

**Thornton Public Library
Library Trustee Meeting Minutes
Tuesday, December 7, 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, and Vivica Duffield, Library Director

Members Not Present: N/A

APPROVAL OF AGENDA

All agreed with items on the agenda.

APPROVAL OF MINUTES

HADAWAY made a motion to approve the minutes from November 3, 2021. ROSS seconded the motion. The motion passed unanimously.

CORRESPONDENCE

N/A

REPORTS

School/Library Liaison The Covid update shows some cases in 5 out of 8 of the schools in the district but there are no active clusters. Mr. Bownes would like the LD in the future to include him in any discussions with TCS teachers to figure out a library schedule for the school. He would like to have the School/Library Liaison informed about anything that is related to the library and the school. The LD sent an email to Mrs. Campbell to see who was supposed to shovel the sidewalk and keep a path clear to the propane tank. The School/Library Liaison should, in the future, be copied on any emails that the LD sends to TCS. Mr. Tyrell is responsible for clearing the paths at the library in the snow. TCS is encouraging teachers to get a Covid booster shot.

Financials

Upcoming budget meeting with BOS The trustees reviewed the October 2021 Reconciliation report. ROSS made a motion to accept the financial report. HADAWAY seconded the motion. The motion passed unanimously. There will be money left over in the budget this year so the trustees discussed the need for new computers for TPL. The LD will research computers to replace the outdated ones in the library. HADAWAY made a motion to approve the purchase of the new Rinnai heater for the children's room. ROSS seconded the motion. The motion passed unanimously.

ROSS had to leave the meeting at 4:15PM, so KUCHON took her place as an alternate trustee.

HADAWAY made a motion to approve the purchase of a new office chair for the LD, FlashForge Filaments, A Flashforge tool set for the 3D printer, a clock for the children's room, a printer and ink for the children's room, a laminator (amounts to be determined). KUCHON seconded the motion. The motion passed unanimously.

Heater Issues Dead River came out and fixed the heater in the main room at TPL last week.

Library Director

Donations HADAWAY made a motion to accept a donation that was made for \$100 to TPL to be used to purchase adult fiction books from Martha Tomeo in honor of Richard and Ila Sellingham. KUCHON seconded the motion. The motion passed unanimously. HADAWAY made a motion to accept a book donation containing the Twilight Series and other books by authors Maria Semple, Pam Jenoff, Eric Schmidt and Robert Averill. KUCHON seconded the motion. The motion passed unanimously.

Report The LD suggested purchasing new business cards. HADAWAY offered to design some new cards with the LD's name on them. The LD asked about the limited amount of physical periodicals at the library. Chairwoman GRAVEL noted many were available online through the EBSCO host and that, in the past, there had been a lack of interest in them. The LD was wondering what the substitute protocol is for TPL. The trustees informed her that there is a substitute. MaryBeth had asked the LD about doing a book fair. The LD suggested that perhaps it can be all online due to Covid precautions. The LD thinks that the idea should be tabled until spring and the trustees agreed. The LD asked what the policy is for replacing lost books. At the Lincoln library if a patron lost a book they would buy the book themselves and give it to the library or they would give the library the money it would cost to replace it. The LD is adjusting to being in the classrooms and is working on refreshing the school book cart. The LD shared information on the NH Historical Society with the trustees. HADAWAY made a motion to purchase a membership to the NH Historical Society. KUCHON seconded the motion. The motion passed unanimously. Chairwoman GRAVEL asked the LD to decide which library organizations she would like to belong to. The LD will contact Kiley Kapp at PRHS regarding technology questions.

NEW BUSINESS

Computers The LD checked with Chris regarding the computers in the library and he reported that he has not checked and /or updated the computers since July 2017. An estimate to update the computers and add a refurbished laptop would be \$1272. The trustees would like to purchase new computers instead of buying refurbished ones or updating older ones. The trustees set the date of 2/1/2022 to aim to switch web hosts.

3D Printers There needs to be training on these.

PUBLIC COMMENT

N/A

NONPUBLIC SESSION

HADAWAY made a motion to exit the public portion of the meeting and enter nonpublic session pursuant to RSA 91-A:3, II (1) . KUCHON seconded the motion. KUCHON: 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 5:38 PM. KUCHON seconded the motion. KUCHON: Yes; HADAWAY: Yes; GRAVEL: Yes.

HADAWAY made a motion to seal the nonpublic minutes from December 7, 2021. KUCHON seconded the motion. KUCHON: Yes; HADAWAY: Yes; GRAVEL: Yes.

ANNOUNCEMENTS

N/A

NEXT MEETING

Thursday, December 23 at 12:45 PM

ADJOURNMENT

HADAWAY made a motion to adjourn the meeting at 5:39 PM. KUCHON seconded. The motion passed unanimously.

Approved December 23, 2021