

**Thornton Public Library  
Board of Trustees Meeting  
Wednesday, May 18, 2022  
3:30pm**

**Minutes**

Attending: Diane Gravel, chair; Kate Hadaway, trustee; Anita Ross, trustee; Vivica Duffield, Library Director

The meeting was called to order at 3:32 pm. The agenda was approved.

Ross made a MOTION to approve the minutes from the April 6, 2022, meeting; Hadaway seconded. The motion passed.

**Reports**

1. Financial; will do Squam Lakes Summer Program for \$270.06; Lynne Campbell asked for budget number; Vivica will contact Mary Conn or Debra Shepard for exact figure. Ross made a MOTION to approve the financial report for March 2022; Hadaway seconded. Motion passed.
2. Library Director
  - NH Historical Society sent two passes. Employees and trustees can attend programs with passes.
  - She attended a NH Fish & Game workshop in April. She learned that they have traveling fur kit and received a wildlife book. They offer adult programs, including a mindfulness and nature workshop. It was an excellent, worthwhile workshop.
  - FamilySearch – Bob Dunlop is very interested in getting the FamilySearch access up and running. We will notify him when that happens.
  - Weeding policy – working on weeding; some books have been overdue since 2018, possibly as many as a few hundred. One ILL book was lost. It was valued over \$100. We will pay the bill to avoid difficulties with the ILL service; then, we will proceed to collect directly from the person who lost the book.
  - Celeste Moreau and Claire White worked in the gardens.
  - Proposed a book sale – from weeded and donated books. Start Friday, June 10-17. Will do a running sale for a week. She purchased a cashbox to have available for such activities.
  - Summer Reading Program -- starts June 20 and will run through July 29; theme “Oceans of Possibilities.”
  - National Night Out – August 2. Hadaway suggested getting prize from new aquarium by Storyland; would be consistent with the theme. LD will call.
  - Science Books – talked to Julia Chase; need to update books for her class. Broad Reach Books doesn’t have all the things Chase needs; quote \$580 (buy one, get one free). But more elementary than middle. Focused on science. Also looking for supplier that has more books on natural disasters for Ms. Perkins.
  - Completed statistics for NHSL; updated square footage.
  - Gardening – a few people have volunteered to help with the vegetable garden.
  - On May 25, LD will go to NHSL for Reimagining School Readiness Program for students getting ready to go to school, preparing their minds and attitude, dispelling fear; getting \$500 worth of free materials. Attended webinar on Monday, left at 2:35.

She was able to clock in so are eligible for the materials. Must go May 26, 9:00-12:00 at NHSL.

- Anything that needs to be posted on the Town website must be sent to Desiree.
3. Library/School Liaison  
Covid cases are on the rise. TCS 1 student, 1 teacher.  
Schedule for 2022 passed the School Board; no more remote dates; on voting days, lunches will be served in rooms.  
Ross talked to Town Administrator about digitizing records. She said it's up to trustees. Correspondence/administrative records, 1 year; policy and program records for applicable period; library cards, 1 year after; user records, RSA 201-d:11; minutes must be kept permanently.  
Talked to Steve Switzer about 3D printers; excited about getting involved. LD will download curriculum packs.  
LD to contact school reordering a yearbook.

### **Review progress on Action Items and Directives**

1. LD - Check with Town re putting library events on town calendar. DONE.
2. ROSS - Ask Debra Shepherd how long we're required to keep records and whether we can digitize them. DONE
3. ROSS - Follow up with Steve Switzer re 3D printers. DONE
4. GRAVEL - Post credit card query on NHLTA list serv. DONE
  - Hadaway reported that the Auditor said if we have a checkout procedure, and the card is secured, we can keep the debit card.
  - Ross needs to call Staples; her name is on the Staples credit card. Needs to report it lost/stolen.

### **Old Business**

1. GRAVEL reminded everyone that the draft of ideas for the website is in Google Docs
2. Building Plan – GRAVEL and LD met with the architect and went over needs for a new building. They must first determine if the current foundation can be used and include the following considerations.
  - Move the restroom to the back of the building.
  - Bump out the front and the back to create more space.
  - Plan for issues with afternoon sun if we have large windows.
  - Need more storage space, perhaps incorporating current restroom space.
  - Security for student side of the library.

Comments were made suggesting potential plans to separate the school and public libraries.

### **New Business**

No new business was reported.

### **Nonpublic Session**

Hadaway made a MOTION to enter nonpublic session; ROSS seconded.  
ROSS Yes; HADAWAY Yes; GRAVEL Yes.

The trustees exited public session at 4:43 pm.

### **Resume Public Session**

HADAWAY made MOTION to resume public session at 4:55 pm; ROSS seconded.  
ROSS Yes; HADAWAY Yes; GRAVEL Yes. The motion passed unanimously.  
Public session resumed at 4:55 pm.

HADAWAY made a MOTION to seal the minutes of the nonpublic session. ROSS seconded.  
ROSS Yes; HADAWAY Yes; GRAVEL Yes. The motion passed unanimously.  
Public session resumed at 4:55 pm.

### **Next Meeting**

The next regularly scheduled meeting will be on June 15, 2022.

ROSS made a MOTION to adjourn at 5:00 pm. HADAWAY seconded. The motion passed unanimously.

Respectfully Submitted,

Diane Gravel

**Approved June 15, 2022**