

**Thornton Public Library  
Library Trustee Meeting Minutes  
Monday, May 17, 2021**

Chairwoman GRAVEL called the meeting to order at 3:35 PM via Zoom Conference as permitted under Governor Sununu's Emergency Order #12.

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

**Members Not Present:** N/A

APPROVAL OF AGENDA

All agreed with items on the agenda. ROSS made a motion to approve the agenda. HADAWAY seconded the motion. The motion passed unanimously.

APPROVAL OF MINUTES

Some minor edits were made to the minutes from the last meeting. ROSS made a motion to approve the minutes as amended from the April 23, 2021 meeting. HADAWAY seconded the motion. The motion passed unanimously.

CORRESPONDENCE

N/A

REPORTS

**Financials**

The trustees reviewed the financial report from April. ROSS made a motion to accept the financial report as presented. HADAWAY seconded the motion. The motion passed unanimously.

**Library Director**

The LD has limited TCS students to signing out 1 book/week until the end of the year. Currently there are 500 books checked out and/or overdue by both students and patrons. Classroom projects that involve the library are being finished up. "Big Headed Bios" has been a popular collection and the LD has been ordering more of these. NH State Parks and Castle in the Clouds passes came in. Online reservations are recommended for the State Park Passes this year because they are limiting the number of ticket sales per day due to Covid. The LD will print the passes for patrons but the patrons must sign up online and pay a \$1 fee to reserve a spot. Summer reading program information should be provided to students next week. The LD set up a Mailchimp account and has been using it to send out quick news flashes to patrons.

## **School/Library Liaison**

Tuesday-Thursday morning next week TCS will be testing from 8:30-11:00 AM which may affect library and technology classes. The next 'Secure Classroom' drill will be in the fall of 2021 and ROSS spoke with Mr. Bownes about including the LD. At the last faculty meeting it was said that as of June 30 Covid procedures would not be renewed. It is not known at this time if library classes will move back to the library. The LD asked if Emelia Fleck, the Plymouth High School librarian, would be coming to talk to TCS 8th graders. ROSS will check with Mr. Bownes and the LD will email Ms. Fleck. Mrs. Perkins showed the 8th graders the library database. ROSS will ask the police chief at the next Safety Committee meeting if he can meet with the LD to do a mock version of the 'Secure Classroom' drill with her. Also, ROSS will find out who in the office will text the LD on her cell phone in the case of a drill if Lynne is absent.

## REVIEW PROGRESS ON ACTION ITEMS AND DIRECTIVES

**LD- Email Dead River bills from March to the trustees-** In progress

**LD- Contact Monday.com to find out if the library can get free, nonprofit access AND research other free apps-** The LD found out that TPL would not qualify for nonprofit status but she will check out some of the others that were presented at the conference

**LD- 2nd opinion Rinnai heater ignitor replacement cost-** The LD will make contact with Adam, in progress

**LD- Prepare summer reading material to go home with students by end of May-** In progress

**GRAVEL- Petition the selectboard to add alternate trustees -Signed and delivered to Town Hall**

**ROSS- Discuss with Mr. Bownes contacting LD during fire drills and secure classroom procedures-** In progress

**ALL- School Board meeting on May 24-** In progress

## NHLTA CONFERENCE REVIEW

**NH Library Archives Collaborative-** Chairwoman GRAVEL is interested in utilizing the NH Library Archives Collaborative for TPL. The state of NH will pay for it and provide a consultant to set it up for free. Pease Library in Plymouth has set one up and was referenced at [peaseplarchives@omeka.net](mailto:peaseplarchives@omeka.net). The LD liked the idea and thought that two patrons, Gloria Kimball and Phyllis Holbrook, would be good to work with on this project. The LD would like to ask for permission to digitize the book Thornton Memories by Marjorie Broad to potentially add to the online archives. Other important historical documents that could be added to the TPL archive may be found on the Town Hall website. HADAWAY raised two questions: whether or not all of the Thornton archives were uploaded when the town updated their website recently and if there was enough space for videos to be uploaded. ROSS raised the concern that some sentimental and historical family photos have been lost in the past and that families may be wary of lending them out to be archived. It was suggested that patrons could handle their photos exclusively and, with the assistance of the LD or library staff, they could digitize them so as to eliminate the possibility of photos or documents being damaged or lost. Chairwoman GRAVEL suggested the possibility of using a device that will digitize photos without touching them.

