

**Thornton Public Library**  
**Library Trustee Meeting Minutes**  
**Thursday, June 3, 2021**

Chairwoman GRAVEL called the meeting to order at 3:33 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

The agenda was reviewed and a few items were added. ROSS made a motion to approve the agenda as amended. HADAWAY seconded the motion. The motion passed unanimously.

APPROVAL OF MINUTES

Some minor edits were made to the minutes from the last meeting. HADAWAY made a motion to approve the minutes as amended from the May 17, 2021 meeting. ROSS seconded the motion. The motion passed unanimously.

CORRESPONDENCE

N/A

REPORTS

**Financials**

Due to this meeting being scheduled early in June in order to finalize the ARPA grant proposal the trustees tabled the financial report from May until the next meeting. The LD reported that the current balance is \$7194.04. She noted that there was a deposit refund from Fairpoint of \$104.62. A \$235 donation in the name of Debra Norwood and \$35 in copier fees were both credited to the account. The deposit, including the approved \$5000 fund request from the April 23 meeting, totaled \$5374.62

**Library Director**

The LD has placed a book drop in Mrs. Perkins' room so the middle schoolers can drop off their books. She also sent out overdue book emails. Many books have since been returned. The numbers went from 583 overdue books two weeks ago to 403 now. Diana Daigle is making posters and has collected \$125 to do something special for teachers before summer break. The LD bought \$14 worth of plants from a student fundraiser for the community garden and volunteers will be planting them. The LD is teaching the downloadable library to TCS students. She noticed that 3rd graders were struggling with their technology skills and that their PemiBaker

email accounts were not all working. Summer Reading Program materials have been distributed to all students except for 6th graders who will get it soon. HADAWAY asked if the Summer Reading Program is posted on the website or Facebook page and the LD answered yes to both. There are lots of new books coming in. The AC units have been installed and the water is turned on for the garden. It was noted that patrons are complaining about the TPL mask policy. HADAWAY noted that TCS has its mask mandate in place through June 30 and that we should revisit TPL's policy at that time. The LD is interested in putting together an outdoor browsing area (similar to the idea presented at the NHLTA conference) in the parking lot for a day to see how it goes. Chairwoman GRAVEL suggested putting plywood at the bottom of the ramp to make it easier to roll the carts. The LD mentioned the possibility of using picnic tables and benches that were donated years ago. There were some concerns about their condition and that they are heavy and could be difficult to move. It was agreed that they should be inspected before using or disposing of (if in poor condition).

### **School/Library Liaison**

ROSS had a safety meeting and there are plans to come up with someone other than Lynne Campbell who would alert the LD during a fire or secure classroom drill when Mrs. Campbell is absent. The police chief will contact the LD about a safety walk through. ROSS explained that during a reverse evacuation, when students and staff move from the playground to the classrooms, she blows an electronic whistle that sounds louder and more shrill than a regular whistle. Eric Tyrell, the custodian, is doing repairs to the playground this summer. The LD would like to add a few items to his list regarding the library: fixing the drop from the ramp to the walkway in between the garden beds; draining the hot water heater; pressure washing the building. Graduation is at 8:00 PM Monday, June 7 at Benton's field. A ten minute early arrival is recommended and there will be fireworks.

### **REVIEW PROGRESS ON ACTION ITEMS AND DIRECTIVES**

**LD - Email Ms. Fleck re: 8th grade visit-** The LD asked and she is not coming. The LD will fill in for her.

**LD - Ask permission to digitize Thornton Memories book-** In progress. ROSS sent Rosalie Pendoly, the author's daughter, an email but has not heard back.

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

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

**GRAVEL/HADAWAY- Grant Proposal-** In progress

**GRAVEL- Send link to group re: adaptable furniture examples-** The LD found options in the DEMCO catalog.

**GRAVEL- Post new policies on website-** Completed

**GRAVEL- Contact Deborah at Town Hall re: website-** In progress. Chairwoman GRAVEL wants to know what will happen to the email addresses if we switch websites and whether or not we would have to go through a webmaster to post something on the site.

**ALL- Policy on donations-** In progress

### **OLD BUSINESS**

## **ARPA Grant Application**

*3D Printer-* The FlashForge ‘Adventurer 3’ 3D printer comes highly recommended and at \$649 it does a lot at a low price. ROSS spoke with several teachers at TCS regarding a 3D printer and they were all very excited about it because of its role in the STEM curriculum. There would need to be a policy on what cannot be printed and patrons should have to sign a waiver to protect the LD and put the responsibility on the patron. Once the policy is in place it should be posted at the printer station. The warranty on this printer is 1 year or 2 years with purchase of the curriculum. Holderness Library uses this printer and HADAWAY liked that we could potentially reach out to them with issues since they will have been using it for awhile. We might want to purchase two different versions, one for kids and one for adults. The Makerbot was viewed as well but was considered expensive with their 3D printers starting at \$1179.

*Meeting Owl-* The cost of this device is \$1199 and it comes with a two year warranty. Videos could be made with interviews of local folks with oral history recordings to add to the archive project. Chairwoman GRAVEL shared a short video presentation with Julie Perrin from the NHLTA conference of how the Meeting Owl can be used. The LD could use a TV monitor on a mobile cart to share the videos. These are now made to be very narrow, lightweight and easy to move around. A smart monitor that is wireless capable could also be good for presentations. The projectors that TCS has mounted on the ceilings in the classrooms were brought up as an alternative option if one could be used on a mobile cart to move from room to room at the library. The Meeting Owl is good for both remote and in person learning.

*Monday.com* - Annual billing would amount to \$1000/year which is expensive. This idea is tabled until a discussion of next year’s budget.

HADAWAY estimated that a monitor and stand would cost around \$400 and added the Meeting Owl (\$1199), a 3D printer (\$649) for a total of \$2248. The grant is allotting TPL \$2963 so this total would be \$715 under. An additional 3D printer or printing materials were also being considered. Chairwoman GRAVEL volunteered to work on the figures and communicate her findings through email.

## **School Board Meeting**

The school board meeting was discussed and the trustees agreed that they need to have a presence to keep momentum going with the Community Development Project. If the project is not moving forward then decisions need to be made about updating the current library building. HADAWAY is looking into some grants for community development that could possibly be applied to TPL.

## NEW BUSINESS

N/A

## ANNOUNCEMENTS

N/A

## PUBLIC COMMENT

N/A

## NONPUBLIC COMMENT

ROSS made a motion to move to the nonpublic portion of the meeting pursuant to RSA 91-A:3 (II)a. HADAWAY seconded the motion. HADAWAY: Yes; ROSS: Yes; GRAVEL: Yes. The motion passed unanimously. The trustees entered the nonpublic session at 5:00 PM.

ROSS made a motion to resume the public session at 5:06 PM. HADAWAY seconded. ROSS: Yes; HADAWAY: Yes; GRAVEL: Yes. The motion passed unanimously.

HADAWAY made a motion to seal the nonpublic minutes from June 3, 2021 at 5:06 PM. ROSS seconded. ROSS: Yes; HADAWAY: Yes; GRAVEL: Yes. The motion passed unanimously.

## ACTION ITEMS

ROSS- Communicate LD's concerns to Eric Tyrell re: summer maintenance

GRAVEL- Work on ARPA grant figures and email results

## NEXT MEETING (via ZOOM)

Wednesday July 21 @ 3:30 PM

## ADJOURNMENT

ROSS made a motion to adjourn the meeting at 5:07 PM. HADAWAY seconded. The motion passed unanimously.