

Thornton Public Library  
Board of Trustees  
Minutes - September 18, 2024

A. The meeting was called to order at 3:30pm. Members in attendance: Diane Gravel, Marty Humphrey, Anita Ross, and Vivica Duffield, Library Director.

B. Minutes from August 14, 2024 were approved.

C. Finance Report

a. Trustees reviewed the bank reconciliation and Budget vs Actual reports

Ross made a motion to enter a non-public session under R.S.A. 91-A:3(II)a; Humphrey seconded. Ross Yes; Humphrey Yes; Gravel Yes. Nonpublic session was entered at 3:47pm

Public session resumed at 3:52pm

b. Budget for 2025 was discussed - budget amounts for 2025 were approved.

c. Marty reported that we would not be able to get a credit card through Northway Bank. She will explore the possibility of Citizen's Bank dependent upon the office in Plymouth remaining open.

D. Library Director Report

a. Vivica showed the book **Love in the Library** donated by Mary Ellen and Dvid Sakura. It was moved and voted upon to accept the donation.

b. Vivica is loading books in her car and driving to the school for "library time" with the classes.

c. Library hours: The library will remain open to the public during the normal school closure times while Vivica must go to the school to interact with the classes. This will continue until construction is completed. Saturday patrons have been sparse due in part to the construction.

d. United Way Day of Caring - Sept 20 - we will not participate due to the construction as well as having difficulty getting the proper insurance papers from the Town.

e. Plein Air painting scheduled for Sept 19 is canceled due to illness of the illustrator.

f. Scholastic Book Fair scheduled for Sept 30-Oct 4 will be canceled due to the construction. Delivery would be difficult and the students do not have a safe path go to the Library.

g. Telescope: We have received the telescope obtained via grant. Vivica will set up a community program, possibly on a Saturday, to introduce the Town to the telescope and its use/borrowing procedures.

h. Letter for school parents explaining students' responsibilities as library patrons will be sent to the school with a request to include it in the School Handbook.

E. Library Liaison: School will be closed on election day; teachers will be encouraged to park at the Library.

F. Old Business

- a. Constant Contact: Diane reviewed the pricing for Constant Contact via Tech Soup - \$330/year plus \$59 one-time enrollment. Vivica and Marty will check our current subscription and we will renew via Tech Soup in the future.
- b. School Contract: Diane will Email the Board of Selectmen and the School Board that we wish to continue on the current contract for one year. Diane will request time at the next School Board meeting to discuss the contract.
- c. Plowing bids must be sent out with replies by Oct. 7th.
- d. Brian Lash, CEO of Owl's Nest will be a guest at our next meeting to discuss his master plan for the development.
- e. Library Policies
  - i. The Telescope Policy was reviewed and accepted.
  - ii. The Policies Manual was reviewed and accepted as updated.

G. New Business

- a. There has been several instances of damage to the garden surround resulting in breakage of the support blocks. Marty presented options for solar lights that will be placed on the parking lot side of the surround so that patrons are aware of the parking area. An 8 pack of solar torch lights will be ordered.

Next meeting will be October 9 at 3:30.

Meeting was adjourned at 5:37 pm.

Respectfully submitted,

Marty Humphrey

**APPROVED: October 9, 2024**