

Thornton Public Library
Board of Trustees
Minutes November 10, 2025

The meeting was called to order at 3:30PM

Members in attendance: Marty Humphrey, Anita Ross, Mary Beth King, Al Lewis, Diane Gravel, Vivica Duffield-Library Director, Lori Harris Friends of the Library Representative

The Agenda was approved.

Minutes from October 6th were approved.

Financial Reports: Presented by MaryBeth.

A. Budget:

1. The check from the town was received on 10/20/2025 of \$7,330.00
2. Usage of remaining 2025 budget monies were discussed.
 - a. Items to use funds for are repairs or replace the Rinnai Heater. The plowing bill, storage containers, and an AED. The AED machine was discussed at the First Aid Meeting.
 - b. Storage chests were purchased, they are listed under supplies

Director's Report Presented by Vivica

A. Programs:

- a. The September Program: Family Archive had only 4 in attendance
- b. Telescope Night on Oct. 27th had 5 people attend.
- c. The Mushroom on October 22nd had 7 people attend
- d. "Digging Into Native American History" on November 19th will be the November program partnered with the Campton Library. A check for \$300 has been received. This may be held at the school due to anticipated number of attendees.

- B. The "Open House" program will be held on December 13th. This is partnered with The Friends of the Thornton Library. There will be raffle baskets - the monies will go to support families of children who are food insecure. It will be administered by the Principal.

- C. The American Revolution Program is set for the Spring and will be partnered with Campton Library.
- D. Website/Weebly: Diane has had issues with the billing and has spent some time trying to renew our site. iPage has been signed up and paid for a year.. We should upgrade to Square, but cannot change due to the former librarian's ownership of it. We will look at this in a year.
- E. Quicken license has been renewed.
- F. Weeding - Weeding of books and materials will be a constraint ongoing process to make room for new books and materials.
- G. The newsletter will be going out tonight for November. Save the date with open house date and time.
- H. Professional Development - Clif Zoom conference in November. Vivica will view a webinar for School Library Formats and Lesson Plans
- I. Scholastic Fair - The Scholastic dollar balance available for the school is \$1042.47. Vivica and Marty still need to formulate an Email to the Principal about the Library not holding the Book Fair in the future.

Library/School Liaison:

- A. The Veteran's day assembly and luncheon took place today. It was the first time the school has offered lunch for the Veterans and it was successfully attended. They had a question and answer session with the older students and the Veterans
- B. School Board meeting is on Monday the 17th
- C. First Thornton Family Thanksgiving Lunch with the Parents and Students on Friday the 21st
- D. Nov. 26th it is a noon dismissal, but very busy with an awards assembly in the morning followed by The Turkey trot race for 5-8, run by the PE teacher, and the Gobble Wobble inside for the K-4 students.
- E. For Grading Thornton School now does Trimesters instead of quarters
- F. The next faculty meeting is on Dec. 8th. The Winter Concert is on Dec.11th.

Old Business:

- A. The status of the School/Town/Library contract was discussed. There is no status. The Auditors will talk about this. Just leaving it as it is for now. The old contract is still being used.
- B. Still looking into choices for our water cooler. So far we have been using Primo. We can still get the water from Primo. Right now we are renting from them. If we were to go with another cooler, we do not know if they would still deliver to us. We could look into going to a smaller gal. for water. Instead of 5 gal. jugs we could do 3 gal. We are still looking at this item
- C. The purchase of vests- Evergreen is asking a minimum of 12 to order from them, at \$35.10 each plus \$2.50 extra for extra sizes. 4 Imprint asks for a minimum of 6, at \$31.50 each. The Logo from our website will be used. Sizes we discussed and we will order 6.
- D. Still looking at the capacity of the library building, nothing in the school records. Anita will contact the Fire Chief and have this information by January.
- E. American Revolution Update presented by Diane Gravel - Website is ready to launch by the end of Thanksgiving. The MillBrook Valley will be hosting a reenactment Dec.13/14. Not open to the public. Use of Constant Contact for notification for this was mentioned. See into asking the selectboard if Diane can talk about this at the Town Meeting or have a table at the meeting.
- F. Friends update - Lori Harris gave an update on the Friends of the Library- The Open House will be on Dec. 13th. New members are joining slowly, there are new people at the meetings. They were present at the Trunk or Treat. 8 People were at the CPR class- \$150 to the instructor, \$25 for card for patrons. The Open house will be celebrating all Holidays. There will be 7-8 gift baskets for the raffle and ask for donations at the Open House. Money to go to families of kids at school who are food insecure.
- G. 2026 Budget Presentation. Times were changed on the Selectman's agenda, for the 12th. Not everyone received the corrections of the times. Marty put all the figures in for the Select Board. We will meet with them on the said date. The selectmen have our budget handouts, and the

worksheet. Library Stats for the presentation are ready for a discussion of wages for new librarian

H. Furnace: Unit in the adult room needs. \$756 to fix the blower. Dead River quoted just under \$3000 for a replacement. Louie Valente quoted \$2,780 plus \$550 if we want a WiFi controller which can be operated from a wall thermostat or cell phone.

a. A motion was made by Anita Ross to purchase a Renni Heater from Louie Valente, it was seconded by MaryBeth King. The Motion passed.

b. Further discussion about adding the WiFi unit later

I. The storage closets need cleaning out and the best day for the friends to help with this is Weds. Nov. 19th. The new storage cabinets are in place. We can order shelves for these. There will be bins to place inside.

New Business:

A. The Policy Manual review and discussion is moved to the December meeting.

B. Cost of an AED. A refurbished AED would be \$883, with warranty. Pads for the AED need replacement after each use. Marty to check with Ethel Gadies for Grant ideas. A motion was made by Anita Ross to purchase the AED and seconded by MaryBeth King. The motion passed.

C. The current Library Circulation System is a school system and is not connected to the state system. There is no budget for a new system. We will be looking into it for next year and keep on the back burner for now.

No Announcements

No Public Comments.

No Non-Public Session.

The Next Meeting will be on Monday, December 8th.

The Meeting Adjourned at 5:30 PM

Respectfully Submitted.

Anita Ross, Secretary

Thornton Library Trustees

APPROVED: Dec. 8, 2025