

Thornton Public Library
Board of Trustees
Minutes
Wednesday July 12, 2023

I. The meeting was called to order at 10:07. In attendance were: Trustees Diane Gravel, Marty Humphrey, Anita Ross, Library Director Viveca Duffield, Alternate Jackie Belanger
The agenda was approved. - Anita Ross moved to accept the minutes of 6/14/23 with corrections, seconded by Marty Humphrey. Motion to accept passed.

II. Reports

A. Motion to accept the financial report by Anita Ross and seconded by Marty Humphrey. The financial report was approved. Marty requested that we separate fuel and heater maintenance funds. Anita expressed appreciation for Marty's efforts in clarifying the budget reports.

B. Library Director

1. The library book sale will be ongoing as books are still being sold. \$115 so far has been collected. Diane restated that all gifts must be approved before bringing books to the library.
2. Summer Program - Fifty people attended the mime performance on June 27th. The program on July 5 was related to the celebration of the 4th. Marty suggested that the coordination with the Adapt program be added to the Town Report. The next program is with the Squam Lake Science Center on the 18th. Vivica will start developing programs in March so they can be publicized well in advance. Three-D printing will be the next program on the 19th and an Ice Cream party is scheduled for July 26th.
3. Newsletter - MaryBeth is working on it.
4. Website - We should check the Jaffrey site. We need help in website design.
5. Driveway - Vivica will contact John Kubic.
6. Tea party or other function in August to introduce Friends group
7. Tech conference - a virtual workshop from ALA on the 18th. Vivica will participate.
8. United Way Sept. 22 will be a volunteer opportunity; plan is to repair the edging around the flower beds.
9. Correspondance - *Scout Life* magazine subscription will be continued.

C. Library/School Liaison - Discussion of hours for students and classes in regard to security issues. The contract needs to be finalized. New school year begins on August 28th and teachers return on the 21st.

III. Action Items

- A. Railroad ties - We are getting a quote from Jay Silvia.
- B. Mass Email Software - Marty made a motion to approve a subscription with Constant Contact to be funded half from the operating budget and half from the book sale. Anita seconded. Motion passed.
- C. Mowing contract - We need a seasonal contract/bid and invoice from Jay Silvia.

IV. Old Business.

- A. BOS meeting date not known as yet; check their schedule for the library contract discussion
- B. Friends group - possible social gathering to be planned.
- C. Patron survey - a few more are coming in

V. New Business

- A. Separate account for donations. Anita made a motion to open a separate non-lapsing bank account, possibly a savings account, for gifts, fees from income-generating equipment, and other income permitted under RSA 202-A:11; Marty seconded. Motion passed.
- B. Web – Trustees will view Jaffrey Public Library website for ideas. Diane will follow up with Desiree about creating a library section on the Town's website. .

VI. Announcements There will be some school staff changes which will cause class scheduling changes.

VII. Discussion - website and newsletter will help in publicizing events and services at the library;

Jackie will be attending the NH Trustees workshop in Concord on July 17th. She will gather information on emails and approving minutes by email.

VIII. Next meeting is July 26th.

Meeting adjourned at 11:48

Respectfully submitted,
Jackie Belanger

Approved August 2, 2023