

Thornton Public Library
Board of Trustees
Minutes - June 12, 2024

- I. The meeting was called to order at 3:42. Members in attendance: Diane Gravel, Marty Humphrey, Anita Ross, and Vivica Duffield, Library Director.
- II. The agenda was approved.
- III. Minutes from May 8, 2024, were approved.
- IV. Financial Report
 - A. The Budget vs YTD Actual was reviewed, as were the reconciliation reports. The report was accepted.
- V. Director's Report
 - A. The Children's Summer Program
 1. Activities are being finalized. July 10 Smokey Bear will be added to the program with a 3:00 start time.
 2. Vivica will get the liability form for the Hubbard Book event.
 - B. Library Hours: It was decided to have the Library open M & W from 10-6; T-Th-Fri from 10-4 and Sat from 9 to noon.
 - C. Construction schedule: Vivica will call Josh to find out about the 2-week in-advance schedule. Construction is due to begin on Monday, June 17.
 - D. National Night Out: Volunteers are needed from 4:30 to 7pm on Tue, Aug 6. Event is at Benton's field, and we will have information on the Library and books for children.
 - E. 2026 - US 260th birthday - possibly host a "Tea Party" to celebrate this event
 - F. Personnel - hiring:
 1. Vivica should complete preliminary interviews with candidates before they meet with the trustees.
 2. Vivica should make decisions on job responsibilities (work with school kids, story time, just circulation desk, etc.) to determine the hours needed to be covered and when.
 - G. Cleaning: Tasks of Mark Melanson need to be reviewed and expressed to him.
 - H. School Kids' Books: Vivica is striving to get books returned as 72 are still checked out. She has sent notices home about damaged books.
- VI.
- VII. School Liaison
 - A. School is out for this year.

- B. Next year, the Library will again not schedule classes on Wednesdays to avoid the rescheduling needed for the winter activities (e.g., ski program).

VIII. Old Business

- A. Marty reviewed the takeaways from the NH Library Trustees meeting.
- B. Telescope donation/award: We will not receive the telescope for a couple of months. Diane will draft a Policy on Borrowing the Telescope. . Discussion was held on whether there is any way to secure a deposit from borrowers, as the telescope and accessories are worth almost \$400.

IX. New Business

- A. Revisions were made to the Personnel Policy to address part-time employees' holiday pay:

Part-time employees whose regular scheduled hours fall on a holiday will be compensated at their current hourly rate..

- X. Ross made a motion to enter nonpublic session under R.S.A. 91-A:3(II)a; Humphrey seconded. Ross Yes; Humphrey Yes; Gravel Yes. Nonpublic session was entered at 4:58pm.
Public Session resumed at 5:14 pm.

Meeting was adjourned at 5:30 pm.

Respectfully submitted,

Marty Humphrey

APPROVED: July 10, 2024