

Thornton Public Library
Library Trustee Meeting Minutes
Thursday, May 28, 2020

Chairwoman GRAVEL called the meeting to order at 2:09pm via Zoom Conference as permitted under Governor Sununu's Emergency Order #12.

Members Present: Diane Gravel, Chair; Anita Ross, School/Library Liaison; Kate Hadaway, Treasurer and Acting Secretary; Kim Kuchon, Alternate Trustee and Nina Sargent, Library Director

Members Not Present: N/A

APPROVAL OF AGENDA

All agreed with items on the agenda

APPROVAL OF MINUTES

Reviewed minor changes for minutes from 4/15/2020. ROSS made a motion to approve minutes as amended. HADAWAY seconded. Motion passed unanimously.

Review of NP minutes. Motion to approve NP minutes from 4/15/2020 – ROSS made a motion to approve the minutes. HADAWAY seconded. Motion passed unanimously.

ROSS made a motion to seal the NP minutes of 4/15/2020. HADAWAY seconded. Motion passed unanimously

CORRESPONDENCE

None

REPORTS

Financials

The library is still paying for cleaning services that have been performed throughout the closure. Bills Due: Junior Library Guild membership is up for renewal. This covers intermediate reader level, middle school plus other in between levels not covered by other programs to help fill in the gaps. The cost for the renewal is over the permitted \$300 expense limit for the Library Director (\$344.40) and requires approval of Trustees. Get one book a month. HADAWAY made a motion to allow the Library Director to purchase membership to Junior Library Guild. ROSS seconded. Motion passed unanimously.

ROSS and HADAWAY are now signers on Northway account.

Library Director will be added to NHTLA membership.

No anticipation for a request for funds until the next meeting.

Trustees reviewed the prepared financials. ROSS made a motion to accept financials as presented. HADAWAY seconded. Motion passed unanimously.

Library Director

Summer Reading Program – Library Director and staff have worked to redo Summer Reading so that it can be completed completely online. People need to register. Mythical Beasts, Unlikely Heroes, etc. Put materials in boxes that cannot be found in home. LD went to greatest international scavenger hunts for some other ideas. Pulling and using a lot of materials previously purchased. Next week finalizing every week of summer programming. Extending to 10 weeks. Anticipated getting boxes out by next week.

Reopening – Opened drop box for when teachers cleaned class rooms. Ordered 2 boxes of masks. Some libraries have started doing curbside. State library still is not comfortable with interlibrary loan. Gravel indicates reliance on LD for when to open. Continue same procedures for sanitizing. Using chair for drop point and reinstate curbside. LD is not having building open to public yet. Use curbside 1-2 weeks at least. Consider mid-July opening? Science center will be opening. LD checking if pricing will be reduced with less opening. Tarbin Gardens again? Library Director will check. Develop a document for patrons with guidelines for use of passes that they have to sign that if abused, rights are lost? LD to reach out to Common Man to check on drive-in movies. LD is working on deleting inventory from State Catalogue and correcting spine labels. Library will reopen for curbside June 2nd for same hours before closure.

School/Library Liaison

One incident where a few young men had parked at library to use skateboards at school, which is not permitted. Ross will follow up with Mr. Bownes regarding the incident.

Last day of school June 5th. Teachers on June 8th. New math program will be in place for the fall. Library Director requested that School Liaison inquire if there are any home kits that the company offers for kids to carry to library? Still plans for TCS to open August 25th, Teachers start 18th. No certainty regarding whether it will be a phased opening or other options and could range from full in-person classes or mix of remote and classroom or full remote. May be potential that library will need to close to public during class visit in fall or just close children's section or send Library Director to TCS in empty classroom for reading times.

8th grade graduation at Benton field Sugar Shack and PRHS school graduation are both upcoming.

Resident made masks for kids to be distributed with food program. Lisa Boyce will drop off extra masks. Liaison will discuss with teachers need to request materials from library with at least a month's notice for school projects to provide Library Director and staff adequate time to source materials.

REVIEW PROGRESS ON ACTION ITEMS AND DIRECTIVES

Add Digital Services tab to website replacing Community Building Project tab. Library Director plans on using information from State Library on the various available services and will type up a draft to share with Trustees.

OLD BUSINESS

Amended Bylaws with detailed Library/School Liaison duties. HADAWAY made a motion to accept the revised Bylaws to add the School Library Liaison as an officer. ROSS seconded. Motion passed unanimously.

NEW BUSINESS

Plan for reopening – See Above.

CARES Act Grants for Museums and Libraries – Applications are due on 6/12/2020. Not sure of parameters and if library would qualify or if only for existing projects. Will continue to explore other funding options.

Federal Payroll Protection Program – Not sure we'll need and/or that would meet requirements for qualifying and/or ensuring 100% grant and not a loan.

New Hampshire Municipal Association webinar on June 3, "Reopening Municipal Offices in New Hampshire" – HADAWAY and GRAVEL signed up. Shared with other trustees.

ANNOUNCEMENTS

6/11 scheduled surgery for Chairwoman GRAVEL. 3-4 weeks after for additional follow up. June 29 – 9-year anniversary for Library Director.

NONPUBLIC SESSION

Not needed.

UPDATE ACTION ITEMS

- Add Digital Services tab to website
- Kim scheduled to be sworn in by Town Clerk on Tuesday, June 2nd.
- Library Director will check on Tarbin Gardens passes
- Library Director will develop guidelines for use of passes. If passes are abused, the privilege will be lost.

- Library Director will reach out to Common Man to check on drive-in movies.
- Library/School Liaison will inquire if there are home kits that the company offers for kids to carry to library.
- Library/School Liaison will discuss with teachers the need to request materials from the library, with at least a month's notice for school projects to provide adequate time to obtain source materials.

Schedule Next Three Meetings. Library Director will post meeting notices.
Schedule will be second Tuesday of each month at 2:00pm until school starts:
June 10th at 2:00pm
July 14th at 2:00pm
August 11th at 2:00pm

ADJOURNMENT

ROSS made a motion to adjourn at 3:19pm. HADAWAY seconded. Motion passed unanimously.

Meeting Minutes taken by Kate Hadaway