**Future Proofing your Library Services-** The 'Meeting Owl Camera' follows a speaker 360 degrees with a built-in microphone. It is useful for recording library classes and remote learning. The cost is around \$1200 and is eligible for the Covid fund grant. There is a Youtube video that can be watched to determine whether it is worth purchasing for TPL. Another thought was that, in planning for a new library facility, we may want to

consider a hands free restroom. A concern was brought up that water could build up on the floor with a hands free dryer and cause it to be slippery. A suggestion was made that perhaps the dryer could be located over a counter so that the floor would not get wet.

## OLD BUSINESS

**Videotaping Policy-** Chairwoman GRAVEL presented two policies that would address this topic and they were reviewed. After some minor edits, HADAWAY made a motion to approve the First Amendment Expressive Activities Policy and the Photography, Filming and Videography Policy as amended. ROSS seconded the motion. The motion passed unanimously.

**Community Development Project-** Some ideas that were presented for this project were a hands free restroom and flexible spaces adaptable furniture. Chairwoman GRAVEL will send a link to the group for examples.

## NEW BUSINESS

**American Rescue Plan Act (ARPA) Funds-** Chairwoman GRAVEL estimates that TPL should receive \$2963. The 'Meeting Owl Camera' costs \$1200 and possibly more with an extended warranty. A 3D printer would be a useful addition to TPL and would benefit both patrons and students at TCS. The TPL staff need training on how to use it and could then assist patrons and students. Additionally, a Youtube video on how to use it could be posted to the TPL website. A fee schedule would be needed, perhaps charging patrons by weight of materials used. This may meet the Covid grant requirements due to the fact that it could be used to print PPE plastic face shields. Chairwoman GRAVEL noted that TPL would need a policy on what could not be printed i.e.guns. 3D pens were also considered. Passive programs were discussed to give patrons options to do at home or at TPL. The LD would like to buy an additional shelving unit to match one TPL already has that is metal with wood panel endings. It is possible that a 3D printer and its supplies could be stored on it. Chairwoman GRAVEL has set up the grant online and will work with HADAWAY to complete the grant proposal.

ROSS left the meeting at 4:53 PM

**Acceptance of Gifts-** Chairwoman GRAVEL suggested that a policy be put into place on gifts, noting that any donations have to be approved by the trustees in advance. Signage should be put on the doors and the book return slot. All agreed.

**Website Possibilities-** Chairwoman GRAVEL shared the Jaffrey Public Library website with the group. Everyone noted that the site is well laid out and user friendly. The site is through the virtual towns and schools website and is managed by CivicPlus. The town of Thornton is also managed by CivicPlus and TPL could possibly be added to their site which would both make it easily accessible and allow TPL to drop the current Weebly site. Chairwoman GRAVEL will explore and discuss with Deborah at Town Hall.

## ANNOUNCEMENTS

August 3, 2021 is National Night Out and the LD would like for TPL to have a table there with games, prizes, extra books. The LD noted it is good exposure for TPL and people can sign up for their library cards. The event runs for 3 hours from 5-8 PM. The trustees agreed that it would be best if one person ran the table per hour (3 total paid hours) and that perhaps the LD could take comp time that week to balance hours. The LD noted that she is keeping track of Sam and MaryBeth's hours.

## PUBLIC COMMENT

None

## NONPUBLIC SESSION

HADAWAY made a motion to move to the nonpublic portion of the meeting pursuant to RSA 91-A:3 (II)a. KUCHON seconded the motion. HADAWAY: Yes; KUCHON: Yes; GRAVEL: Yes. The motion passed unanimously. The trustees entered nonpublic session at 5:09 PM.

(ROSS reentered the meeting during the nonpublic session at 5:21 PM)

ROSS made a motion to resume the public session at 5:26 PM. HADAWAY seconded. ROSS: Yes; HADAWAY: Yes; GRAVEL: Yes.

HADAWAY made a motion to seal the nonpublic minutes from May 17, 2021 at 5:26 PM. ROSS seconded. ROSS: Yes; HADAWAY: Yes; GRAVEL: Yes.

## ACTION ITEMS

**LD** - Email Ms. Fleck re: 8th grade visit

**LD** - Ask permission to digitize Thornton Memories book

**ROSS**- Ask police chief to contact LD re: secure classroom drill

**ROSS**- Find out who texts LD during a drill if Lynne is absent

**GRAVEL/HADAWAY**- Grant Proposal

**GRAVEL**- Send link to group re: adaptable furniture examples

**GRAVEL**-Post new policies on website

**GRAVEL**- Contact Deborah at Town Hall re: website

**ALL**- Policy on donations

## NEXT MEETING (via ZOOM)

Wednesday, June 2 @ 3:30 PM

## ADJOURNMENT

ROSS made a motion to adjourn the meeting at 5:32 PM. HADAWAY seconded. The motion passed unanimously.