

Thornton Public Library
Board of Trustees
Minutes - July 10, 2024

- I. The meeting was called to order at 1:06pm. Members in attendance: Diane Gravel, Marty Humphrey, Anita Ross, and Vivica Duffield, Library Director.
- II. The agenda was approved.
- III. Minutes from July 12, 2024, were approved.
- IV. Financial Report
 - A. The Budget vs YTD Actual and the reconciliation reports were reviewed and accepted.
- V. Director's Report
 - A. Friends Update:
 1. They made \$450 at the book sale. Leftover books will be given out at "National Night Out.
 2. The group is researching the cost of a storage shed.
 3. It will be suggested that they use "Zoom" for their meetings as well as meet once-a-month on a Saturday morning.
 - B. Vivica created a map of the library noting the location of all book types for use in training new staff. Marty will work on creating it in a drawing format.
 - C. The Children's Summer Program is ongoing. It will culminate on July 31 with an ice cream party.
 - D. Vivica will work on promoting the adult summer reading challenge which culminates on Aug. 21. She is collecting items for prizes.
 - E. Personnel: Interviews are ongoing for a 25-hour-week assistant. Vivica is planning vacation for the beginning of September (overlapping Labor Day).
 - F. Construction schedule: Vivica will get an update on the construction schedule so, if needed, the Library will close on busy construction days for patron safety.
 - G. Library Circulation System - TPL uses "Destiny" which is a school-based lending system that does not seamlessly interface with the State Library System for ILL searches of titles. Thus far, this has not been a problem for TPL.
- VI. School Liaison
 - A. Anita will ensure that Vivica get the app used for emergency notification of events that could effect the functioning of the library, e.g. tornado and severe thunderstorms.
 - B. All staff meeting is set for Aug. 19. Anita will inquire if Vivica can get a slot on the schedule at that meeting or the next to review brary/school collaboration and procedures, especially when classes will not be coming at their designated time.

1. Trustees will review collaboration and procedures ideas at our August meeting.

VII. Old Business

- A. Diane has written a preliminary telescope borrowing policy. It should be reviewed for adoption at our next meeting. The telescope should arrive by October.

VIII. New Business

- A. The options for library FT employees who are 65 were discussed: 1) remain on Town policy or 2) opt for a Part B and GAP individual policy.

- IX. Ross made a motion to enter a non-public session under R.S.A. 91-A:3(II)a; Humphrey seconded. Ross Yes; Humphrey Yes; Gravel Yes. Nonpublic session was entered at 2:15pm.

Public Session resumed at 2:25 pm.

Meeting was adjourned at 2:30 pm.

Respectfully submitted,

Marty Humphrey

APPROVED: August 14, 2024