

**Thornton Public Library  
Library Trustee Meeting Minutes  
Wednesday, September 22, 2021**

Chairwoman GRAVEL called the meeting to order at 3:32 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 amended from Wednesday, September 8, 2021. HADAWAY seconded the motion. The motion passed unanimously.

CORRESPONDENCE

N/A

LIBRARY STAFF CONCERNS AND DISCUSSIONS

**Class Schedule-** Sam was a little overwhelmed today as there was some confusion with scheduling Mrs. Rackett's 6th grade class, Mrs. J's 5th grade class and Mr. Cronin's 5th grade class since Mrs. Rackett teaches literacy to both 5th and 6th graders this year. Sam cleared up the schedule with all teachers involved. Sam has been successfully practicing with the 3D printer. Sam has created an account with TinkerCad for use with the 3D printer. HADAWAY asked for clarification on which grade level curriculum packs we ordered with the 3D printer. The two lower grade level packs had been ordered for use with the school. MaryBeth contacted a man who clears out discarded library books in NH and he will come on Monday to pick up TPL's extra books. The schedule is made for the next two weeks and all shifts should be covered. HADAWAY consulted with Sam about the lists she had made for ordering books from Amazon and the trustees agreed those books should be ordered.

REPORTS

**School/Library Liaison**

ROSS reported that Mr. Bownes said the school is not responsible for providing a defibrillator for the library. TPL can contact Bill Woods, who is with the NH DEPT of fire standards, training and EMT services, about a defibrillator. The librarians must be trained in Basic Life Saving (BLS) if there is to be a defibrillator in the building. TPL would have to have it inspected weekly. Could Judy, the school nurse, possibly do it for us?

Chief Dan also could check it. ROSS will contact Bill Woods about it. ROSS reviewed the list of active Covid cases in the district. The staff is happy with the library class coming down to the school for now. HADAWAY asked ROSS if the LD has ever attended programming aimed at teachers and paraprofessionals such as “Know and Tell”. ROSS did not think that Mr. Bownes had encouraged that in the past but that could change in the future.

Sam Smith and MaryBeth King left the meeting at 3:54 PM

#### 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 (b) . HADAWAY seconded the motion. ROSS: Yes; HADAWAY: Yes; GRAVEL: Yes. The motion passed unanimously. The trustees exited the public portion of the meeting at 3:55 PM.

The trustees entered the nonpublic session at 3:55 PM.

HADAWAY made a motion to resume the public session at 4:50 PM. ROSS seconded the motion. ROSS: Yes; HADAWAY: Yes; GRAVEL: Yes.

ROSS made a motion to seal the nonpublic minutes from September 8, 2021. ROSS seconded the motion. ROSS: Yes; HADAWAY: Yes; GRAVEL: Yes.

#### OLD BUSINESS

**ARPA Report** The ARPA report is due on 9/30/2021.

**Logo** Chairwoman GRAVEL noted that the new TPL logo loses some coloring on the background gradient when added to the website. HADAWAY will adjust the logo design.

**Building Project** The committee will visit Holderness and Rumney schools at the next meeting.

**Policy re: checkout of electronic equipment** Chairwoman GRAVEL drafted a policy that the trustees accepted. The user agreement that would need to be signed at checkout was reviewed by the trustees. HADAWAY made a motion to approve the new equipment checkout policy and form. ROSS seconded the motion. The motion passed unanimously.

**Policy re: 3D printer use** The trustees reviewed the draft of the 3D printer policy for use of the 3D printer. After a few minor changes the trustees accepted the new policy. ROSS made a motion to approve the policy for the use of the 3D printer. HADAWAY seconded the motion. The motion passed unanimously.

#### 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 (a). HADAWAY seconded the motion. ROSS: Yes; HADAWAY: Yes; GRAVEL: Yes. The motion passed unanimously. The trustees exited the public portion of the meeting at 5:13 PM.

The trustees entered the nonpublic session at 5:13 PM.

HADAWAY made a motion to resume the public session at 5:21 PM. ROSS seconded the motion. ROSS: Yes; HADAWAY: Yes; GRAVEL: Yes.

ROSS made a motion to seal the nonpublic minutes from September 8, 2021. ROSS seconded the motion. ROSS: Yes; HADAWAY: Yes; GRAVEL: Yes.

### NEW BUSINESS

N/A

### ANNOUNCEMENTS

N/A

### NEXT MEETINGS

October 13, 3:30 PM

### ADJOURNMENT

HADAWAY made a motion to adjourn the meeting at 5:34 PM. ROSS seconded the motion. The motion passed unanimously.

### ACTION ITEMS

ROSS- Inquire with school nurse and Bill Woods about defib machine at the library

HADAWAY- Inquire about missing curriculum packs from FlashForge

HADAWAY- Adjust Logo design