

**Thornton Public Library
Library Trustee Meeting Minutes
Wednesday, March 16, 2022**

Chairwoman GRAVEL called the meeting to order at 3:33pm.

Members Presents – Diane Gravel, Chair; Kate Hadaway, Treasurer; Anita Ross, Library/School Liaison and Vivica Duffield, Library Director

APPROVAL OF AGENDA

Approved with minor changes.

APPROVAL OF MINUTES

Trustees reviewed minutes from February 16, 2022. Minor modification was made. ROSS made a motion to accept the minutes as amended. HADAWAY seconded. Motion passed unanimously.

CORRESPONDENCE

S. Babin requested to have “16 Things Every Citizen Should Know About Town Meeting” article from NH Municipal Association displayed at the library. LD will print and post.

REPORTS

Financials – Reviewed financials. ROSS made a motion to approve the financial report with correction to JJ Silvia payment. HADAWAY seconded. Motion passed unanimously.

HADAWAY made a motion to make a fund request in the amount of \$5,000. ROSS seconded. Motion passed unanimously.

HADAWAY noted books had been turned into the auditors on 3/8/2022.

Library Director – Presented invoice for NH Downloadable Library (\$799) and upcoming passes for summer. HADAWAY made a motion to pay the invoice for NH Downloadable Library. ROSS seconded. Motion passed unanimously.

People are calling about donating books. LD is having people make lists of books they wish to donate for approval. Many are historical / historical fiction from K McKenna. Bill Cantlin also had books to donate that are not currently in the collection. ROSS made a motion to accept the list of donated books from K. McKenna per recommendation of LD. HADAWAY seconded.

Motion passed unanimously. ROSS made a motion to accept the books donated by Bill Cantlin. HADAWAY seconded. Motion passed unanimously.

Sugar on Snow still this Saturday – rain or shine. The Events Committee has a pop-up tent they plan to use if it is raining.

Family Search – Still having issues with IP addresses. LD has been calling to try to get everything setup, but it has been challenging. GRAVEL is going to try to help with gathering all IPs for computers in the library.

Printer Issues – There are some issues with faxing and printing that the LD is working to address. We still have capability to do both functions on separate machines.

Patron Policy cost to join is \$10. LD feels that may be low. Other libraries charge \$40-\$50 for non-residents. ROSS made a motion that any new non-resident patrons may use the library for a one-time fee of \$40. HADAWAY seconded. Motion passed unanimously.

LD is working on the summer program. Grant is closing. LD must complete the library statistic survey. Oceans of Possibility is the theme this year.

School Readiness Program. There is a seminar in April. LD will connect with E. Woolfenden.

Library/School Liaison – No outbreaks in Thornton. 5 students and 1 staff at PES. Last Monday got rid of masks in SAU. Mr. Bownes would like to see kids back up here, but cannot make the kids wear masks.

HADAWAY made a motion to change mask policy to be “recommended, but not required.” ROSS seconded. Motion passed unanimously. A sign will be made to state “Masks Are Recommended, But Not Required. Please do not enter if you are not feeling well.”

Will offer to have kids return to the library April 1.

REVIEW PROGRESS ON ACTION ITEMS AND DIRECTIVES

OLD BUSINESS

Credit Card – Trustees reviewed credit card policy in financial controls to ensure it was accurate. ROSS made a motion to amend item 3f under the credit / debit card use policy to read Treasurer instead of Trustees to permit for payment of invoices by credit card as seen necessary. HADAWAY seconded. Motion passed unanimously. LD and HADAWAY will complete application and HADAWAY will email auditor.

3D Printer Curriculum Packs – LD pulled up the emails. MaryBeth was working on downloading the curriculum packs and Account Activation needs to take place. Was on the phone with them.

ROSS will check with Mr. Switzer to see if he could help with setup on 3D printers. HADAWAY made a motion to permit the use of the 360-Degree Owl camera for use by the faculty at the Thornton Central School. ROSS seconded. Motion passed unanimously.

Family Search – LD will double check if access is working. This is necessary to maintain affiliate library status. Link to check should be in December 27th email.

Library Agreement – It has been mentioned we have a signed agreement between library, select board and school board.

NEW BUSINESS

Library Officers 2022 – HADAWAY made a motion to keep the same positions. ROSS seconded. Motion passed unanimously.

ANNOUNCEMENTS

None

PUBLIC COMMENT

None

NON-PUBLIC

ROSS made a motion to enter non-public pursuant to RSA 91-A:3 II at 5:15pm. HADAWAY seconded. ROSS: Yes, HADAWAY: Yes and GRAVEL: Yes.

Trustees reviewed non-public minutes from 1/21 and 2/16.

ROSS made a motion to approve non-public minutes from February 16, 2022. HADAWAY seconded. Motion passed unanimously.

ROSS made a motion to approve non-public minutes from January 21, 2022 as amended. HADAWAY seconded. Motion passed unanimously.

ROSS made a motion to leave non-public at 5:20pm. HADAWAY seconded. ROSS: Yes, HADAWAY: Yes, and GRAVEL: Yes.

ROSS made a motion to resume public session at 5:21pm. HADAWAY seconded. ROSS: Yes, HADAWAY: Yes, GRAVEL: Yes.

SCHEDULE NEXT MEETING

April 13, 2022 at 3:30pm

ADJOURNMENT

ROSS made a motion to adjourn at 5:23pm. HADAWAY seconded. Motion passed unanimously.

Respectfully submitted by Kate Hadaway

Approved March 6, 2022