

Thornton Public Library
Board of Trustees
Minutes - December 13, 2024

- A. The meeting was called to order at 3:30pm. Members in attendance: Diane Gravel, Marty Humphrey, Anita Ross, and Vivica Duffield, Library Director.

- B. Agenda for the meeting was accepted.

- C. Minutes for Nov 11 were approved

- D. Financial Report - reports were reviewed and accepted
 - a. No word from BoS on acceptance of our 2025 budget.
 - b. Marty may adjust categories for 2025 Town Report submission based on 2024 expenditures and use of "Encumbered" funds line item to hold monies for driveway work.

- E. Director's Report
 - a. Astronomy presentation is scheduled for Dec 17 at 3:00pm
 - b. Three (3) craft events are being held
 - c. Open house is Dec 21 at 1:00pm
 - d. Storywalk needs major clean up work (downed trees). It will not be utilized this winter. This could be a Scouts project in the Spring.
 - e. Insulated window coverings are needed by the checkout desk. Marty will explore options.
 - f. Konrad Wagner will be used in the future for technology issues. He is local and at reasonable rates.
 - g. Vivica will follow up with the Principal on the construction company addressing the culvert damage.
 - h. Vivica was reminded to begin working on the statistics needed for the Town and State annual reports.

- F. School Liaison
 - a. There will be a half day of school on Dec. 20, no classes at the library.

- G. Old Business
 - a. Reply Email thanking Brian Lash of Owl's Nest for their conversation was reviewed and approved.
 - b. Diane sent a link to book censorship information for our review.

- H. New Business
 - a. The library will close at noon on Christmas and New Year's Eve. Employees who are regularly scheduled to work the hours we are closed will be paid their regular rate/hours.

- b. Zoom account information via Tech Soup will be sent to the Friend's Group along with information on joining Tech Soup.
- c. We need to work on the creation of a Thornton Public Library Trustees' Manual to make on-boarding of new Trustees and Alternates easier.
- d. A discussion was held about the three (3) Trust Fund accounts that benefit the Library. Marty will investigate the use of Trust Funds and/or interest. More information will be coming from the Trustees of the Trust Funds on the details contained in the Library Trust Funds.

Next meeting will be January 8 at 3:30.

Meeting was adjourned at 4:52 pm.

Respectfully submitted,

Marty Humphrey

APPROVED: January 15, 2025