicating with Principal Bownes regarding the roof leaks. He spoke to Jon Francis, and the other half of the roof will be replaced this summer. They will also install gutters in areas where ice dams are a problem. Nina will send a confirming email.

Nina reported that her application for the New Hampshire Retirement System is still not complete. She will complete it immediately and notify the trustees for any necessary signatures.

Nina reported that New Hampshire Librarians' Day is scheduled for September 11. Carolyn made a **MOTION** to authorize funds up to \$300 for Nina to participate. Anita seconded the motion, and it passed unanimously.

Nina informed the trustees that the SAU has bought into a filtered version of Overdrive for the schools. Nina will meet with staff to introduce them to the program. Students will be able to check out books on their iPads. Parents must give written consent. A summer camp program for incoming freshman, recommended by school staff, has been approved through Title 1. The SAU is developing the final details, but are asking all library staff throughout the district to get the information out to parents.

Katarina Kelley, a long-time patron, will volunteer at the library for three hours of community service.

Nina reminded the trustees that, since Carolyn was elected, we need a new alternate trustee. Anita made a **MOTION** that we petition the Select Board to appoint Cathy Taggart as alternate trustee. Carolyn seconded the motion, and it passed unanimously.

The next regularly scheduled meeting of the trustees will be held on April 15, 2014, at 3:00 pm.

Respectfully submitted,

Diane Gravel