

**Thornton Public Library
Library Trustee Meeting Minutes
Wednesday, August 25, 2021**

Chairwoman GRAVEL called the meeting to order at 3:30 PM at the Thornton Public Library.

Members Present: Diane Gravel, Chair; Kate Hadaway, Treasurer; Anita Ross, School/Library Liaison; Kim Kuchon, Alternate Trustee and Secretary; Sam Smith, Library Staff; MaryBeth King, Library Staff

Members Not Present: N/A

APPROVAL OF AGENDA

The agenda was approved.

APPROVAL OF MINUTES

ROSS made a motion to approve the public minutes as corrected from Wednesday, August 11, 2021.

HADAWAY seconded the motion. The motion passed unanimously.

CORRESPONDENCE

Mrs. Morse sent the “TCS Threat of Self Harm/Suicide Protocol” form to TPL and it will be added to the “How To” binder.

LIBRARY STAFF CONCERNS AND DISCUSSIONS

Division of Responsibilities- In general, things are going pretty smoothly for Sam and MaryBeth. Sam raised a concern that, with the increase in their hours due to the absence of a Library Director, they are getting a little overwhelmed with scheduling. They are doing a good job of dividing up the responsibilities amongst themselves. Sam will be the one who goes down to the school to teach library classes since she has experience from doing it last year. Sam has had requests for level readers from homeschooling parents, so she will put together a list of books to order from Amazon that HADAWAY will review before ordering.

It was noted that TPL’s projector and screen was being checked out by patrons, a practice never approved by the trustees. The trustees agreed that such expensive equipment should not be offered for use outside the library. TPL staff will notify the patron who currently has them checked them out and ask that they be returned and kept at the library for in-library use only.

Class Schedule- The trustees and the library staff created a work schedule through Friday, September 10. ROSS clarified that specials will not be done the first week of school, but they will be done the second week of school. Sam raised the concern that if she is left alone in the classroom (without a teacher or assistant teacher) it could be difficult to control the students while she is individually checking out books. As a possible solution Sam may be able to check out books for students online using Destiny Quest and a laptop which would

streamline the process. ROSS is going to check with TCS to see if they could provide someone to help Sam during the checkout process and/or if Sam will be able to use the school's WiFi on her laptop.

Sam Smith and MaryBeth King left the meeting at 4:15 PM.

REPORTS

School/Library Liaison

ROSS brought up the library mail from TCS and distributed it. ROSS also brought up a safety procedure booklet and a laminated TCS tiger for secure classroom placement in the library. ROSS will collect the mail and bring it up to TPL on a regular basis until a new director is hired. Non staff must check in with Lynne at the front desk to get access to the school during school hours. During non-school hours, non-staff can be on the school grounds, but not with dogs. More signs may need to be posted on the property to notify the public of this.

OLD BUSINESS

Printer/Faxing- HADAWAY will pay TPL's outstanding bill with Integrated Office Solutions and see if they will reopen our account to allow us to potentially lease a laser printer. The EPSON printer we have does have fax capability in case it needs to be used in that capacity in the future.

NEW BUSINESS

N/A

ANNOUNCEMENTS

N/A

PUBLIC COMMENT

N/A

NONPUBLIC COMMENT

ROSS made a motion to exit the public portion of the meeting and enter nonpublic session pursuant to RSA 91-A:3, II (1) . HADAWAY seconded the motion. ROSS: Yes; HADAWAY: Yes; GRAVEL: Yes. The motion passed unanimously. The trustees exited the public portion of the meeting at 5:05 PM.

The trustees entered the nonpublic session at 5:05 PM.

HADAWAY made a motion to resume the public session at 5:30 PM. ROSS seconded the motion. ROSS: Yes; HADAWAY: Yes; GRAVEL: Yes.

HADAWAY made a motion to seal the nonpublic minutes from August 25, 2021. ROSS seconded the motion. ROSS: Yes; HADAWAY: Yes; GRAVEL: Yes.

NEXT MEETINGS

September 8, 3:30 PM

October 13, 3:30 PM

ADJOURNMENT

HADAWAY made a motion to adjourn the meeting at 5:35 PM. ROSS seconded the motion. The motion passed unanimously.

ACTION ITEMS

ROSS- Ask if Sam can get help in the classroom when she's checking books out and/or access to WiFi

ROSS- Ask Lynne about digitizing the "Welcome to TPL" adding it to the Parent Portal

HADAWAY- Plow bid is live -we are waiting until September 3, 2021

HADAWAY- Pay Integrated Office Solutions and check on reopening the account

STAFF- Notify patron to return the projector and screen and remove items from checkout list